

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Jane Olds

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29 July 2021

Councillors: You are hereby summoned to attend the Meeting of the Parish Council to be held at Launton Parish Hall on **Thursday 5 August 2021** at 7.30pm for the purpose of transacting the business itemised below.

Members of the Public: 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.

All Attendees: Due to the current infection rates and to protect everyone as much as possible, there will be special arrangements for everyone attending:

- all attendees to take a lateral flow test prior to the meeting if at all possible;
- all attendees to enter through the main doors and use the hand sanitiser;
- windows to be kept open;
- the tables for Councillors will be well spaced with no sharing;
- a table near the main doors will be available to collect meeting papers on entry;
- the public chairs will be spaced out nearest the main door;
- all attendees are requested to wear masks into the building and only take them off once seated or speaking.

AGENDA

1. To receive 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

6. **Minutes** – to confirm the Minutes of the meeting held on 20 May, previously circulated, and receive the notes from the informal meetings on 3 June and 1 July
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 sheet**
 - b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements for May, June and July
 - c. **Banking** – to review the bank signatories and agree additional electronic banking authorisers
 - d. **Internal Audit**
 - i. **Internal Audit** – to review the effectiveness of the 2020/21 Internal Audit
 - ii. **Internal Auditor** – to consider the appointment of the Internal Auditor for the year 2021/22
 - e. **Fixed Assets** – to agree to allocate responsibilities for inspection of the Fixed Assets
 - f. **Spending decisions made under Delegated Authority** – to confirm decisions made
 - i. **Zoom** – to agree to the continuance of the annual subscription for Zoom
 - ii. **To confirm all other expenditure**
 - g. **Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule
9. **Governance and Consultations**
 - a. **Formation of Working Groups** – to consider formation and membership of
 - i. **A Communication Strategy Working Group**
 - ii. **A Speed and Traffic Monitoring Working Group**
 - b. **Parish Hall Working Group** – to consider terms of reference for a Parish Council-led Parish Hall Working Group
 - c. **Councillor appointments** – to consider and agree Councillor responsibilities within the Parish Council and external bodies
 - i. **Councillor Responsible for Internal Financial Control**
 - ii. **Island Pond Wood**
 - iii. **Parish Hall Improvement Project Working Group**
 - d. **Policy Review** – to review:
 - i. **Internal Financial Control Policy**
 - ii. **Internal Audit Terms of Reference**
 - iii. **Online Banking Payment Procedure**
 - iv. **Dispensations Procedure and Form**
 - v. **Vacancy Procedure**
10. **Training**
 - a. **OALC** – to consider any further training offered by OALC
 - b. **SLCC** – to consider making a contribution towards the Clerk's attendance at the SLCC Annual Conference
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: 21/02097/F**

Proposal:	Demolition of existing bungalow and construction of 4 new dwellings. Existing vehicular access to be widened
Location:	Salamanca, Bicester Road, OX26 5DQ

CDC URL: <https://planningregister.cherwell.gov.uk/Planning/Display/21/02097/F>

ii. Application Number: 21/02286/F

Proposal: Construction of a coffee unit with drive-thru facility and indoor seating with associated access, car parking, landscaping and servicing parking
Location: Land North West Of Launton Road Roundabout Adjoining, Skimmingdish Lane, Caversfield

CDC URL: <https://planningregister.cherwell.gov.uk/Planning/Display/21/02286/F>

iii. Application Number: 21/02207/F

Proposal: Proposed Sun Lounge to rear of property
Location: 38 Yew Tree Close, OX26 5AE

CDC URL: <https://planningregister.cherwell.gov.uk/Planning/Display/21/02207/F>

iv. Application Number: 21/02454/F

Proposal: Removal of rear conservatory, roof and dormer. New single storey rear extension and raising of the roof. (Re-submission of 21/00937/F)

Location: 13 Blackthorn Road, OX26 5DA

CDC URL: <https://planningregister.cherwell.gov.uk/Planning/Display/21/02454/F>

b. To note response to 21/01224/OUT Bicester Motion

c. Launton Countryside Craft Centre – to receive a presentation from the developer

d. To note responses to planning applications made with the Clerk's delegated authority – as itemised on the Planning Report

e. To note notices of decision – as itemised on the Planning Report

f. CDC Statement of Community Involvement – to consider the consultation

URL: <https://www.cherwell.gov.uk/planningpolicyconsultation>

12. Village Matters

a. Parish Hall

i. Design Proposal – to consider the PCMS Design terms of engagement, proposal and outline Scope of Works for the Parish Hall

ii. To receive a general progress report

b. The Glades Shrub Maintenance – to consider a quotation for the shrub maintenance work

c. Mulberry Homes – to receive a progress report

d. Yew Tree Field – to receive a progress report

e. Dog bins – to consider placement of the playing field bin and reminder notices

f. Footpath Warden Report – to receive a report

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

h. Woodland Trust Trees – to consider applying to the Woodland Trust for a tree pack to be planted in the village and appoint a Councillor responsible for co-ordination

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. OALC AGM – 5 July
- b. OALC Experienced Councillor Course – 13 July

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 August

17. Date of next meeting – Thursday 2 September 2021 at 7.30pm, in Launton Parish Hall

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