

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

27 March 2020

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Zoom (<https://zoom.us/>) Meeting ID: 533 847 8874

Councillors: You are hereby summoned to attend the Parish Council meeting to be held online at <https://us04web.zoom.us/j/5338478874> on **Thursday 2 April 2020 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 March 2020, 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 including year end budget monitoring**
 - b. To acknowledge scrutiny and acceptance of the previously circulated bank statement**
 - c. Internal Financial Control** – to receive a report from the Councillor responsible for Internal Financial Control
 - d. Regular payments** – to consider and approve the list including Standing Orders and Direct Debits

e. Staff Salary

- i. To agree continuing payment of the Clerk's salary by Standing order
- ii. To confirm the Clerk's spine point increase from 12 to 13 at the 2019/20 level from 1 April and agree to the cost of living increase when finalised by NALC

f. Zoom Subscription – to agree to a monthly Zoom subscription to enable virtual meetings

g. Budget – to confirm the 2020/21 budget following the year end

h. Reserves – to consider the Policy and confirm the reserves for 2020/21

i. Asset Register – to update and confirm the Asset Register

j. Internal Financial Controls – to review effectiveness

k. Internal Audit – to receive the report from the Internal Auditor

l. External Audit – to note that as the expenditure and income were over the £25,000 threshold it would not be possible to have a Limited Assurance Review

m. Grant applications – to consider any grant applications received

n. Invoices for payment – to consider and approve invoices for payment itemised on the Payment Schedule

8. Governance

a. Temporary delegation scheme in response to Covid-19 – to consider a recommended interim measure

b. Risk Assessment – to consider and agree the Risk Assessment for 2020/21

c. Review Policies

- i. **Website Accessibility Statement** – to consider the statement for the website
- ii. **Grants Policy and Form** – to review and re-adopt the policy and application form
- iii. **Document Retention Policy and Procedure** – to review and re-adopt the policy
- iv. **Planning Pre-application Protocol** – to review and re-adopt the policy

d. Elections – to note the postponement of the May Parish Council elections to 6 May 2021 and receive an update

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: 20/00575/F

Proposal: An area of permeable surfacing and associated landscaping for the provision of car parking associated with the employment uses on the New Technical Site within the Bicester Heritage development parcel

Location: Bicester Motion, Land West Of Building 138 And 139 Bicester Heritage Adjacent to Skimmingdish Lane Launton

ii. Application Number: 19/02419/REM

Proposal: (Re-submission) Reserved matters to 17/01173/OUT - Appearance of housetypes and general appearance of the scheme. Landscaping - Detailed landscape design of the play area, parkland and plots. Layout of the scheme. Scale - Height and massing of the scheme

Location: Mulberry Homes, OS Parcel 4846 South East Of Launton Road And North East Of Sewage Works Blackthorn Road

iii. Application Number: 20/00786/LB

Proposal: Minor internal alterations to The Ammunition Store including the formation of 2 No structural openings (creating doorways) in an existing brick/ blockwork internal walls, infill of an existing doorway,

partial infill of an existing door opening and refurbishment of existing kitchen and wc
Location: Bicester Motion, Building 123, Bicester Heritage, Buckingham Road, OX27 8AL

b. To note notices of decision

i. Application Number: 19/02275/F

Proposal: Variation of condition 2 (plans) of 18/01333/F - A number of changes to approved plans are required to deliver the proposed buildings. The changes include minor alterations to the fenestration of the buildings.
Location: Bicester Heritage, Buckingham Road, Bicester OX26 5HA
Permission for development subject to conditions and subject to a s106 planning agreement (31/1/20)

ii. Application Number: 19/02403/DISC

Proposal: Discharge of conditions 8 (finished floor levels) 9 (materials) 14 (trees and landscaping) 17 (car parking) & 18 (cycle parking) of 18/01333/F
Location: Bicester Heritage, Buckingham Road, OX26 5HA
Confirmation of clearance of planning condition(s) (7/2/20)

iii. Application Number: 20/00066/ADV

Proposal: A: 1x new set of 10mm perspex letters, B: 1x new double sided pictorial with printed image, vinyl text, amenity board with vinyl text, car park directional sign illuminated by linolites to existing post, C: 2x new lanterns, D: 2x new LED floodlights and E: 1x new amenity board.
Location: Star Pubs & Bars Limited, 52 West End Launton OX26 5DG (9/3/20)
Consent to display advertisement(s) subject to conditions (9/3/20)

iv. Application Number: 20/00067/LB

Proposal: Erection of illuminated and non-illuminated signs to the exterior of the building
Location: Star Pubs & Bars Limited, 52 West End, Launton, OX26 5DG
Listed building consent subject to conditions (9/3/20)

v. Application Number: 19/02550/F

Proposal: Redevelopment of part of golf course to provide new leisure resort (sui generis) incorporating waterpark, family entertainment centre, hotel, conferencing facilities and restaurants with associated access, parking and landscaping
Location: Great Wolf Resorts, Land to the east of M40 and south of A4095 Chesterton
Refusal at Committee (12/3/20)

10. Village Matters

a. Parish Hall and Lease

- i. To receive a progress report**
- ii. To receive a progress report on the car park**

b. Village grass cutting – to note that the grass cutting will continue

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

d. Post box – to receive a progress report

e. Station Road Drainage Issues – to receive a progress report

f. Public Art in Launton – to receive a progress report

- g. Footpath between the Playing Field and Yew Tree Field** – to receive a progress report
- 11. Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
- 12. Attendance at Meetings and Reports from meetings / courses**
- 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 Thursday 30 April
- 15. Date of next meeting** – Thursday 7 May 2020 at 7.30pm online at <https://us04web.zoom.us/j/5338478874> (meeting code: 533-847-8874) or in Launton Parish Hall if possible (please note change of date)

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