

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
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31 May 2018

Councillors: You are hereby summoned to attend the Parish Council meeting to be held in **Launton Parish Hall on Thursday 7 June 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 3 May 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. Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2018
 - d. External Audit** – to complete the External Audit Annual Governance Statement for 2017/18
 - e. External Audit** – to complete the External Audit Accounting Statements for 2017/18
 - f. Effectiveness of Internal Auditor** – to consider a review of the effectiveness of the Internal Auditor
 - g. To consider and agree the Insurance Renewal for 2018/19**

- h. To consider a Grant to Bethel Congregational Church for the churchyard maintenance support grant for 2017/18 (previously missed)**
- 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. Standing Orders** – to discuss and consider the revisions recently advised by NALC to take account of the Openness regulations, the Data Protection Act and the Accounts Regulations
- c. 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
- d. Marking the death of a Senior National Figure** – to consider forming a procedure

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
 - i. Application Number: 18/00567/F
 Proposal: Change of use of Building 143 from Ministry of Defence use to B1(c) Light Industrial
 Location: Bicester Heritage Bicester Heritage, Buckingham Road, OX26 5HA
 - ii. Application Number: 18/00589/F
 Proposal: Change of use of building from use for B1 purposes to a use comprising of B1, and/or B2, and/or sui generis motor sales showroom, and/or A1 use
 Location: Building 87, Bicester Heritage, OX27 8AL
 - iii. Application Number: 18/00745/F
 Proposal: Variation of condition 2 of 17/01831/F - The proposed parapet facing material has changed from the previous approval
 Location: Building 119 FFMT Shed, Bicester Heritage, OX27 8AL
 - iv. Application Number: 18/00778/F and 18/00779/LB
 Proposal: Insertion of a disabled access panic release fire escape doors including brickwork door jambs to the western elevation of Building 113
 Location: Building 113, Bicester Heritage, OX26 5AD
 - v. Application No: 18/00709/LB
 Proposal: Replacement windows to property
 Location: Yew Tree House, Station Road, OX26 5DX
- 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

10. CDC's Open Space, Sport and Recreation Review / Strategy – to consider a response

11. Village Matters

a. Parish Hall Lease

- i. To receive a progress report and agree further action
- ii. To consider the costs associated with the Parish Council's legal representation for the Lease and to formally engage the solicitor
- iii. To consider how to progress future plans for the hall in anticipation of the Lease being agreed

b. East / West Rail – to receive a progress report

c. Yew Tree Close Field – to receive a progress report

d. Blackthorn Road Drains – to receive a progress report

e. Post box – to receive a progress report

f. Dog Bin Emptying – to agree to continue with the contract with Cherwell District Council for the dog bin emptying for 2018 / 19

g. Bicester Heritage Tour – to consider a suitable date for a tour of the site

12. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required

13. Training

- a. CDC Code of Conduct Training** – to consider who would attend the training on 17 July or 12 September

14. Reports from Meetings

15. Reports

a. Chairman's Report

b. Clerk's Report

16. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 21 June

17. Date of next meeting – Thursday 5 July 2018 at 7.30pm at Launton Parish Hall.

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