

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

25 March 2024

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in Launton Parish Hall on **Thursday 4 April 2024** 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 7 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. Policy Review – to review the policies

i. Internal Financial Control Policy

b. Risk Assessment – to consider and agree the Risk Assessment for 2024/25

c. Information Logs – to review and note:

i. Freedom of Information Disclosure Log

ii. Gifts and Hospitality Log

iii. Training and CPD Log

- d. **Webhosting** – to confirm the webhosting, email and SSL Certificate renewal for 2024/25
- e. **London oxford airport airspace change proposal - acp-2023-033 - cap 1616 design principles – stakeholder engagement** – to consider whether to take part in the engagement exercise
- f. **Website Review** – to receive a report from the Councillors about the website

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. **2023/24 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 2024/25
- f. **Reserves** – to confirm the reserves for 2024/25 and consider the Policy
- g. **Staff Salary and Expenses**
 - i. **To agree to continue payment of the Clerk’s salary by standing order**
 - ii. **To confirm the rates of the Clerk’s expenses and home working allowance**
- h. **Dog Waste Bin Charges** – to note the charges for the emptying of the dog bins
- i. **Grants** – to consider any grant applications received
- j. **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: 24/00514/F**

Proposal:	Construction of a living lab vertiport for research and development, Final Approach and Take Off (FATO) area / safety area and aircraft stand with associated access and landscape works.
Location:	Land Forming Part Of Airfield, Skimmingdish Lane, OX26 5AD
URL:	https://planningregister.cherwell.gov.uk/Planning/Display/24/00514/F
 - ii. **Application Number: 24/00523/F**

Proposal:	First storey extension over existing dining area (no increase in building footprint)
Location:	Apple Cottage, 37 West End, OX26 5DF
URL:	https://planningregister.cherwell.gov.uk/Planning/Display/24/00523/F
 - iii. **Application Number: 24/00414/F**

Proposal:	Change of use to community coffee shop
Location:	The Old Poolhouse, 59 West End, OX26 5DG
URL:	https://planningregister.cherwell.gov.uk/Planning/Display/24/00414/F
 - iv. **Application Number: 24/00549/F**

Proposal:	Variation of Condition 3 (natural stone) of 22/02973/F - change the exterior finish from stone to block and K render to match the neighbouring property
Location:	12 Sharpes Cottages, Station Road, OX26 5BU

b. To note notices of decision

i. Application Number: 23/03548/LB

Proposal: Variation of 23/00483/LB reducing overall impact on the listed building for 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

Location: Box Tree Farm, Station Road, OX26 5DX

Listed building consent subject to conditions (31 January 2024)

ii. 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

Permission for development subject to conditions (2 February)

iii. Application Number: 23/00052/F

Proposal: New detached outbuilding including replacement boundary wall with new natural stone.

Location: Squires House, Station Road, OX26 5DX

Permission for development subject to conditions 21 February)

12. Parish Hall Project

- a. Management Committee** – to consider the membership of the Committee and appoint two Councillors
- b. Community Ownership Fund application** – to receive the Round 3 notification and consider further action
- c. Further financial advice from Parkinson Partnership** – to receive a report
- d. Progress report** – to receive a report
- e. 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. Bicester Road Resurfacing** – to receive a progress report
 - ii. Speed Indicator Devices** – to receive a general update
 - iii. Blackthorn Road 'Gates'** – to receive a progress report
 - iv. Speedwatch** – to receive a progress report
- b. Rural Verge Cutting** – to consider a quotation
- c. Flooding in Village** – to receive a report
- d. Annual Parish Meeting** – to note 18 April as the date for the Annual Parish Meeting

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. OALC / OCC County Day** – 20 March at County Hall
- b. OALC Managing Projects Training** – 26 March

- c. **OALC Councillor Forum** – 9 April at 7pm and 14 May at 9.30am
- d. **CDC Parish Liaison Meeting** – 12 June at Bodicote House

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 Wednesday 17 April.

19. Date of next meeting – Thursday 2 May 2024 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