

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

26 April 2019

Councillors: You are hereby summoned to attend the Annual Parish Council meeting to be held in Launton Primary School **on Thursday 2 May 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 elect the Chairman for the year 2019/20**
2. **To elect the Vice Chairman for the year 2019/20**
3. **To receive and accept apologies for absence**
4. **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).
5. **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.
6. **Reports from District and County Councillors**
7. **To confirm the Minutes of the previous meeting held on 4 April 2019, previously circulated**
8. **Update on progress from the Minutes** – the Clerk / Chairman to report on progress of outstanding items which do not require further decision
9. **Finance**
 - a. **To receive the Finance Report**
 - b. **To acknowledge scrutiny and acceptance of the previously circulated bank statement**
 - c. **Risk Assessment** – to consider and agree the Risk Assessment for 2019/20

- d. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2019
- e. **External Audit** – to agree to claim exemption due to being under the £25,000 threshold
- f. **External Audit** – to complete the External Audit Annual Governance Statement for 2018/19
- g. **External Audit** – to complete the External Audit Accounting Statements for 2018/19
- h. **Internal Financial Controls** – to review effectiveness of the Internal Financial Controls using the revised policy
- i. **Effectiveness of Internal Auditor** – to review the effectiveness of the Internal Auditor
- j. **To appoint the Parish Internal Auditor for the year 2019/20**
- k. **To consider and agree the Insurance Renewal for 2019/20**
- l. **Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

10. Governance

- a. **Councillor Responsible for Internal Financial Control** – to consider and agree the appointment
- b. **OALC Executive Committee** – to consider nominating a Councillor for the OALC Executive

11. Training

- a. **To consider attendance at OALC courses over the forthcoming months**

12. 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 Number: 19/00145/F

Proposal: Change of Use of Building 81 and 97 from Sui Generis MOD Use to workshops (B2) and/or light industrial (B1(c)) and/or motor sales showroom (Sui Generis) with associated external alterations to buildings. Addition of a brick enclosure adjacent to Building 146 for bin storage and alteration to existing door/window to create access to WC. Alteration to 2no former tank housing to create bin storage. The erection of a car port behind Building 129; extension to car parking area; alteration to circulation routes and removal of 3no trees.

Location: Bicester Heritage Buckingham Road Bicester

Permission for development subject to conditions

- ii. Application Number: 19/00146/LB

Proposal: Addition of a new brick enclosure adjacent to Building 146 to create bin storage and alterations to existing door and window to create access to an accessible WC.

Location: Bicester Heritage Buckingham Road Bicester

Permission for development subject to conditions

- iii. 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
 Permission for development subject to conditions
- iv. Application Number: 19/00266/F
 Proposal: Creation of eleven car parking spaces
 Location: Wyndham Hall Care Home, Skimmingdish Lane, OX26 5AF
 Permission for development subject to conditions
- v. 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: Oxford Safety, 3 Longlands Road, OX26 5AH
 Permission for development subject to conditions

13. Village Matters

- a. Parish Hall and Lease**
 - i. To receive a progress report
 - ii. To consider commencing the engagement of an architect
 - iii. To agree any 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
- f. Barriers Outside School** – to receive a progress report
- g. The Glades**
 - i. To receive an update on the 'no ball games' consultation
- h. Launton and Cherwell Community Lottery** – to consider the proposal from CDC
- i. Expressway** – to receive a progress report
- j. Village Tidy-up day** – to receive a report

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

15. Attendance at Meetings and Reports from meetings / courses

- a. CDC Parish Liaison Meeting** – Wednesday 12 June

16. Reports

- a. Chairman's Report**
- b. Clerk's Report**

17. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 23 May

18. Date of next meeting – Thursday 6 June 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