

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
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31 March 2022

Councillors: You are hereby summoned to attend the Meeting of the Parish Council to be held at Launton Parish Hall on **Thursday 7 April 2022** 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.

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

a. Cllr Tim Hallchurch – to note his retirement as a Cherwell District Councillor

6. Minutes – to confirm the Minutes of the meeting held on 3 March, 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 Year End Finance Report and Budget Monitoring Report

b. Bank Statement – to acknowledge scrutiny and acceptance of the previously circulated bank statement

c. 2021/22 Unspent Budget Items – to consider a virement of items budgeted to the new financial year

- d. **Regular Payments** – to consider and approve the list including standing orders and direct debits
- e. **Budget** – to agree the budget for 2022/23
- f. **Reserves** – to confirm the reserves for 2022/23 and consider the Policy
- g. **Staff Salary and Expenses**
 - i. To note the NALC revised cost of living salary scale for the Clerk for 2021/22 together with the back dated amount
 - ii. To agree to continue payment of the Clerk's salary by standing order
 - iii. To agree to confirm the rates for the Clerk's expenses
- h. **Grants** – to consider any grant applications received
- i. **Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

9. Governance and Consultations

- a. **Risk Assessment** – to consider and agree the Risk Assessment for 2022/23
- b. **Information Logs** – to review and note:
 - i. **Freedom of Information Disclosure Log**
 - ii. **Gifts and Hospitality Log**
 - iii. **Training and CPD Log**
- c. **Policies**
 - i. **Internal Financial Control Policy** – to review and adopt the policy
- d. **Webhosting** – to confirm the webhosting, email and SSL Certificate renewal for 2022/23
- e. **Parish Remuneration Report** – to receive the report from CDC and to consider the allowances for 2022/23
- f. **Letter to request support in raising the profile of the national Civility and Respect project** – to consider sending a letter to Victoria Prentis
- g. **NALC Smaller Councils** – to consider how NALC might be able to help smaller Councils

10. Training

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

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: 22/00573/F**

Proposal:	The removal of existing outbuildings and the erection of a single storey outbuilding and the restoration and extension of the existing garden wall to the rear of Freeman House
Location:	Freeman House, 54 West End, OX26 5DG CDC
URL:	https://planningregister.cherwell.gov.uk/Planning/Display/22/00573/F
 - ii. **Application Number: 22/00698/F**

Proposal:	The repair, extension and alteration of Building 144 and the change of use from Sui Generis MOD use to office (Class E)
Location:	Building 144, Bicester Heritage, Buckingham Road
CDC URL:	https://planningregister.cherwell.gov.uk/Planning/Display/22/00698/F
 - iii. **Application Number: 22/00857/F**

Proposal:	Variation of condition 2 (plans) of 21/00212/F - Condition to be varied to allow for the construction of dormer window as indicated on attached drawings. The dormer window to rear the bedroom would provide additional head height within the room and make the
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bedroom more practical in providing additional floor area within the bedroom
Location: Crossways, Blackthorn Road, OX26 5DA
CDC URL: <https://planningregister.cherwell.gov.uk/Planning/Display/22/00857/F>

b. To note notices of decision

i. Application Number: 22/00069/F

Proposal: Change of Use from Sui Generis to Class E (to allow for office/showroom), and associated works.
Location: Building 136 Petrol Tanker Shed Bicester Heritage Buckingham Road Bicester
Permission for development subject to conditions (8 March) (note associated 22/00070/LB withdrawn)

ii. Application Number: 22/00079/F

Proposal: Removal of conservatory; construction of single storey extension
Location: 15 Chestnut Close, OX26 5DE
Permission for development subject to conditions (9 March)

iii. Application Number: 22/00092/F

Proposal: Demolish existing dining room, lounge and conservatory to the rear of the house. Build a single story extension to provide a lounge/dining room.
Location: Dellow, Blackthorn Road, OX26 5DA
Permission for development subject to conditions (10 March)

iv. Application Number: 22/00187/F

Proposal: Proposed container to house woodchip boiler.
Location: Manor Farm Bicester Road, OX26 5DP
Permission for development subject to conditions (17 March)

v. Application Number: 22/00223/F

Proposal: Construction of pair of garages to rear of cottage
Location: Old Coach Cottage, Station Road, OX26 5DX
Permission for development subject to conditions (22 March)

12. Parish Hall Project

- a. Planning Application** – to consider submitting a planning application to Cherwell District Council
- b. Progress report** – to receive a report

13. Village Matters

- a. Mulberry Homes** – to receive a progress report
- b. Village Litter Pick (19 March)**
 - i. To receive a report**
 - ii. New equipment** – to consider the purchase of additional children's litter pickers and small hi-vis jackets
- c. Queen's Platinum Jubilee** – to consider further how to commemorate the occasion
- d. Village Support Group** – to receive a progress report and note any actions or expenditure necessary

14. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required (other than adding to the agenda for a future meeting)

15. Attendance at Meetings and Reports from meetings / courses

- a. **Healthy Bicester** – stakeholder meeting – 9 March at John Paul II Centre – to receive a report
- b. **OALC Managing Difficult People and Conversations course** – 23 March
- c. **Grange Farm Footpath** – meeting with the landowner 28 March
- d. **Launton Songs of Praise** – invitation to 7 May service (3pm)
- e. **Cherwell & Ray Catchment Partnership** – 16 May

16. Reports

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

17. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 21 April

- a. **Annual Parish Meeting** – to note the date of the APM as Thursday 21 April at 7.30pm in the Parish Hall

18. Date of next meeting – Thursday 5 May 2022 at 7.30pm, in Launton School Hall – **please note change of venue**

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