

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Jane Olds

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30 October 2024

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in Launton Parish Hall on **Thursday 7 November 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. Reports from District and County Councillors

5. Minutes – to confirm the Minutes of the Council meeting held on 3 October previously circulated

6. Update on progress from the Minutes – the Clerk / Chairman to report on progress of outstanding items which do not require further decision

7. Governance and Consultations

a. **Councillor Co-option** – to consider any applications received

b. **Election of Vice Chair** – to consider the election of a Vice Chair

c. **Clerk Employment**

i. **To receive a progress report**

ii. **Staff Salary** – to note the NALC revised cost of living salary scale for the previous Clerk for 2024/25 together with the amount backdated to April

d. **Policy Review** – to review the policies

i. **Biodiversity Policy and Action Plan**

- e. **Emergency Plan** – to consider the appointment of a new Chair of the Emergency Plan and agree a programme for the future revisions
 - f. **Consultation Review of Cherwell District Council Polling Districts and Polling Places** – to consider the consultation (closes 11 November)
 - g. **January 2025 Meeting Venue** – to consider the venue for the 9 January 2025 meeting
- 8. Finance**
- a. **To receive the Finance Report**
 - b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
 - c. **Grant Requests** – to consider any grant requests received
 - d. **Invoices for Payment** – to consider and approve invoices for payment itemised on the Payment Schedule
- 9. Training**
- a. **NALC, OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC
- 10. 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 Numbers: 24/02618/F and 24/02619/LB**

Proposal: Internal and external alterations to Building 131, including refurbishment works and alteration of garage doors

Location: Building 131, Bicester Heritage, OX27 8AL

URLs: <https://planningregister.cherwell.gov.uk/Planning/Display/24/02618/F> and <https://planningregister.cherwell.gov.uk/Planning/Display/24/02619/LB>
 - ii. **Application Numbers: 24/02802/F and 24/02803/LB**

Proposal: Variation of Condition 2 (plans) of 23/00482/F - 1 - Minor amendment to the replacement link with removal of door and additional illustrations showing how the approved scheme should be supported. 2 - New door to replace plastic window to rear elevation. 3 - Amended configuration of the boot/utility room area. 4 - Removal of all first floor proposals. 5 - Design alterations to the swimming pool to separate this from the existing curtilage listed buildings. 6 - Revisions to the annexe, outdoor kitchen area and garden store

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

URLs: <https://planningregister.cherwell.gov.uk/Planning/Display/24/02802/F> and <https://planningregister.cherwell.gov.uk/Planning/Display/24/02803/Lb>
 - b. **To note notices of decision**
 - i. **Application Number: 24/02032/F**

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

Location: Salamanca, Bicester Road, OX26 5DQ

Permission for development subject to conditions (14 October)

ii. Application Number: 24/02146/F

Proposal: 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
Location: Bicester Heritage, Building 137, Bicester Heritage, OX27 8AL
Permission for development subject to conditions (18 October)

iii. Application Number: 24/02329/F

Proposal: RETROSPECTIVE - Erection of a guardhouse with associated access control and landscaping
Location: Gate 8 Bicester Heritage, Skimmingdish Lane, Bicester
Permission for development subject to conditions (23 October)

11. Parish Hall Project

- a. **Progress report** – to receive a report
- b. **Parish Hall Working Group** – to receive a progress report on the formation of the Working Group including the terms of reference
- c. **Broadband connection** – to receive a progress report

12. Climate Emergency

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

13. Village Matters

- a. **Highway and Traffic Issues**
 - i. **Speedwatch** – to receive a progress report
 - ii. **Speed Indicator Devices** – to receive a report
- b. **Grass Cutting Contract** – to consider quotations received
- c. **Service of Remembrance** – to note that the Service of Remembrance will take place on 11 November at the War Memorial
- d. **Poppy Cascade** – to receive a progress report
- e. **Parish Path Wardens** – to note the resignation of the Parish Path Wardens and to activate a recruitment drive for a new volunteer
- f. **Communication with Bicester Heritage** – to consider a proposal from Bicester Heritage

14. 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)

15. Attendance at Meetings and Reports from meetings / courses

- a. **OALC Councillor Forum** – 8 October, 12 November at 2.30pm and 10 December at 7pm
- b. **CDC Digital Infrastructure Webinar** (8 October) – to receive a report
- c. **McMillan Coffee Morning** (12 October) – to receive a report and consider actions
- d. **CDC Parish Liaison Meeting** – 6 November online
- e. **CDC Healthy Place Shaping** – 19 March 2025

16. Reports

- a. **Chairman's Report**
- b. **Clerk's Report**

17. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 21 November

18. Date of next meeting – Thursday 5 December 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