

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
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26 September 2019

Councillors: You are hereby summoned to attend the Annual Parish Council meeting to be held in Launton Parish Hall **on Thursday 3 October 2019 at 7.30pm** for the purpose of transacting the following business.

Members of the Public: Informal 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 5 September 2019, 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. Budget monitoring** – to receive the quarterly budget monitoring report
 - d. Internal Financial Control** – to receive a report from the Councillor responsible
 - e. To consider any grant requests received**
 - i. Oxfordshire Association for the Blind
 - ii. No Expressway Alliance
 - f. Internal Audit** – to consider the appointment of the Internal Auditor for the year 2019/20

- g. Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

8. Governance

- a. Staff Review** – to consider forming a staffing committee to review the Clerk's employment
- b. January Meeting** – to consider and approve the date of the January 2020 meeting
- c. Oxfordshire Environment Board** – to consider joining the mailing list

9. Training

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

10. 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: 19/01365/F

Proposal: Single storey side extension and garage conversion to dwelling house
Location: 8 Woodland Close, OX26 5AG

- b. To note notices of decision**

- i. Application Number: 18/01333/F

Proposal: Extension to existing Technical Site to provide new employment units comprising flexible B1(c) light industrial, B2 (general industrial), B8 (storage or distribution) uses with ancillary offices, storage, display and sales, together with associated access, parking and landscaping

Location: Bicester Heritage, Buckingham Road, OX26 5HA

Permission for development subject to conditions and subject to a S106 Planning Agreement (3 September)

- ii. Application Number: 19/00712/F

Proposal: Variation of Condition 2 (plans) 17 ('temporary contractor's compound') of 16/01418/F - Following installation of all the electrical apparatus within the substation it became clear that an additional area outside the main compound would be required to enable access for ongoing maintenance and potential future replacement of equipment. Variation to Condition 17 to allow partial retention of the external compound to allow access to the southeast area of the substation compound. Access, when required, will be gained by temporary removal of a section of the palisade fencing along the southeastern boundary. Variation to Condition 2 to substitute approved drawings 8150218-5101 Rev PA3 and CTE4002-L-02 with drawings 8150218 5101 Rev Z and CTE4002-L-02 Rev B which include an additional gravel area to the southeast of the substation.

Location: The Electricity Network Company Bicester North Sub Station
Skimmingdish Lane Caversfield Oxfordshire

Permission for development subject to conditions (12 June)

- iii. Application Number: 19/00607/F

Proposal: Use of land as a construction compound incorporating storage area, site offices and car parking

Location: Land At Skimmingdish Lane And Land And Roundabout At Bicester
Road Launton for Network Rail
Permission for development subject to conditions (23 September)

c. Appeal Against Refusal

- i. Application Number: 18/02079/F
Appeal Ref Number: APP/C3105/W/19/3234199
Proposal: Conversion of pool house into a two bedroom dwelling (existing unauthorised) (revised scheme of 17/01008/F)
Location: The Old Poolhouse, 59 West End, OX26 5DG
To consider a response

11. Environment Agency – to consider a response to the Environment Agency following the presentation to the August meeting

12. Review of Cherwell Polling Districts and Polling Places – to consider a response to the review

13. Village Matters

- a. **Parish Hall and Lease**
 - i. To receive a progress report
- b. **East / West Rail**
 - i. To receive a progress report
- c. **Post box** – to receive a progress report
- d. **20mph Zone Outside School** – to receive a progress report
- e. **Barriers Outside School** – to receive a progress report
- f. **Expressway** – to receive a progress report and note 19 September presentation
- g. **Grit bin** – to consider purchase of further grit bins
- h. **Station Road Pump** – to receive a progress 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. **SSEN Stakeholder workshop for parish councils** – 17 September
- b. **Open Day at Deddington Highways Depot** – 5 October
- c. **Age UK Loneliness discussion** – 8 October

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 24 October

18. Date of next meeting – Thursday 7 November 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