

# LAUNTON PARISH COUNCIL

Members of the Parish Council and the Parish Clerk had been available in Launton Village Hall 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 4 parishioners availed themselves of this opportunity. The formal meeting commenced at 7.30pm.

## **Minutes of the meeting held on Thursday 3<sup>rd</sup> September 2009 at 7.30pm in Launton Village Hall**

**Present:** Councillors: Mr Simon Turner- Chairman, Mrs Audrey Tutt, Mr Ian Stubbings, Miss Wendy Foster & Mr Roger Tompkins

**In attendance:** Mr Keith Dixon- Clerk

### **1. To receive and accept apologies for absence**

Apologies were received from Councillors Hill and O'Connor

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

Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. (Please refer to the notes at the end of agenda)

There were none.

### **3. To confirm the minutes of the last meeting - Thursday 6<sup>th</sup> August 2009**

The Minutes were agreed as a true record

**Proposed:** Councillor Tutt

**Seconded:** Councillor Turner

**All in favour.**

**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 review findings of the 2009 external audit.**

The Council reviewed the External Auditors Report and the auditors Issues Arising Report, both of which had been previously circulated.

The auditors identified one concern, which related to the review of internal audit effectiveness. This issue was known to the Council and work is ongoing to resolve it.

Councillors Turner and Hill will meet with the Clerk to devise an action plan.

#### **b. To review Clerk's performance and salary**

After discussion of the Clerk's performance and progress in the role, the Council concluded that a salary increase was warranted. The level of award will be decided at the next meeting when information on pay rates is available.

The Clerk reported that the allotted 35 paid hours is generally expended with the administration of the monthly meeting and the financial responsibilities of the role. Extraordinary activity required effort outside the paid quota.

It was agreed that the levels of activity should be reviewed in six months time and, if appropriate, the hours of paid work be increased accordingly.

#### **c. To discuss the expenditure for replacement panels in The Bull bus shelter.**

The Council regarded the cost of the panels, which was in line with earlier assessments, as being acceptable.

- d. To confirm and approve expenditure for September and review income during August.

**Expenditure** for approval and payment in September 2009

<b>Cheque No</b>	<b>Payee</b>	<b>Amount</b>
200047	Mr Jefferies – Bus Shelter	£ 80.30
200048	K Dixon	£ 278.23
200049	HMRC – K Dixon	£ 64.40
200050	Mr Dempsey – Grass Cutting	£ 340.00
200051	Complete Safety Systems	£ 402.50
200052	BDO Stoy Hayward LLP	£ 184.00
200053	Councillor I Stubbings - Parking	£ 2.20
S/O	Launton Lines	£ 110.00

**Total Payments for September 2009      £ 1461.63**

All above cheques drawn on The Co-operative Bank

**Income Received**

<b>Source</b>	<b>Reason</b>	<b>Amount</b>
Co-operative Bank	Interest August	£0.55
Bank of Ireland	Interest August	£0.01

**Total Receipts for August 2009      £0.56**

**Proposed:** Councillor Turner  
**All in favour.**

**Seconded:** Councillor Tutt  
**Motion carried.**

- e. To acknowledge scrutiny and acceptance of previously circulated bank statements. Bank statements were accepted.

**7. Planning**

- a. To discuss and decide upon Planning Applications received;  
None received

b. Planning Decisions

- i. Application No.      09/00660/LB  
Applicant:              Windrushers Gliding Club  
Proposal                Re-arrange and modernise gent's wc's to provide separate facilities for male/female  
Location                Windrushers Gliding Club Building 113 RAF Bicester, Buckingham Rd, Bicester  
**Decision                Granted**
- ii. Application No.      09/00822/F  
Applicant:              Mrs Katherine Wells  
Proposal                Single storey rear extension, repositioning of oil tank  
Location                October Cottage, 5 Station Rd, Launton  
**Decision                Granted**

iii. Application No.	09/00895/F
Applicant:	Mr & Mrs Adam & Mandy Isted
Proposal	Single storey extension to rear
Location	44 West End, Launton
<b>Decision</b>	<b>Granted</b>

## 8. Village Matters

- a. Sherwood Close maintenance programme – to review status  
Mr P Bradford had accepted the contract to maintain the borders of the open space and work will commence in September.
- b. Bus Shelters in the Parish - To agree a timescale for the completion of remaining tasks to improve the condition of the shelters.  
This item to be deferred until next meeting, when Councillor Hill will be available.
- c. Calor 'Village of the Year' competition- to review progress.  
Councillor Foster reported that she had been advised by Oxfordshire County Council (OCC) that regrettably the sponsors would not be supporting a competition next year. Despite this, the template provided by the application process was valuable, and was being worked on with the Launton People group. A member of OCC will attend a future meeting to support the initiative and give advice on funding opportunities.
- d. Speed recording devices – To review developments and reach a decision on funding.  
The Council is dependent on progress in the Neighbourhood Action Group before a speed recording device can be obtained. Efforts will be made to be in a position to agree purchase at the next meeting.

**Action Councillor Foster**

- e. Weed clearance – Station Rd pedestrian refuge. To review status  
The contractor selected for this work had declined to accept the contract terms. The Clerk to seek the views of CDC Legal department about indemnity by contractors. If clarification can be achieved, the clerk to approach another contractor who quoted for the work and offer the contract to them.  
**Action Clerk**
- f. The Glades – Tree maintenance – to decide a course of action to deal with a dead tree.  
Clarification is to be sought from CDC to ensure tree is beyond recovery. If confirmed to be dead, clerk to contact a selection of contractors to quote for removal and replanting of a suitable alternative.  
**Action Clerk**

## 9. Correspondence

- a. To discuss and, where necessary, decide upon a response to correspondence for consideration:
  - i. To review and decide upon the Council's submission to C.D.C's consultation on its Sustainable Community Strategy.  
The Chairman reviewed contributions received from councillors Foster and Stubbings. He offered to create a draft response on behalf of the Council including the above contributions and his own, and present it for review at the next meeting.  
**Action Councillor Turner**

- ii. Banbury, Bicester and Kidlington Seniors Forum, 28<sup>th</sup> September  
No Councillor will be available to attend this meeting. Councillor Stubbings reported that members of the Over Sixties club would attend, and he would seek feedback and report to the Council.
- b. Correspondence received for information
  - i. OALC Members Update August 2009
  - ii. The Co-operative Bank 'Community Plus'
  - iii. Countryside Service Annual Report 2008-2009
  - iv. Chiltern Rail ( Bicester to Oxford Improvements) Order

## 10. Reports

- a. Chairman's Report  
The Chairman expressed the hopes and wishes of the Council, that Councillor O'Connor makes a speedy return to good health.
- b. Clerk's Report
  - i. Financial Regulations and Standing Orders update  
Revised Standing Orders are still awaited from NALC.
  - ii. Improving the effectiveness of internal audit.  
The Clerk and Chairman agreed to meet to devise a plan for discussion with Councillor Hill before finalisation.
  - iii. Correspondence re; access to Island Pond Wood  
Correspondence had been received regarding wheelchair access to the wood which had been forwarded to the Friends of Island Pond Wood.

The meeting closed at 8.46 p.m.

11. **Date of next meeting** - Thursday 1st October 2009  
Launton Parish Hall