

LAUNTON PARISH COUNCIL

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Parish Clerk
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28 August 2024

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in Launton Parish Hall on **Thursday 5 September 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 1 August, 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. **Councillor Co-option** – to consider any applications received
- b. **Policy Review** – to review the policies
 - i. **Standing Orders**
 - ii. **Dignity at Work / Bullying and Harassment Policy**
- c. **OALC Subscription Increase**
 - i. **Proposal** – to consider the proposal and make a response

- ii. **7 October Meeting** – to consider whether to submit the response in person at the meeting or via a postal vote
- d. **Parish Remuneration Report** – to note that the report and figures from CDC for 2024/25 was yet to be announced
- e. **Website Review** – to receive a report from the Councillors about the website

9. Finance

- a. **To receive the Finance Report**
- b. **Internal Financial Control** – to receive a report from the Councillor responsible for Internal Financial Control
- c. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
- d. **Deposit Account** – to receive a progress report
- e. **External Auditor Report and Certificate** – to receive the report and certificate for the 23/24 financial year
- f. **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: 24/02006/F**

Proposal: Extension to rear of garage to provide annex accommodation

Location: Apple Cottage, 37 West End, OX26 5DF

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/24/02006/F>
 - ii. **Application Number: 24/02038/ADV**

Proposal: Retrospective - Erection of six poles with associated advertisement banners

Location: Bicester Heritage, Buckingham Road, OX27 8AL

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/24/02038/ADV>
 - iii. **Application Number: 24/02146/F and 24/02147/LB**

Proposal: Bicester Heritage, Building 137, Bicester Heritage, OX27 8AL

Location: Change of Use of Building 137 from Class B8 to Sui Generis to provide indoor e-karting centre and attached annexes to Class E with associated repairs and conservation works

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/24/02146/F>
 - iv. **Application Number: 24/02032/F**

Proposal: Variation of Condition 2 (plans) of 23/03036/F - Design amendments

Location: Salamanca, Bicester Road, OX26 5DQ

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/24/02032/F>
 - v. **Application Number: 24/02166/F**

Proposal: Single storey rear extension and garage conversion

Location: 2 Coppice Way, OX26 5AQ

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/24/02166/F>

vi. Application Number: 24/00770/F (re-consultation)

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>

b. To note notices of decision

i. 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
Refusal of permission for development (1 August)

ii. 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
Permission for development subject to conditions (12 August)

iii. Application Number: 24/01664/F

Proposal: Change of Use of Building 116 from Sui Generis MOD use to Class E/B8 to create office and storage, with associated alterations
Location: Building 116 , Bicester Heritage, Buckingham Road, Bicester
Permission for development subject to conditions (15 August)

iv. Application Number: 24/01607/CLUE

Proposal: Certificate of Lawfulness of Existing Use for existing building with mixed Class Use: Mews 7B - class use E(c)i; Mews 7C - class use E(c)ii; Mews 7D - class use E(c)iii; Mews 7E - class use B2; Mews 7F - class use B2; Mews 7G - class use B2
Location: Mews 7 Grange Farm, Station Road, OX26 5DX
Refusal of lawful development certificate for an existing use or operation or activity including those in breach of a planning condition (19 August)

v. Application Number: 23/01667/F – Appeal Ref: APP/C3105/W/23/3331379

Proposal: Replacement windows and external doors
Location: West End Farm House, 56 West End, OX26 5DG
Report received

12. Parish Hall Project

- a. Revised quotation for roof works** – to consider the quotation
- b. Progress report** – to receive a report
- c. WI redecoration project** – to receive a report
- d. Grants Group submissions** – to receive a report

13. Allotments

- a. Tenants** – to receive a report from the Launton Plotters
- b. Councillor Representative** – to consider the appointment of a Councillor representative on the Plotters committee

- c. **Asset of Community Value** – to consider a request to register the allotment land as an asset of community value
- 14. Climate Emergency**
- a. **Report** – to receive a progress report
- 15. Village Matters**
- a. **Highway and Traffic Issues**
 - i. **Speedwatch** – to receive a progress report
 - ii. **Speed Indicator Devices** – to receive a report
 - b. **Remembrance**
 - i. **Poppy Wreath** – to consider the purchase of a new remembrance wreath or to make a contribution to the Royal British Legion if the current wreath is acceptable
 - ii. **Poppies** – to consider the purchase of poppies for the street lamps from the Royal British Legion
 - iii. **Poppy Cascade** – to consider financial assistance with storage options
 - c. **Launton Arms** – to consider nominating the venue as an Asset of Community Value
 - d. **Winter Preparedness** – to consider whether any more grit bins or salt is required
 - e. **Communication with Bicester Heritage** – to consider a proposal from Bicester Heritage
- 16. 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)
- 17. Attendance at Meetings and Reports from meetings / courses**
- a. **OALC Cyber Security Training** – 5 August
 - b. **OALC Councillor Forum** – 10 September at 9.30am, 8 October at 12noon and 12 November at 2.30pm
 - c. **OALC Extraordinary Meeting** - 7 October 12noon (online)
- 18. Reports**
- a. **Chairman's Report**
 - b. **Clerk's Report**
- 19. Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Wednesday 19 September
- 20. Date of next meeting** – Thursday 3 October 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