

LAUNTON PARISH COUNCIL

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Parish Clerk
Jane Olds

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29 May 2024

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in Launton Parish Hall on **Thursday 6 June 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 2 May, 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. **Social Media and Electronic Communication Policy**
 - b. **Website Review** – to receive a report from the Councillors about the website
9. **Finance**
 - a. **To receive the Finance Report**

- b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
- c. **Deposit Account** – to consider opening a higher interest deposit account
- d. **Internal Auditor** – to review effectiveness of the Internal Audit
- e. **Replacement Laptop**
 - i. **To consider the purchase of a new laptop for the Clerk**
 - ii. **To consider Office 365 subscription**
- f. **Zoom** – to consider changing the Zoom account to a monthly subscription
- g. **Minute Guard Book** – to consider the purchase of a new Minute Book
- h. **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
None received

b. To note notices of decision

i. **Application Number: 21/02286/F**

Proposal: Construction of a coffee unit with drive-thru facility and indoor seating with associated access, car parking, landscaping and servicing parking

Location: Land North West Of Launton Road Roundabout Adjoining, Skimmingdish Lane, Caversfield *[note not Caversfield - Launton]*

Permission for development subject to conditions (1 May 2024)

ii. **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

Permission for development subject to conditions (2 May)

iii. **Application Number: 23/03438/REM**

Proposal: Reserved Matters application to 23/01941/F requesting consideration of layout, scale, appearance and landscaping

Location: The Innovation Quarter, Bicester Heritage, Buckingham Road, Bicester

Permission for development subject to conditions (10 May)

iv. **Application Number: 24/00380/REM**

Proposal: Reserved Matters application for appearance, landscaping, layout and scale pursuant to outline permission 23/01941/F for a mixed-use HQ building (Classes E(g), B2 and B8)

Location: The Innovation Quarter, Bicester Heritage, Skimmingdish Lane, Launton

Permission for development subject to conditions (10 May)

v. Application Number: 24/00852/F

Proposal: Proposed conversion of existing double garage to home office and hobby room
Location: 4 Wetland Drive, OX26 5AN
Permission for development subject to conditions (21 May)

vi. Application Number: 24/00173/F

Proposal: Part single storey side rear extension and part first floor/two storey rear extension
Location: Cherry Tree Cottage, Blackthorn Road, OX26 5DA
Permission for development subject to conditions (14 May)

12. Parish Hall Project

- a. **Plans for the Hall and fundraising** – to consider the implications of not raising the funds required for the full refurbishment project together with further actions
- b. **Management Committee** – to consider further the membership of the Committee
- c. **Community Ownership Fund application** – to receive a progress report
- d. **Further financial advice from Parkinson Partnership** – to receive a report
- e. **Utility Bills**
 - i. **SSE** – to consider an outstanding payment
 - ii. **EDF** – to note that the direct debit commencement
 - iii. **Castle Water** – to note the high meter reading and consider further action
- f. **Progress report** – to receive a report
- g. **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. **Speedwatch** – to receive a progress report
- b. **Flooding in Village** – to receive a report
 - i. **Station Road** – to receive a report about gully cleaning
- c. **Launton Arms** – to consider nominating the venue as an Asset of Community Value
- d. **Village Gates and Signs** – to consider the best course of action for cleaning the gates
- e. **Bus Shelter by The Bull** – to consider a solution for the renovation of the shelter
- f. **Communication with Bicester Heritage** – to consider a proposal from Bicester Heritage

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. **East Cherwell Rural Community Forum** – 28 May
- b. **OALC Councillor Forum** – 4 June, 9 July at 2.30pm and 13 August at 7pm
- c. **CDC Parish Liaison Meeting** – 12 June 6pm surgeries, 7pm meeting at Bodicote House
- d. **OALC AGM** – 1 July at 7pm at County Hall and hybrid

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 20 June.
- 19. Date of next meeting** – Thursday 4 July 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