

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Jane Olds

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24 April 2024

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Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in **Launton SCHOOL Hall** on **Thursday 2 May 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 elect the Chairman for the year 2024/25**
2. **To receive apologies for absence**
3. **To elect the Vice Chairman for the year 2024/25**
4. **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).
5. **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.
6. **East West Rail** – to receive a progress report from the EWR Liaison Officer
7. **Reports from District and County Councillors**
8. **Minutes** – to confirm the Minutes of the Council meeting held on 4 April, previously circulated
9. **Update on progress from the Minutes** – the Clerk / Chairman to report on progress of outstanding items which do not require further decision
10. **Governance and Consultations**
 - a. **Policy Review** – to review the policies
 - i. **Scheme of Delegation**

- b. **Parish Council Appointments** – to consider Councillor representation for the following organisations
 - i. **Island Pond Wood** – to consider and agree the appointment
 - ii. **Village Fete Committee** – to consider and agree the appointment
 - iii. **Launton Communications Group** – to consider and agree the appointment
- c. **Councillor Responsible for Internal Financial Control** – to consider the appointment of the Councillor for Internal Financial Control
- d. **Website Review** – to receive a report from the Councillors about the website

11. Finance

- a. **To receive the Finance Report**
- b. **Bank Statement** – to acknowledge scrutiny and acceptance of the previously circulated bank statement
- c. **Transfer to Deposit Account** – to consider a transfer of funds from the Current Account to the Deposit Account to take advantage of the interest rate
- d. **Castle Water Bills** – to consider the appropriate method of payment for the regular bills
- e. **Internal Financial Control** – to receive a report from the Councillor responsible for Internal Financial Control
- f. **Zoom** – to consider the subscription renewal
- g. **Banking** – to consider the bank mandate and confirm signatories
- h. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2024
- i. **Assets List** – to confirm the assets list for the year 2023/24 and set an appropriate minimum value of assets for the asset register
- j. **Internal Audit**
 - i. **To receive and review the report from the Internal Auditor**
 - ii. **To consider the appointment of the Internal Auditor for 24/25**
- k. **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
- l. **External Audit** – to consider the 2023/24 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
- m. **Insurance Renewal** – to consider and agree the renewal for 2024/25
- n. **Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

12. Training

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

13. 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: 24/00852/F**

Proposal:	Proposed conversion of existing double garage to home office and hobby room
Location:	4 Wetland Drive, OX26 5AN

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/24/00852/f>

ii. Application Number: 24/00912/F

Proposal: Erection of a garden building in front of the dwelling with a sliding door and composite decking on the front and a high-level vent window on a right side elevation. The one-room insulated building will measure 3.8 width, 3 m depth, and 2.5 m at the highest point.

Location: 4 The Glades, OX26 5ED

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/24/00912/F>

iii. Application Number: 24/00949/F

Proposal: Siting of battery storage facility; substation for the connection of the BESS to the grid; ancillary equipment; security fencing; landscaping and vehicular access alterations.

Location: Land West of Bicester Road, Launton

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/24/00949/F>

iv. Application Number: 24/01044/DISC

Proposal: Discharge of Conditions 7 (internal joinery details) and 8 (external joinery details) of 23/03548/LB

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

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/24/01044/DISC>

v. Application Number: 24/00770/F

Proposal: Proposed building to garage vintage/collectable cars. Building to provide protection and storage, not maintenance or restoration.

Location: Ash Grove House, West End, OX26 5DF

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/24/00770/F>

Additional Licencing application:

vi. Applicant: Balasubramaniam Balaruban

Proposal: Premises Licence to sell alcohol in an 'off sales' capacity at

Location: The Blue 'Camel' Farm Shop, 1 Station Road, OX26 5DS

b. To note notices of decision

i. Application Number: 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
replacement of tarmac/concrete hardstanding with domestic surface
finishes, planting beds and lawn

Location: Laurels Farm, Station Road, OX26 5DX
Permission for development subject to conditions (17 April)

14. Parish Hall Project

- a. **Management Committee** – to consider further the membership of the Committee
- b. **Community Ownership Fund application** – to receive a progress report
- c. **Further financial advice from Parkinson Partnership** – to receive a report
- d. **Progress report** – to receive a report

15. Climate Emergency

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

16. 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 the Village** – to receive a report
- d. **Bus Shelter by The Bull** – to consider a solution for the renovation of the shelter

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. **OALC Councillor Forum** – 14 May at 9.30am and 4 June at 12noon
- b. **CDC Parish Liaison Meeting** – 12 June at Bodicote House

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 Wednesday 23 May.

21. Date of next meeting – Thursday 6 June 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