

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Jane Olds

13 Oak Close
Bicester
OX26 3XD

07305 303889

clerk@launton-pc.gov.uk

3 May 2023

Councillors: You are hereby summoned to attend the Annual Meeting of the Parish Council to be held in Launton **School** Hall on **Thursday 11 May 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 elect the Chairman for the year 2023/24**
2. **To receive apologies for absence**
3. **To elect the Vice Chairman for the year 2023/24**
4. **Declarations of Acceptance of Office** – to acknowledge the declarations of acceptance of office received following the uncontested election and consider any dispensations for those Councillors not in attendance or able to complete their declaration
5. **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).
6. **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.
7. **East West Rail** – to receive a progress report from the EWR Liaison Officer
8. **Reports from District and County Councillors**
9. **Minutes** – to confirm the Minutes of the Council meeting held on 6 April, previously circulated
10. **Update on progress from the Minutes** – the Clerk / Chairman to report on progress of outstanding items which do not require further decision

11. Governance and Consultations

- a. General Power of Competence**
 - i. To agree that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA qualified Clerk)**
 - ii. To agree to adopt the General Power of Competence**
- b. Councillor Co-option** – to consider the vacancy and any applications for co-option resulting from the uncontested election
- c. Policy Review** – to review the policies
 - i. Scheme of Delegation**
 - ii. Dispensations Procedure and Form**
 - iii. Vacancy Procedure**
- d. Parish Council Appointments** – to consider Councillor representation for the following organisations
 - i. Island Pond Wood** – to consider and agree the appointment
 - ii. Parish Hall Working Group** – to consider and agree the appointments
 - iii. Village Fete Committee** – to consider and agree the appointment
- e. Councillor Responsible for Internal Financial Control** – to consider the appointment of the Councillor for Internal Financial Control
- f. OALC Executive Committee** – to consider nominating a Councillor to stand for the OALC Executive Committee

12. Finance

- a. To receive the Finance Report**
- b. Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
- c. Banking** – to consider the bank mandate and confirm signatories
- d. Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2023
- e. Assets List** – to confirm the assets list for the year 2022/23
- f. Internal Audit**
 - i. To receive and review the report from the Internal Auditor**
 - ii. To consider the appointment of the Internal Auditor for 23/24**
- g. AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns
- h. External Audit** – to consider the 2022/23 AGAR for submission to the External Auditor
 - i. Section 1: Annual Governance Statement** - to consider the questions and respond accordingly
 - ii. Section 2: Accounting Statements** - to consider and agree the accounting statement figures
 - iii. Electors’ Rights** – to note the dates for the Notice of Public Rights
 - iv. Statement of Variance** – to consider the draft Statement of Variance
- i. Insurance Renewal** – to consider and agree the renewal for 2023/24
- j. Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

13. Training

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

14. 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: 23/01085/F

Proposal: RETROSPECTIVE - Change of Use of land to allow for aviation, vehicle exercising and other uses/events
Location: Bicester Heritage, Buckingham Road, Bicester
URL: <https://planningregister.cherwell.gov.uk/Planning/Display/23/01085/F>

b. To note notices of decision

i. Application Number: 23/00258/F

Proposal: Installation of solar panels, replacement of a shutter door with a bi-fold window, installation of an air vent, installation of equipment and external storage enclosures and associated works
Location: Building 148 The Command Works, Bicester Heritage, Old Skimmingdish Lane, OX27 8FZ
Permission for development subject to conditions (12 April)

ii. Application Number: 23/00449/F

Proposal: Single storey side and front extension. Insulated external render added to existing house. Existing garage rendered. New pitched roofs over existing doors and increased dormer cheek insulation. Existing roof tiles replaced - re-submission of 22/03359/F
Location: Old Paddock, Bicester Road, OX26 5DP
Permission for development subject to conditions (17 April)

iii. Application Number: 23/00527/F

Proposal: Additional off-street parking with new dropped kerb
Location: Chestnut House, 4 Blenheim Drive, OX26 5EA
Permission for development subject to conditions (28 April)

15. Parish Hall Project

a. Progress report – to receive a report

16. Village Matters

a. Road Matters

i. To receive a progress report

ii. Speed Indicator Device – to consider asking OCC for assistance in the purchase of a Speed Indicator Device

b. Defibrillator – to note the purchase of a new battery for the Defibrillator

17. 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)

18. Attendance at Meetings and Reports from meetings / courses

a. CDC Parish Liaison Meeting – 14 June at Bodicote House, Banbury

b. OALC AGM – Monday 3 July at Beckley and Stowood Village Hall

19. Reports

a. Chairman's Report

b. Clerk's Report

20. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 18 May.

21. Date of next meeting – Thursday 1 June 2023 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