

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Jane Olds

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29 November 2023

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in Launton Parish Hall on **Thursday 7 December 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 and the Minutes of the Staffing Committee meeting held on 2 November, 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. Policy Review – to review the policies

- i. Freedom of Information Policy and Publication Scheme
- ii. Staffing Committee Terms of Reference
- iii. Website Policy
- iv. Data Protection Policy and GDPR Awareness Checklist

- b. **Website Review** – to appoint two Councillors to review the content of the website (as per the Website Policy)
- c. **OCC / OALC Councils' Charter** – to consider a response to the survey

9. Finance

- a. **To receive the Finance Report**
- b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
- c. **Staff Salary** – to note the NALC revised cost of living salary scale for the Clerk for 2023/24 together with the amount backdated to April
- d. **Grant Request** – to consider a grant application for the churchyard mowing for 2024/25
- e. **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: 23/03036/F**

Proposal:	Redevelopment to form three detached dwellings with garages, parking and altered vehicular access
Location:	Salamanca, Bicester Road, OX26 5DQ
URL:	https://planningregister.cherwell.gov.uk/Planning/Display/23/03036/F
 - ii. **Application Number: 23/03120/LB**

Proposal:	Re-roof of main house and dairy to include insulation and bat mitigation measures, replace existing rooflights with new conservation style rooflights and install new clay chimney pots on existing chimneys
Location:	West End Farm House, 56 West End, OX26 5DG
URL:	https://planningregister.cherwell.gov.uk/Planning/Display/23/03120/LB
 - iii. **Application Numbers: 23/03153/F and 23/03154/LB**

Proposal:	Alterations at ground floor and first floor levels of the main house to create a master bedroom with dressing room, and re-purposing of the kitchen space to create a cloakroom, WC and new utility room. Replacement of uPVC windows in the main house with new timber framed windows. Conversion of the former workshop building to become a new open-plan kitchen, living and dining space. Conversion and extension of the existing utility room to create a feature lobby space linking the new primary living spaces contained within the former workshop, with the main dwellinghouse. This will also include the addition of a wine store in this space. Demolition of the large storage barn and replacement of this with an oak framed and glazed pool house. Conversion of the existing double garage to create a guest annexe and garden store. Conversion of the stables to create a home office and home gym space. Demolition of the timber garden store and replacement with a garden kitchen and mower and garden tool store. Comprehensive re-planning of the external spaces including
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replacement of tarmac/concrete hardstanding with domestic surface finishes, planting beds and lawn
Location: Laurels Farm, Station Road, OX26 5DX
URL: <https://planningregister.cherwell.gov.uk/Planning/Display/23/03153/F>
And
<https://planningregister.cherwell.gov.uk/Planning/Display/23/03154/LB>

b. To note notices of decision

i. Application Number: 23/02046/F

Proposal: Single storey and two storey rear extension
Location: 33 West End, OX26 5DF
Permission for development subject to conditions (1 November)

ii. Application Number: 23/02583/F

Proposal: Single storey rear extension
Location: 1 Wetland Drive, OX26 5AN
Permission for development subject to conditions (14 November)

12. Parish Hall Project

- a. Progress report** – to receive a report
- b. Management Decisions**
 - i. Energy and Water Supply** – to consider quotations
- c. Policies** – to consider new policies for the management of the Hall
- d. Broadband connection** – to receive a progress report

13. Climate Emergency

- a. Report** – to receive a progress report

14. Village Matters

- a. Highway and Traffic Issues**
 - i. Speed Indicator Devices and Traffic management** – to receive a general update
 - ii. Speedwatch** – to receive a progress report
- b. Public Transport** – to receive an update
- c. Defibrillator**
 - i. Use** – to note that the defibrillator had been used and the pads had been replaced
 - ii. Additional Defibrillator** – to receive an update on the application
 - iii. Training** – to apply to the SCAS for Defibrillator Awareness Training for the village and agree to pay a donation
- d. Village upkeep**
 - i. Weed Spraying** – to consider a quotation for the village weed control for 2024/25

15. 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)

16. Attendance at Meetings and Reports from meetings / courses

- a. CDC Parish Liaison Meeting** – 8 November
- b. OALC Planning Training** – 13 November
- c. CDC Code of Conduct Training** – 14 November
- d. SLCC Managing Village Halls Webinar** – 15 November
- e. NALC / SLCC Martyn's Law Webinar** – 16 November
- f. Healthy Bicester Stakeholder Event** – 6 March 2024 (10am – 1pm at John Paul II Centre)

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 19 December.

19. Date of next meeting – Thursday 4 January 2024 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