

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

**Acting Parish Clerk
Simon Turner**

**Launton Parish Hall
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28 March 2025

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in Launton Parish Hall on **Thursday 3 April 2025** 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 6 March 2025 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. Clerk Employment** – to receive a progress report
- c. Policy Review** – to review the policies
 - i. Expenses Policy**
 - ii. Financial Regulations**
 - iii. Internal Financial Control Policy**
 - iv. Complaints Procedure**
 - v. Gifts and Hospitality Policy**

- d. **Risk Assessment** – to consider and agree the Risk Assessment for 2025/26
 - e. **Information Logs** – to review and note:
 - i. **Freedom of Information Disclosure Log**
 - ii. **Gifts and Hospitality Log**
 - iii. **Training and CPD Log**
 - f. **Webhosting** – to confirm the webhosting, email and SSL Certificate renewal for 2025/26
- 8. Finance**
- a. **To receive the Year End Finance Report and Budget Monitoring Report**
 - b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
 - c. **2024/25 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 2025/26
 - f. **Reserves** – to confirm the reserves for 2025/26 and consider the Policy
 - g. **Dog Waste Bin Charges** – to note the charges for the emptying of the dog bins
 - h. **Grant Requests** – to consider any grant requests received
 - i. **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 Number: 25/00683/F**

Proposal:	Variation of Conditions 3 (Approved Plans), 8 (Construction Travel Management Plan (CTMP)), 9 (Access Details), 15 (Public Access), 20 (Landscape and Ecology Management Plan (LEMP)), 21 (Site Walkover), 26 (Construction Environment Management Plan (CEMP)) and 27 (Air Quality Impact Assessment) attached to the decision notice for application ref. 21/01224/OUT to allow for the introduction of a phasing plan of 21/01224/OUT & the additional of condition 31 (Phasing Plan).
Location:	The Experience Quarter, Land At Former RAF Bicester, Bicester, OX26 5HA
URL:	https://planningregister.cherwell.gov.uk/planning/Display/25/00683/F
 - b. **To note notices of decision**
 - i. **Application Number: 24/00912/F**

Appeal Reference:	24/00056/REF (APP/C3105/D/24/3354196)
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 Launton Bicester OX26 5ED
Appeal dismissed by the Planning Inspector (5 March)	

ii. Application Number: 24/00770/F

Proposal: Proposed change of use of existing paddock to domestic use and the erection of a building to garage vintage/collectable cars. Building to provide protection and storage, not maintenance or restoration.

Location: Land to rear of Ash Grove House West End Launton OX26 5DF

Application withdrawn (6 March)

11. Parish Hall Project

- a. **Progress report** – to receive a report
- b. **Parish Hall Advisory Working Group** – to receive a report from the advisory working group
- c. **Management Committee** – to agree the terms of reference and membership composition
- d. **Maintenance** – to receive a report
- e. **Water usage** – to receive a 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. **Station Road bus shelter** – to receive an update on the proposal to use the shelter as a community library
- c. **Annual Parish Meeting** – to note 17 April as the date for the Annual Parish Meeting
- d. **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** – dates tbc

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 Thursday 17 April

18. Date of next meeting – Thursday 1 May 2025 at 7.30pm, in Launton School Hall (venue to be confirmed)

Simon Turner

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