

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Jane Olds

13 Oak Close
Bicester
OX26 3XD
01869 247171
clerk@launton-pc.gov.uk

28 February 2019

Councillors: You are hereby summoned to attend the Parish Council meeting to be held in Launton Parish Hall **on Thursday 7 March 2019 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 and Recording of Meetings Policy.

AGENDA

1. **To receive and accept apologies for absence**
2. **Requests for Dispensations, Declarations of interest, gifts and hospitality**
To receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council's Code of Conduct and to note any gifts and hospitality (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 7 February 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 the previously circulated bank statement**
 - c. **To consider a donation to the WI for the refreshments provided for the Village Litter Pick**
 - d. **To consider a request from St Mary's PCC for a support grant for the upkeep of the Churchyard**
 - e. **To consider a request from Bethel Congregational Church for a churchyard maintenance support grant**
 - f. **To consider and approve invoices for payment itemised on the Payment Schedule**

8. Governance

a. Staffing Committee

- i. To consider forming a Staffing Committee as recommended by OALC
- ii. To agree terms of reference
- iii. To agree the membership of the Committee

b. Staffing Policies – to consider documents recommended in OALC’s Dispute Resolution guide

- i. OALC Dispute Resolution Guide
- ii. Draft Grievance Policy
- iii. Draft Dignity at Work Policy
- iv. Draft Member : Officer Protocol

c. Complaints Procedure and form – to consider the revised procedure and form

d. Gifts and Hospitality Policy – to consider the draft Policy and form to comply with the Information Commissioner Office’s recommendations

e. Website – to consider quotations for the redesign of the Parish Council website

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: 19/00163/F

Proposal: Erection of accommodation building and associated ancillary external works to accommodate gas fuelled demand response electric generation facility to support the National Grid

Location: Part Land East And Adj To Roundabout At Junction Of Bicester Road Launton

ii. Application Number: 19/00189/F

Proposal: Extension and alterations to existing dwelling (Crossways) with alterations to vehicular access. Subdivision of land to provide site for new detached dwelling with new vehicular access - Resubmission of 18/01376/F

Location: Crossways, Blackthorn Road, OX26 5DA

Awaiting paperwork

iii. Application Number: 19/00266/F

Proposal: Creation of eleven car parking spaces

Location: Wyndham Hall, Skimmingdish Lane, OX26 5AF

iv. Application Number: 19/00129/F

Proposal: Insertion of new windows and fire escape door in side and rear elevations. Provision of new internal store room with storage mezzanine over.

Location: 3 Longlands Road, OX26 5AH

b. Notice of Decision – to note

- i. Application Number: 18/02191/LB
Proposal: The removal of 2no windows for replacement with new doors for vehicle access, extension of the external hardstanding and removal of internal partition walls
Location: Building 103 Bicester Heritage Buckingham Road Bicester
Listed building consent subject to conditions
- ii. Application Number: 19/00004/F
Proposal: External alterations and change of use of Building 103 (Link Trainer) for educational purposes (D1) in connection with the expansion of the heritage skills academy
Location: Building 103 Link Trainer, Buckingham Road, OX27 8AL
Permission for development subject to conditions
- iii. Application Number: 19/00017/LB
Proposal: Insertion of disabled access panic release fire escape doors within existing opening to the western elevation of Building 113
Location: Bicester Heritage Buckingham Road Bicester
Listed building consent subject to conditions
- iv. Application Number: 19/00024/TCA
Proposal: Bicester Heritage Buckingham Road Bicester
Location: Removal of trees as indicated on attached Tree Removal Plan. The trees fall within the footprint of the New Technical Site application and we are looking to remove the tree prior to the bird nesting season.
'Notice of Intent' to undertake works to trees in a conservation area

10. Oxfordshire Plan 2050 – to consider a response to the OCC consultation

11. East/West Expressway

- a. To consider erecting 'no Expressway' signs supplied by Horton cum Studley Parish Council around the village and
- b. To consider a financial contribution towards the signs

12. Village Matters

- a. **Parish Hall Lease**
 - i. To receive a progress report
 - ii. To agree further action
- b. **East / West Rail**
 - i. To receive a progress report
- c. **Yew Tree Close Field** – to receive a progress report
- d. **Post box** – to receive a progress report
- e. **20mph Zone Outside School** – to receive a progress report and agree specification
- f. **The Glades**
 - i. To receive an update on the 'no ball games' consultation
 - ii. To consider a further quotation for repair of the path
- g. **Dog Bins** – to receive an update on the location of the bin outside Wyndham Hall Care Home
- h. **Grass Cutting and Weed Spraying** – to consider and agree the contracts for grass cutting, verge cutting and weed spraying
- i. **Rubbish Bin** – to consider the purchase of a bin to replace one in Sycamore Close
- j. **Village Pump, Station Road** – to consider a maintenance programme for the area

- k. **Village First Aid Kit** – to consider the purchase of a general first aid kit for general use at village events
 - l. **Parish Council Filing Cabinet** – to agree to the disposal of the empty cabinet
 - m. **Village Tidy-up day** – to receive a progress report
- 13. Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
- 14. Attendance at Meetings and Reports from meetings / courses**
- a. **Police Rural Liaison Meeting Report** – 20 February
 - i. To receive a report
 - ii. To consider asking to join Bicester Town Council's Traffic Group and to work with surrounding parishes on Speedwatch
- 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 Thursday 21 March
- 17. Date of next meeting** – Thursday 4 April 2019 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