

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Jane Olds

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30 September 2021

Councillors: You are hereby summoned to attend the Meeting of the Parish Council to be held at Launton Parish Hall on **Thursday 7 October 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: 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 2 September, 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 Budget Monitoring Report**
- b. **Bank Statement** – to acknowledge scrutiny and acceptance of the previously circulated bank statement
- c. **Banking** – to review and agree the additional account signatories and electronic banking authorisers following Councillor Hawes' resignation
- d. **Email mailbox** – to note the increase in mailbox space for Cllr Turner
- e. **Fixed Assets** – to receive the reports on the inspection of the Fixed Assets
- f. **Data Projector** – to note the purchase of a data projector, the amendment to the purchase of the carry case and to agree to add the items to the Fixed Asset Register
- g. **Grant Requests** – to consider any grant requests received
- h. **Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

9. **Governance**

- a. **Councillor Vacancy** – to consider the vacancy and any applications for co-option
- b. **Working Groups**
 - i. **Communication Strategy Working Group** – to consider Councillor membership
 - ii. **Speed and Traffic Monitoring Working Group** – to consider membership
 - iii. **Working Group to advise the Parish Council on Improvements to Launton Parish Hall** – to consider membership of the Working Group from external organisations
- c. **Councillor appointments** – to consider and agree Councillor responsibilities within the Parish Council and external bodies
 - i. **Councillor Responsible for Internal Financial Control**
 - ii. **Fete Committee**
- d. **Policy Review** – to review:
 - i. **Grants Policy and Application Form**
- e. **Dog Bin Emptying** – to consider the contract with CDC
- f. **FixMyStreet Superuser** – to consider nominations to become a Superuser
- g. **Parish Council Action Plan** – to consider the draft plan

10. **Civil Parking Enforcement** – to note the changes to parking enforcement announced by OCC

11. **Training**

- a. **OALC** – to consider any further training offered by OALC

12. **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: 21/02938/F and 21/02939/LB**

Proposal:	Change of use from Class B8 to Class E and minor internal alterations
Location:	Bicester Heritage, Building 137 Part 1, Buckingham Road, Bicester, OX27 8AL
CDC URLs:	https://planningregister.cherwell.gov.uk/Planning/Display/21/02938/F and https://planningregister.cherwell.gov.uk/Planning/Display/21/02939/LB

- ii. Application Number: 21/03022/F**
 Proposal: Proposed rear single storey extension (Re-submission of refused previous application reference 21/02207/F)
 Location: 38 Yew Tree Close, OX26 5AE
 CDC URL: <https://planningregister.cherwell.gov.uk/Planning/Display/21/03022/F>
- iii. Application Number: 21/03064/F and 21/03065/LB**
 Proposal: Single storey pool building with link to existing barn
 Location: Water Moor House, Station Road, OX26 5DX
 CDC URLs: <https://planningregister.cherwell.gov.uk/Planning/Display/21/03064/F>
 and
<https://planningregister.cherwell.gov.uk/Planning/Display/21/03065/LB>
- iv. Application Number: 21/03080/F and 21/03081/LB**
 Proposal: Alterations to four existing doors to replace timber tongue and groove with glass, and associated works
 Location: Building 130, Bicester Heritage, Buckingham Road, OX27 8AL
 CDC URL: <https://planningregister.cherwell.gov.uk/Planning/Display/21/03080/F>
 and
<https://planningregister.cherwell.gov.uk/Planning/Display/21/03081/LB>
- v. Application Number: 21/02940/F and 21/02941/LB**
 Proposal: Refurbish and extend existing house. Remove previous modern extensions. Connect to existing outbuilding and bring up to modern standards
 Location: Box Tree Farm, Station Road, OX26 5DX
 CDC URL: <https://planningregister.cherwell.gov.uk/Planning/Display/21/02940/F>
 and
<https://planningregister.cherwell.gov.uk/Planning/Display/21/02941/LB>
- vi. Application Number: 21/02892/F**
 Proposal: Proposed single storey rear extension and change front patio doors to window
 Location: 16 The Glades, OX26 5ED
 CDC URL: <https://planningregister.cherwell.gov.uk/Planning/Display/21/02892/F>
- vii. 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>
- viii. Application Number: 21/03284/APP**
 Proposal: Temporary 7-year change of use of agricultural land for the establishment of an operator skills hub for training operatives in relation to the development of major infrastructure projects and caravan park and erection of temporary buildings
 Location: Red Furlong Farm Twyford Road Poundon Buckinghamshire OX27 9BG
 Bucks URL: <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QXSBFWCLMWU00>

- b. **To note notices of decision** – as itemised on the Planning Report
 - i. **Application Number: 21/02454/F**
 Proposal: 13 Blackthorn Road, OX26 5DA
 Location: Removal of rear conservatory, roof and dormer. New single storey rear extension and raising of the roof. (Re-submission of 21/00937/F)"
 Permission for development subject to conditions (9 September)
 - ii. **Application Number: 21/02660/TCA**
 Proposal: T1 x Laburnum - Carefully sectional dismantle and fell to ground level.
 G1 x Sycamore - Fell. G2 x Purple leaved Plum, Cypress and Sycamore - Fell to ground level. G3 x Mixed species - Clear vegetation to provide clear view to signs. Fell all small diameter saplings directly adjacent FP. Clear vegetation around bus stop to give 1.0m minimum clearance.
 Location: Bicester Heritage, Buckingham Road Bicester
 'Notice of intent' to undertake works to tree(s) in a conservation area (15 September)
- c. **OCC Planning Consultation** – to consider the Oxfordshire 2050 consultation (URL: <https://www.oxfordshireopenthought.org/oxfordshire-plan>) Closes 8 October
- d. **CDC Options Paper Consultation** – to consider a response to the consultation <https://letstalk.cherwell.gov.uk/>

13. Parish Hall Project

- a. **To receive a general progress report**

14. Village Matters

- a. **Mulberry Homes** – to receive a progress report
- b. **Yew Tree Field** – to receive a progress report
- c. **Dog bins** – to consider placement of the playing field bin and reminder notices
- d. **Queen's Platinum Jubilee** – to consider how to commemorate the Jubilee
- e. **Winter Preparedness** – to consider whether any further grit bins or salt are required
- f. **Litter Pick** – to receive a report and to agree to make a contribution to the WI for their assistance with the refreshments for the litter pick
- g. **Launton Chapel** – to receive an update
- h. **Village Remembrance Commemoration**
 - i. **Poppy Wreath** – to consider a donation to the Royal British Legion for the Remembrance Day poppy wreath
 - ii. **Silent 'Soldiers'** – to arrange for the figures to be installed and added to the Fixed Asset Register
 - iii. **Remembrance Bench** – to consider a suggestion to purchase a Remembrance bench
- i. **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. **Bicester Police Rural Resilience Group** – 8 September
- b. **CDC Parish Liaison Meeting** – 10 November

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 21 October

19. Date of next meeting – Thursday 4 November 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