

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
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30 April 2020

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Zoom (<https://zoom.us/>) Meeting ID: 766 0515 7135 (this is a different code from the April meeting) as permitted in the *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* ("the 2020 Regulations")

Councillors: You are hereby summoned to attend the Annual Meeting of the Parish Council to be held online at <https://us04web.zoom.us/j/76605157135> on **Thursday 7 May 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 elect the Chairman for the year 2020/21
2. To elect the Vice Chairman for the year 2020/21
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 2 April 2020, 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. **Governance**
 - a. **Virtual Meeting Procedure** – to consider adoption of the draft procedure
 - b. **Online Banking Procedure** – to consider adoption of the draft procedure
 - c. **Councillor Responsible for Internal Financial Control** – to consider and agree the appointment
 - d. **Appointment of Councillor for Island Pond Wood** – to consider appointment
 - e. **Appointment of representatives for Parish Hall Working Group** – to consider appointment
10. **Finance**
 - a. **To receive the Finance Report**
 - b. **To acknowledge scrutiny and acceptance of the previously circulated bank statement**
 - c. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2020
 - d. **Internal Audit** – to receive the report from the Internal Auditor
 - e. **AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns
 - f. **External Audit** – to complete the External Audit Annual Governance Statement for 2019/20
 - g. **External Audit** – to complete the External Audit Accounting Statements for 2019/20
 - h. **To consider and agree the Insurance Renewal for 2020/21**
 - i. **Clerk Expenses** – to confirm the rates for Clerk expenses
 - j. **Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule
11. **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: 20/00832/F**

Proposal:	Variation of condition 1 (plans) of 19/02275/F - to allow for external alterations
Location:	Building 141, Bicester Heritage, Buckingham Road, OX27 8AL
 - ii. **Application Number: 19/02132/F**

Proposal:	Demolition of existing bungalow; erection of two storey, four bedroom detached dwelling (resubmission)
Location:	Sport Villa, Bicester Road, OX26 5DP
 - iii. **Application Number: 20/01026/F**

Proposal:	First floor roof extension/alterations to create two first floor bedrooms and bathroom
Location:	5 West End, OX26 5DF
 - iv. **Application Number: 20/01040/F**

Proposal:	Relocation of the highway access, rerouting of the driveway and relocation of the associated bunding at The Tythe Barn (submitted by Network Rail)
Location:	The Tythe Barn, Bicester Road, OX26 4SR

v. Application Number: 20/01029/F

Proposal: Formation of a new access road off Bicester Road into Charbridge Lane Allotments and associated landscaping
Location: Part Of Highway At Allotments Charbridge Lane Bicester

vi. Application Number: 20/00842/F

Proposal: Variation of conditions 1(approved plans) and 3 (use of buildings) of 19/02275/F – to allow the Change of Use of Building 140 to D1 (education) us at the New Technical Site.
Location: Bicester Heritage, Buckingham Road, OX26 5HA

vii. Application Number: 20/00849/TCA (awaiting notification)

Proposal: T1095 x Acer, T1405 x Lime - Remove to ground level and grind out stump. T1077, T1515 x Lime - Remove all significant deadwood (exempt).
Location: Bicester Heritage, Buckingham Road, Bicester

b. To note notices of decision

i. Application Number: 20/00228/TPO

Proposal: T1 (Horse Chestnut) - crown reduce by 2-3m to reduce end weight from branches. Tree is within close proximity to the house and has compression fork at 7ft. T2 (Beech) - crown raise low growth over village hall and Bicester Road. T3 (Horse Chestnut) - crown reduce by 2-3m. Tree is within close proximity to side of house and village hall. Replace old brace with new cobra brace. Tree also has compression fork. T4 (Apple Tree) - Fell small Apple Tree, rear garden lawn. T5 (Oak) - Remove deadwood, rear garden boundary line. - Subject to TPO 001/1981
Location: Derwen, Bicester Road, OX26 5DP
Consent under tree preservation order(s) subject to conditions (3 April)

c. 19/02419/REM: Mulberry Homes Reserved Matters – to note the street names selected by CDC as The Timbers, Wetland Drive, Beech Road and Coppice Way and make further comment if necessary

12. Village Matters

a. Parish Hall and Lease

i. To receive a progress report

ii. PCMS Report – to receive a condition and feasibility report

b. COVID19 – to receive a progress report and note any actions or expenditure necessary

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

d. Station Road Drainage Issues – 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

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 May

17. Date of next meeting – Thursday 4 June 2020 at 7.30pm online at <https://us02web.zoom.us/j/76605157135> (meeting code: 766-0515-7135) or in Launton Parish Hall if possible

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