

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Jane Olds

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30 March 2023

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in Launton Parish Hall on **Thursday 6 April 2023** at 7.30pm for the purpose of transacting the business itemised below.

Members of the Public: Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. 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

6. Minutes – to confirm the Minutes of the Council meeting held on 2 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. Governance and Consultations

- a. **Elections** – to receive a report about the forthcoming elections (4 May)
- b. **Risk Assessment** – to consider and agree the Risk Assessment for 2023/24
- c. **Information Logs** – to review and note:
 - i. **Freedom of Information Disclosure Log**
 - ii. **Gifts and Hospitality Log**
 - iii. **Training and CPD Log**

- d. **Policy Review** – to review the policies
 - i. **Internal Financial Control Policy**
 - ii. **Complaints Procedure**
 - iii. **Gifts and Hospitality Policy**
- e. **Webhosting** – to confirm the webhosting, email and SSL Certificate renewal for 2023/24
- f. **Parish Remuneration Report** – to receive the report from CDC and to consider the allowances for 2023/24
- g. **Launton Arms Asset of Community Value** – to note that a request was yet to be received

9. 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. **2022/23 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 2023/24
- f. **Reserves** – to confirm the reserves for 2023/24 and consider the Policy
- g. **Staff Salary and Expenses**
 - i. **To note the scale point increase from SCP16 to SCP17 in the Clerk's salary as agreed at the Staffing Committee on 1 December 2022**
 - ii. **To agree to continue payment of the Clerk's salary by standing order**
 - iii. **To confirm the rates of the Clerk's expenses and home working allowance**
- h. **Dog Waste Bin Charges** – to note the increase in charges for the emptying of the dog bins
- i. **Grants** – to consider any grant applications received
- j. **Uncontested Election Fee** – to note the increased cost of an uncontested election
- k. **Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

10. Training

- a. **NALC, OALC and SLCC** – to consider any further training offered by OALC, NALC 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: 23/00527/F**
 - Proposal: Additional off-street parking with new dropped kerb
 - Location: Chestnut House, 4 Blenheim Drive, OX26 5EA
 - URL: <https://planningregister.cherwell.gov.uk/Planning/Display/23/00527/F>
 - ii. **Application Number: 23/00640/F**
 - Proposal: Single storey rear extension and attached solar shading
 - Location: 2 The Spinney, OX25 6EP
 - URL: <https://planningregister.cherwell.gov.uk/Planning/Display/23/00640/F>
 - iii. **Application Number: 23/00483/LB**
 - Proposal: Demolition of existing rear extensions. Demolition of existing detached barns. Part two storey, part single storey extension to dwellinghouse, alterations to existing ancillary buildings and construction of new carport and swimming pool - re-submission of 22/03335/LB
 - Location: Box Tree Farm, Station Road, OX26 5DX

b. To note notices of decision

None received.

12. Parish Hall Project

- a. **Progress report** – to receive a report

13. Village Matters

- a. **Road Matters and Speedwatch** – to receive a progress report
- b. **Public Rights of Way** – to receive an update from the Footpath Wardens
- c. **Spring Village Tidy-up Day** – to receive a report
- d. **Dog Bin Provision** – to receive a progress report
- e. **OCC Tree Planting** – to receive a progress report
- f. **Annual Parish Meeting** – to note 20 April as the date of the Annual Parish Meeting

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. **SLCC Oxfordshire Branch meeting** – 7 March
- b. **SLCC National Forum** – 16 March
- c. **CDC Parish Liaison Meeting** – 14 June (to note date)

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 27 April.

18. Date of next meeting – Thursday 11 May 2023 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