

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Jane Olds

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26 November 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 3 December 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
3. 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).
4. 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.
5. East / West Rail – to receive a progress report from the EWR Liaison Officer
6. Mulberry Homes – to receive a report from the developer
7. Reports from District and County Councillors and Police
8. To confirm the Minutes of the previous meeting held on 5 November 2020, previously circulated

9. **Update on progress from the Minutes** – the Clerk / Chairman to report on progress of outstanding items which do not require further decision

10. Finance

- a. **To receive the Finance Report**
- b. **To acknowledge scrutiny and acceptance of the previously circulated bank statement**
- c. **External Audit Report** – to receive and note the External Auditor’s Report
- d. **Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

11. Governance and Consultations

- a. **Parish Remuneration Report** – to receive and accept the report from CDC
- b. **Policy Review**
 - i. **Emergency Plan** – to consider revision of the plan
 - ii. **Financial Regulations** – to review and consider the Financial Regulations
 - iii. **Communication Policy** – to review and consider the Communication Policy
 - iv. **Social Media Policy** – to review and consider the Social Media Policy
 - v. **Draft Expenses Policy** – to consider an expenses policy to complement the Parish Remuneration Report
- c. **Census** – to consider appointing a Councillor to be responsible for liaison and promotion of the 2021 Census

12. Training

- a. **OALC Courses** – to consider attendance

13. 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: 20/02824/F**

Proposal:	Demolition of existing front extensions. Construction of new single-storey front extension. New door opening in existing side elevation
Location:	Crows Nest, 70 West End, OX26 5DG
 - b. **To note notices of decision**
 - ii. **Application Number: 20/02299/F**

Proposal:	Proposed single storey side extension with internal and external alterations
Location:	38 West End, OX26 5DG
Permission for development subject to conditions (5 November)	
 - iii. **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
Permission for development subject to conditions (19 November)	
 - iv. **Application Number: 20/02657/TPO**

Proposal:	T1 (Lombardy Poplar) - Fell - subject to:- TPO 17/94
Location:	5 Forest Close, OX26 5DD
Consent under tree preservation order(s) subject to conditions (26 November)	

14. Village Matters

- a. **Parish Hall and Lease**
 - i. **To consider and agree the Agreement to Lease and the final Lease**
 - ii. **To receive a general progress report**
- b. **S5 Bus Route** – to note the potential loss of the S5 bus route from the village and consider further action
- c. **Bus Shelter Repairs** – to consider a quotation for repairs to the bus shelters on Bicester Road and Station Road
- d. **Noticeboards for the bus shelters** – to consider adding small noticeboards to the bus shelters
- e. **Speed and traffic monitoring** – to consider locations for a traffic monitoring survey in advance of further measures
- f. **Grass and verge cutting** – to consider the contracts and quotations for the village grass cutting and the rural verge cutting
- g. **Yew Tree Path** – to consider a suggestion from EWR
- h. **Village Support Group** – to receive a progress report and note any actions or expenditure necessary

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

16. Attendance at Meetings and Reports from meetings / courses

- a. **CDC Parish Liaison Meeting** – 11 November
To receive a report from the meeting
- b. **Bicester Motion** – 18 November
To receive a report from the meeting
- c. **OALC Freedom of Information Training Refresher** – 2 December

17. Reports

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

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

19. **Date of next meeting** – Thursday 7 January 2021 at 7.30pm online at
<https://us02web.zoom.us/j/76605157135> (meeting code: 766-0515-7135)

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