

LAUNTON PARISH COUNCIL

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Parish Clerk
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28 March 2018

Councillors: You are hereby summoned to attend the Parish Council meeting to be held in **Launton Parish Hall on Thursday 5 April 2018 at 7.30pm** for the purpose of transacting the following business.

Members of the Public: Public participation will be held from **7pm** to enable viewing of planning applications and discussion on agenda items. Members of the public wishing to address the Council during the formal meeting must make the Chairman aware of their intention before the meeting starts. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders.

AGENDA

- 1. To receive and accept apologies for absence**
- 2. To receive any Declarations of Interest in items on the agenda**
Members are obliged to declare any pecuniary 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)
- 3. To facilitate public participation with regard to items on the agenda**
Public participation is limited to 30 minutes in total. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda.
- 4. Reports from District and County Councillors**
- 5. To confirm the Minutes of the previous meeting held on 1 March 2018, previously circulated**
- 6. Update on progress from the Minutes** – the Clerk / Chairman to report on progress of outstanding items which do not require further decision
- 7. Finance**
 - a. To receive the Finance Report**
 - b. To acknowledge scrutiny and acceptance of previously circulated bank statements**
 - c. External Audit** – to consider whether to claim exemption due to being under the £25,000 threshold or to have a Limited Assurance Review
 - d. Asset Register** – to update and confirm
 - e. Reserves** – to confirm the reserves agreed in the 2018 / 19 budget
 - f. Credit Union** – to consider investing a proportion of the Deposit Account funds in the Oxford Credit Union
 - g. OALC Finance Course** – to agree to Cllr Turner attending the OALC Finance Course on 18 April
 - h. Subscriptions** – to agree the list of annual subscriptions

- i. **To consider and approve invoices for payment itemised on the Payment Schedule**

8. Governance

- a. **Financial Regulations** – to discuss and consider the revised Financial Regulations
- b. **Grant Awarding Policy** – to discuss and consider the adoption of a grant awarding policy and application form
- c. **General Data Protection Regulations**
 - i. To consider a draft Privacy Notice
 - ii. To consider a draft Document Retention Policy and Procedure
- d. **Staffing Policies** – to consider documents recommended in OALC’s Dispute Resolution Guide
 - i. Draft Grievance Policy
 - ii. Draft Dignity at Work Policy
 - iii. Draft Member : Officer Protocol
- e. **Planning Pre-application Policy** – to discuss and consider the adoption of the Planning Pre-application Policy
- f. **CDC Parish Remuneration Report** – to consider and adopt CDC’s Parish Remuneration Report for 2018/19

9. Planning

- a. **Planning applications** – to consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted and published on the CDC planning portal between the circulation of this agenda and the meeting

No applications have been received

- b. **Notice of Decision** – to note

- i. Application No: 18/00032/F
Proposal: Single yard managers dwelling in connection with existing Stratton Fields Livery Stables
Location: Stratton Fields Livery Stables, Launton Road, OX27 9AS
Refusal of permission for development
- ii. Application No: 18/00082/F
Proposal: Proposal Single storey rear extension, bay window, and porch extensions. (Replaces Planning Consent 17/00908/F)
Location: Tenaya Bicester Road Launton Bicester OX26 5DP
Permission for development subject to conditions
- iii. Application No: 18/00087/F
Proposal: First floor extension over existing garage and two storey side extension to dwelling with associated internal alterations
Location: The Gardens, Bicester Road, OX26 5DP
Permission for development subject to conditions

- c. **Jack Barn, West End** – to welcome the Developers to present their proposals for their development of the Jack Barn area

10. Village Matters

- a. **Parish Hall Lease** – to receive a progress report and agree further action
- b. **East / West Rail** – to receive a progress report
- c. **Village Tidy-up day** – to receive a report

- d. **Kissing Gate** – to receive a progress report on the maintenance of the surface under the kissing gate between Yew Tree Close and the Playing Fields
 - e. **Blackthorn Road Drains** – to receive a progress report
 - f. **Post box** – to receive a progress report
 - g. **Dog Bin Emptying** – to agree to continue with the contract with Cherwell District Council for the dog bin emptying for 2018 / 19
11. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
12. **Reports from Meetings**
- a. **SLCC Meeting** – 6 March
 - b. **GDPR Training** – 7 March
 - c. **Launton Plotters AGM** – 15 March
13. **Reports**
- a. **Chairman's Report**
 - b. **Clerk's Report**
14. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Wednesday 18 April
- a. **Annual Parish Meeting** – the Annual Parish Meeting for the village will take place on Thursday 19 April at 7.30pm in the Parish Hall. All villagers are welcome to attend and those on the Electoral Register able to participate.
15. **Date of next meeting** – the Annual Parish Council Meeting – Thursday 3 May 2018 at 7.30pm at the Congregational Church, Station Road.

Notes on declarations of interest

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012