

All in favour.

Motion carried.

- b. To review and decide on actions arising from the internal Audit of the Parish Council.
The internal auditor had made positive responses to all relevant questions in the Councils Annual Return except Question F which related to Petty Cash where a 'not covered' response was entered. The Clerk pointed out that the Council does not operate a Petty Cash book but has provision within its Code of Conduct for the purchase of stationery up to a pre-determined amount. All expenditure is supported by receipts, expenditure is approved by Council and VAT appropriately accounted for.
- c. To review and concur the Local Council's Annual Return
- i. Statement of Accounts for Launton PC year ended 31st March 2009
The statement of accounts in the Annual Return were agreed.

Proposed: Councillor S Turner
All in favour.

Seconded: Councillor W Foster
Motion carried.

- ii. Annual Governance Statement for Launton PC year ended 31st March 2009

The Clerk pointed out that it was necessary to make 'No' responses to questions 2 and 7. This was because an action point identified after last years audit, to review the effectiveness of internal audit, had not been completed in the year to 31st March 2009.

Councillors Turner and Hill agreed to conduct a review .

Action Councillors Turner and Hill

The Clerk to provide Councillors Turner and Hill copies of 'Governance and Accountability for Local Councils, a Practitioners Guide 2008' and include internal audit in the agenda for next months meeting.

Action Clerk

Proposed: Councillor S Turner
All in favour.

Seconded: Councillor H Hill
Motion carried.

- d. To review alternative insurance quotes, approve an insurer for the year commencing 1st June 2009, and approve payment of premium.
The Clerk had previously provided a comparison of costs and benefits along with other explanatory material. On the basis of this material and subsequent discussion, the Council agreed to place its insurance with Norwich Union through the new broker identified by the Clerk . The Council also agreed to opt for the three year binding agreement at an improved premium and approved the expenditure.
Clerk to arrange insurance cover for the year commencing 1st June 2009 subject to establishing material information regarding any previous claims record.

Action Clerk

Proposed: Councillor I Stubbings
All in favour.

Seconded: Councillor M O'Connor
Motion carried.

- e. To approve transfer of half yearly precept funds from the Parish Council's Bank of Ireland account to its Co-operative Bank account.
Transfer approved.

Action Clerk

Proposed: Councillor S Turner
All in favour.

Seconded: Councillor M O'Connor
Motion carried.

- f. To consider a proposal to transfer further funds from Bank of Ireland to the Co-operative Deposit account.

The Council considered it prudent to make a further transfer of £10,000.

Action Clerk

Clerk to arrange for Councillors Foster and Stubbings to be added to the Bank of Ireland authority mandate

Action Clerk

Proposed: Councillor S Turner

Seconded: Councillor R Tomkins

All in favour.

Motion carried.

- g. To confirm and approve expenditure for May

Expenditure for approval and payment in May 2009

Cheque No	Payee	Amount
200024	Mr Jefferies – Bus Shelter	£ 80.30
200025	K Dixon	£256.23
200026	HMRC – K Dixon	£ 64.00
200027	OALC - subscription	£209.17
200028	ORCC - subscription	£ 20.00
200029	Mr Dempsey – Grass Cutting	£340.00
200030	Ian Black – Internal Audit	£ 50.00
S/O	Launton Lines	£110.00
	Insurance premium - to be defined	

Total Payments for May 2009 **£1129.70** (excl. Insurance)

All above cheques drawn on The Co-operative Bank

- h. To review income during April

Income Received

Source	Reason	Amount
Co-Op Bank	Interest March	£ 0.06
Co-Op Bank	Returned S/O payment	£ 110
BOI	Interest April	£ 1.27
CDC	Precept	£7500
CDC	Sherwood Close Funds	£6586.67

Total Receipts for April 2009

£14198.00

Councillor Tutt proposed that since funds were now available, a maintenance plan should be developed for Sherwood Close. Clerk to include in next months agenda.

Action Clerk

Income was reviewed and expenditure approved.

Proposed: Councillor S Turner

Seconded: Councillor W Foster

All in favour.

Motion carried.

- i. To review bank statements.

Banks statements were reviewed and unanimously accepted.

10. Village Matters

- a. Allotments -To consider and decide upon the eight points defined in the Clerk's letter to the Council of the 13th April 2009 regarding the terms of the tenancy agreement between the Parish Council and the allotment association.
Having considered the points raised, the Council agreed that the contract should be modified in accordance with their directions, then presented to Cherwell District Council's legal department for review and comment. **Action Clerk**
The Chairman stated that there would still be scope for negotiation when the agreement was put to the 'Launton Plotters' allotment society.

Proposed: Councillor S Turner
All in favour.

Seconded: Councillor I Stubbings
Motion carried.

- b. To review and decide upon the submission received from a parishioner regarding the bus terminus in Blenheim Drive.
The Council considered the issue but did not support the request to approach Stagecoach to remove the stop.
The Council did share the views stated that having a bus obstruct the end of Blenheim Drive any longer than is necessary, to collect or discharge passengers and perform the turning manoeuvre, is a hazard to road safety and an inconvenience to residents.
Accordingly, the Council will approach Stagecoach to acquaint them with these facts, and to request that;
- bus drivers are directed to complete the turning/alighting/boarding operation as quickly as is safe to do so,
 - idle time between the bus reaching the terminus and its scheduled departure from the next stop in Station Rd, is spent parked in Station Rd, rather than Blenheim Drive,
 - when idle time is involved, drivers are instructed to turn off their engines.

Action Clerk

Proposed: Councillor M O'Connor
All in favour.

Seconded: Councillor I Stubbings
Motion carried.

- c. To receive a follow-up presentation from Mr David Thompson on the village website and decide next steps.
David Thompson summarised developments and demonstrated the site to Councillors. He pointed out that there was still room to improve the service with more input from village groups. The Chairman suggested further discussion outside the meeting then thanked David on behalf of the Council for the work he had done to deliver a 'wonderful' website.
- d. To consider facilitating the provision of a Tetrapak recycling point in the village.
The Chairman explained that currently these containers could not be recycled through normal processes but they were collected by OCC for specialised recycling elsewhere.
Clerk to investigate through OCC whether a collection point could be sited in the village. **Action Clerk**

11. Correspondence

- a. To discuss and, where necessary, decide upon a response to correspondence for consideration:

- i. Request from The Parish of the Assumption of the Blessed Virgin Mary for £1000 grant towards upkeep of the churchyard.
Request agreed

Proposed: Councillor R Tomkins
All in favour.

Seconded: Councillor S Turner
Motion carried.

- ii. Cherwell Sustainable Community Strategy Workshop
The Chairman stated he intends to attend this workshop.
 - iii. Calor 'Village of the Year' competition
Councillor Foster expressed her enthusiasm for this event and, together with the Chairman, will propose it to the newly formed 'Launton People' group or if time permits, make a submission themselves on behalf of the village rather than as Councillors
- b. Correspondence received for information (folder circulated)
 - i. 'The Playing Field'
 - ii. Bicester Hospital and Community Services Project
 - iii. 'Public Sector Equality Duties'
 - iv. Chiltern Railways 'Evergreen 3 Project'

12. Reports

Chairman's Report

The Chairman had received a letter concerning, amongst other things, the condition of bus stops.

Clerk to include the issue in next months agenda.

Action Clerk

13. Clerk's Report

- a. Sherwood Close Grass Area - To review progress on 'No Ball Games' sign. Sign scheduled for delivery within the next ten days.
- b. Rural Exception Sites - Progress since last meeting – CDC had requested assistance in identifying ownership of Site 4.
- c. Station Rd Drainage - To review response from CDC – On 6th May 2009 Mr Mike Smith, Clerk of Works for CDC had made a site visit with the Clerk in attendance. The Clerk read the action plan arising from that visit to the Council. In summary the plan states that, within the extent of the budget set aside for the work, and with the consent of landowners to achieve access, CDC will clean the ditches that clear water along, and away from Station Rd, and improve the pipework outside no.1 Sharpes Cottages. Mr Smith had pointed out in the plan, that this activity would only be conducted once by CDC, since the responsibility for maintaining the ditches continues to rest with the landowners.
The Clerk expressed his appreciation for the responsive and positive attitude he had experienced in dealings with Mike Smith.
- d. Street lighting proposal – Councillor Foster had followed up on the experience of the few other villages that had so far switched off any lights. It was agreed that the topic should be included in next months meeting. **Action Clerk**
- e. Contract of Employment – The Chairman will meet with the Clerk to conclude the contract before next meeting. **Action Councillor Turner**

14. Date of next meeting - Thursday 4th June 2009

Due to the European elections the meeting will be held in The Launton Congregational Church.

The Meeting closed at 9.50 pm.