

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Jane Olds

13 Oak Close
Bicester
OX26 3XD

01869 247171

clerk@launton-pc.gov.uk

25 November 2021

Councillors: You are hereby summoned to attend the Meeting of the Parish Council to be held at Launton Parish Hall on **Thursday 2 December 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. Richborough Estates regarding Grange Farm land off Station Road – to receive a presentation

6. Reports from District and County Councillors

7. **Minutes** – to confirm the Minutes of the meeting held on 4 November, 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. **Finance**
 - a. **To receive the Finance Report**
 - b. **Bank Statement** – to acknowledge scrutiny and acceptance of the previously circulated bank statement
 - c. **Fixed Assets** – to receive further reports on the inspection of the Fixed Assets
 - d. **Budget** – to consider holding an informal meeting to discuss technical aspects of the budget prior to the January meeting
 - e. **Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule
10. **Governance**
 - a. **Staffing Committee** – to consider formation of a staffing committee and agree the terms of reference
 - b. **Policy Review and adoption**
 - i. **Freedom of Information Policy and Publication Scheme** (for review)
 - ii. **Website Policy** (for review)
 - iii. **Debit Card Use Policy** (for adoption)
11. **Training**
 - a. **OALC and SLCC** – to consider any further training offered by OALC and SLCC
 - b. **Good Councillor's Guide** – to consider the purchase of hard copies of the publication at £4 each + £1.20 postage
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: 21/03721/F**

Proposal:	Silver Birch, Bicester Road, OX26 5DQ
Location:	Ground floor extension to rear of property in order to create an independent annexe ancillary to the main dwelling
CDC URL:	https://planningregister.cherwell.gov.uk/Planning/Display/21/03721/F
 - b. **To note notices of decision**
None received
 - c. **CDC Community Governance Review** – to consider a response to the proposal to adjust the Launton Parish boundaries
13. **Parish Hall Project**
 - a. **Parkinson Partnership VAT Report** – to receive the report
 - b. **Plan options** – to receive the various options
 - c. **Progress report** – to receive a report
14. **Grass Cutting, Verge Cutting and Weed Spraying**
 - a. **Village Grass Cutting** – to consider quotations for a three-year contract as specified in the brief and map
 - b. **Verge Cutting** – to consider and agree the contract for the rural verge cutting

- c. **Weed Spraying** – to consider and agree the contract

15. Village Matters

- a. **Mulberry Homes** – to receive a progress report
- b. **Yew Tree Field** – to receive a progress report
- c. **Community Infrastructure** – to consider suggestions for village needs and requirements
- d. **Traffic issues**
 - i. **20s Plenty for Oxfordshire Campaign** – to consider supporting the Oxfordshire campaign and requesting assistance for the village
 - ii. **Village Roads** – to consider asking for help with traffic management measures
- e. **Queen's Platinum Jubilee** – to receive a progress report
- f. **Village Support Group** – to receive a progress report and note any actions or expenditure necessary

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

17. Attendance at Meetings and Reports from meetings / courses

- a. **CDC Parish Liaison Meeting** – 10 November
- b. **Oxfordshire SLCC Branch Meeting** – 2 December

18. Reports

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

- 19. Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Thursday 23 December

- 20. Date of next meeting** – Thursday 6 January 2022 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