

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Jane Olds

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29 October 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 Meeting of the Parish Council to be held online at <https://us04web.zoom.us/j/76605157135> on **Thursday 5 November 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. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. 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. East / West Rail** – to receive a progress report from the EWR Liaison Officer
- 5. Reports from District and County Councillors and Police**
- 6. To confirm the Minutes of the previous meetings held on 1 October and 8 October 2020, previously circulated**

7. **Update on progress from the Minutes** – the Clerk / Chairman to report on progress of outstanding items which do not require further decision
8. **Finance**
 - a. **To receive the Finance Report and Quarterly Budget Monitoring Report**
 - b. **To acknowledge scrutiny and acceptance of the previously circulated bank statements**
 - c. **Grant Requests** – to consider further last month's grant application
 - d. **Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule
9. **Governance and Consultations**
 - a. **Policy Review**
 - i. **Emergency Plan** – to consider revision of the plan
 - ii. **Risk Assessment** – to consider the Risk Assessment for the year 2020 / 21
 - iii. **Data Protection Policy and Freedom of Information Disclosure Log** – to review the current policy
 - iv. **Carbon Footprint Trial** – to consider agreeing to the Clerk contributing to a SLCC carbon footprint initiative
 - v. **Complaint letter** – to receive a letter of complaint from a member of the public and consider a response
10. **Training**
 - a. **OALC Courses** – to consider attendance
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: 20/02497/F**

Proposal:	Area of grasscrete and associated landscaping to form an extension to the Orchard Car Park
Location:	Orchard Car Park, Bicester Heritage, Buckingham Road, OX27 8AL
 - ii. **Application Number: 20/02631/F**

Proposal:	Change of use from Sui Generis MOD use to Class E to allow for the making, sale and distribution of gin
Location:	Mission Motorsport, Building 105 2, Bicester Heritage, OX27 8AL
 - iii. **Application Number: 20/02657/TPO**

Proposal:	T1 (Lombardy Poplar) - Fell - subject to:- TPO 17/94
Location:	5 Forest Close, OX26 5DD
 - iv. **Application Number: 20/02758/F**

Proposal:	Addition of dormer window to north-west elevation to facilitate loft conversion
Location:	37 Yew Tree Close, OX26 5AE
 - v. **Application Number: 20/02794/F**

Proposal:	Create new gable end on garage to raise roof line; extension to the rear to increase size of kitchen
Location:	Wits End, The Green, OX26 5EF

b. To note notices of decision

i. Application Number: 20/02228/F

Proposal: Extension to detached garage to the front & single storey side and rear extension to dwelling
Location: Wychford, 39 West End, OX26 5DF
Permission for development subject to conditions (9 October)

12. Village Matters

a. Parish Hall and Lease

i. To consider and agree the Agreement to Lease and the final Lease

ii. Tables and Chairs – to consider an initial quotation for new chairs and tables for the hall subject to 12. a. iii.

iii. S106 Agreement – to consider requesting the S106 agreement funds reference number 13/00186/F for chairs and tables for the hall

iv. To receive a general progress report

b. Trees at the Poplars – to consider quotations for arboricultural work

c. Village Support Group – to receive a progress report and note any actions or expenditure necessary

d. Village Remembrance Commemoration – to receive a progress report

e. War Memorial – to receive an update on the maintenance of the memorial

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. CDC Parish Liaison Meeting – 11 November

To consider attendance at the meeting

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 19 November

17. Date of next meeting – Thursday 3 December 2020 at 7.30pm online at

<https://us02web.zoom.us/j/76605157135> (meeting code: 766-0515-7135) or in Launton Parish Hall if possible

Jane Olds

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