

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Chairman
Simon Turner

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15 April 2025

Councillors: You are hereby summoned to attend an Extraordinary Meeting of the Parish Council to be held in the Grange Farm Conference Room on **Wednesday 23 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. Minutes – to confirm the Minutes of the Council meeting held on 6 March 2025 previously circulated

5. Governance and Consultations

a. Policy Review – to review the policies

i. Internal Financial Control Policy

b. Risk Assessment – to consider and agree the Risk Assessment for 2025/26

c. Information Logs – to review and note:

i. Freedom of Information Disclosure Log

ii. Gifts and Hospitality Log

iii. Training and CPD Log

6. 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. **Invoices for Payment** – to consider and approve invoices for payment itemised on the Payment Schedule

7. 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: 25/00764/ADV**

Proposal: RETROSPECTIVE - 3 x advertisement totems

Location: Bicester Heritage, Buckingham Road, Bicester

URL: <https://planningregister.cherwell.gov.uk/planning/Display/25/00764/ADV>

8. Parish Hall Project

- a. **Roof replacement additional expenses** – to agree additional expenses incurred by the contractor
- b. **Management Committee** – to agree the terms of reference and membership composition

9. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 17 April

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

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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