

LAUNTON PARISH COUNCIL

Members of the Parish Council and the Parish Clerk had been available in Launton Congregational Church before the start of the formal meeting (from 7.00pm until 7.30pm) to meet with the public. All plans and correspondence were available for viewing and comments and 2 parishioners availed themselves of this opportunity. The formal meeting commenced at 7.30pm.

Minutes of the meeting held on Thursday 4th June 2009 at 7.30pm in Launton Congregational Church

Present: Councillors: Mr Simon Turner- Chairman, Mrs Audrey Tutt, Mr Howard Hill, Mrs Molly O'Connor, Mr Ian Stubbings & Mr Roger Tompkins

In attendance: Mr Keith Dixon- Clerk

1. To receive and accept apologies for absence

Miss Wendy Foster, Councillor C. Fulljames

2. To receive any Declarations of Interest in items on the agenda

There were none.

3. To confirm the minutes of the last meeting - Thursday 7th May 2009

The minutes of the meeting held on Thursday 7th May 2009 were unanimously agreed as a true record and were signed and dated by the Chairman

Proposed: Councillor Turner
All in favour.

Seconded: Councillor Tompkins
Motion carried.

4. Report from Oxfordshire County Councillor for Launton

No report was available.

5. Report from Cherwell District Councillor for Launton

No report was available.

6. Financial

- a. To discuss and agree upon the process for review and update of the Council's Financial Regulations and Standing Orders.

The Chairman summarised the need to review and revise the Council's Standing Orders and Financial Regulations.

It was agreed that the Clerk should purchase a set of model standing orders from OALC, and circulate them to Council members. Further, to arrange a meeting with Councillor Turner to discuss any amendments required to meet the needs of the Council, prior to a review by the full Council, and subsequent adoption.

Proposed: Councillor Tutt
All in favour.

Action Clerk
Seconded: Councillor Turner
Motion carried.

- b. To consider and decide upon internal audit activity to ensure the effectiveness of the audit.

It was agreed that when Councillors Turner and Hill had completed their reading of the Governance and Accountability for Local Councils Section 2, a meeting should be arranged with the Clerk to discuss an approach to ensuring the effectiveness of internal audit in monitoring internal controls.

Action Councillors Hill, Turner and Clerk

Proposed: Councillor Turner

Seconded: Councillor Stubbings

All in favour.

Motion carried.

- c. To confirm and approve expenditure for June and review income during May
Expenditure for approval and payment in June 2009

Cheque No	Payee	Amount
200031	Network Broker Limited	£ 620.35
200032	Mr Jefferies – Bus Shelter	£ 80.30
200033	K Dixon	£ 325.55
200034	HMRC – K Dixon	£ 64.20
200035	Mr Dempsey – Grass Cutting	£ 340.00
200036	Sign of the Times Ltd.	£ 133.40
200037	St Mary's PCC	£1000.00
S/O	Launton Lines	£ 110.00

Total Payments for June 2009 **£2673.80**

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
OCC	Grass Cutting Grant	£1441.64

Total Receipts for May 2009 **£1441.64**

Income was reviewed and expenditure approved.

Proposed: Councillor Turner

Seconded: Councillor Tompkins

All in favour.

Motion carried.

- d. To review bank statements.
Banks statements were reviewed and unanimously accepted.
- e. To update the Bank of Ireland mandate to include all members of the Council.
All members of the Council present signed the mandate. Councillor Foster had signed previously.

7. Planning

To discuss and decide upon correspondence received;

a. Planning Applications

- i. Application No. 09/00584/F
Applicant: Gallagher Estates Ltd
Proposal: Variation of Condition 8 and 9 of Planning Permission 04/02797/OUT
Location: Land between Birmingham London railway line and Gavray Drive, Bicester

The Parish Council had no objections and raised no concerns.

Proposed: Councillor Turner

Seconded: Councillor Tutt
Motion carried.

All in favour.

b. Planning Decisions

- i. Application No. 09/00343/F
Application No: 09/00343/LB

Applicant: Mr William Deeley
Proposal: Demolition of rear WC and erection of single storey garden room and boot room
Location: Launton House, West End,

Decision Granted subject to conditions

ii. Application No. 09/00455/F
Applicant: Mr Mark Laitt
Proposal: New dormer window to side elevation
Location: 23 Ancil Avenue

Decision Granted subject to conditions

8. Village Matters

- a. Allotments Tenancy Agreement –To review progress since previous meeting.

The Clerk reported that a draft agreement reflecting the previous decisions of the Parish Council had been received from CDC Legal Services. The draft also included a clause concerning Public Liability Insurance. CDC advised that the Council should check with its insurers whether the allotment association would be covered by the Councils policy.

Advice from the insurers was that;

1. The allotment association is not covered by the Councils policy but it could be, by changing the name of the insured to include the Association
2. The association could be covered by the Councils policy if its management committee were a committee of the Parish Council, otherwise,
3. The association would have to take out its own insurance

After consideration of the alternatives it was concluded by the Council that the benefit to the community of a thriving allotment association outweighed the risk of naming the association as co-insured on the Councils policy.

Insurers of the Parish Council are to be instructed to change the name of the insured to include the allotment association

CDC Legal services are to be asked to redraft the clause relating to insurance accordingly.

Action Clerk

Proposed: Councillor Turner
All in favour.

Seconded: Councillor Tompkins
Motion carried.

- b. Blenheim Drive bus terminus - To review progress since previous meeting.

A reply to the Councils letter to Stagecoach Ltd had been received and read to the Council. Stagecoach procedures do call for buses to wait in Station Rd rather than Blenheim Drive and to switch off engines. Stagecoach will reiterate the instruction to all drivers operating the route.

The parishioner who raised the issue is to be advised of this correspondence.

Action Clerk

- c. Tetrapak recycling point – To review progress since previous meeting.

CDC have advised that only 5 collection bins have been made available by the company who manages the recycling, which are sited at supermarkets throughout the district. The nearest point for Launton is at Bure Park shops.

CDC will keep the Council's request on record in case further facilities become available.

- d. Sherwood Close –
- i. To consider and decide upon a plan to implement a maintenance programme for the open space.
The Clerk advised the Council that he had received advice, and an estimate, for remedial and ongoing maintenance of the shrubbery borders.
It was agreed that further quotations were required and clarification of the extent of work involved. **Action Clerk**
 - ii. No Ball Games sign - To review progress since previous meeting.
The 'No Ball Games' sign has been delivered and Councillor Tomkins kindly volunteered to provide posts and fix the sign. **Action Councillor Tompkins**
- e. Parishioner letter re; youth facilities and bus shelters – To discuss and consider a response and action.
Councillor Turner reported he had made an interim response and would be speaking to the Launton Playing Fields Association about the concerns and suggestions raised, regarding youth facilities. Concerns about the bus shelters were discussed under the following agenda item. **Action Councillor Turner**
- f. Bus Shelters in the Parish - To review and decide action regarding the condition of shelters.
Repairs have already been made to the Post Office shelter. It was felt that the Station Rd shelter could profit from a repainting of the interior. The shelter at The Bull needed most attention, namely washing the roof, replacing vertical Perspex panels and repainting. Previous experience had shown that having this work done professionally was very expensive. To conserve funds Councillor Hill offered to measure the panels and get quotes for supply. Councillors Hill and Turner volunteered to help with the fitting, painting and cleaning and the Clerk will assist. **Action Councillors Hill, Turner and the Clerk**
- g. Street lighting - energy saving proposals. To decide on action.
Given the limited opportunities to switch off non critical lights in the village and the lack of any support for the concept when presented to the Annual Parish meeting, or since, the Council agreed that they would respond to Oxfordshire Highways declining the offer to participate. **Action Clerk**

Proposed: Councillor Stubbings
All in favour.

Seconded: Councillor O'Connor
Motion carried.

9. Correspondence

- a. To discuss and, where necessary, decide upon a response to correspondence for consideration:
- i. Cherwell Sustainable Community Strategy workshop
Councillor Turner attended this workshop (see Chairman's Report)
 - ii. Calor 'Village of the Year' competition
Councillors Turner, Foster and Stubbings had discussed the competition with the 'Launton People' group but unfortunately they were too late to enter before the deadline. It was felt that the Council should work, with the Launton People, towards making an entry next year, and to use the entry questionnaire to identify areas where new initiatives could improve village life.

- iii. Parish Presentation on Development Control Matters
The Council agreed that it would participate and was prepared to act as host.
Clerk to respond to CDC. **Action Clerk**

- iv. Summer Cherwell Parish Liaison Meeting 17th June 2009

Councillor Tutt said that she would like to attend as did Councillor Hill.
Councillor Foster had previously signified likewise.
Clerk to respond to CDC. **Action Clerk**

- v. CDC Overview and Scrutiny Work Programme
The Council felt it had no comment to make at this time.
Clerk to respond to CDC. **Action Clerk**

- vi. CDC Recreational strategy Action Plan 2009/10
The Council felt it had no comment to make at this time.
Clerk to respond to CDC. **Action Clerk**

- b. Correspondence received for information (folder circulated)
 - i. 'Caring Matters' Spring 2009-05-15
 - ii. 'Highways Assessed maintenance Priority explained'
 - iii. Information Commissioners Office DVD 'Tick Tock'
 - iv. Cherwell Rural Strategy 2009-2014
 - v. OALC Members Update May 2009

10. Reports

Chairman's Report

- i. The Chairman reported on his attendance at the Cherwell Sustainable Community Strategy workshop. He was impressed by the diversity of agencies participating and the good work being done to keep rural communities thriving.

11. Clerk's Report

Contract of Employment.

Both the Chairman and Clerk signed copies of the Clerk's Contract of Employment.

The Clerk pointed out that the photocopier would shortly need replacement.

12. Date of next meeting - Thursday 2nd July 2009

Launton Parish Hall

The meeting closed at 9.03 p.m.