

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Acting Parish Clerk
Simon Turner

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25 April 2025

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in **Launton School Hall on Thursday 1 May 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 elect the Chairman for the year 2025/26**
2. **To receive apologies for absence**
3. **To elect the Vice Chairman for the year 2025/26**
4. **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).
5. **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.
6. **Reports from District and County Councillors**
7. **Minutes** – to confirm the Minutes of the Council meetings held on 3 April 2025 and 23 April 2025 previously circulated
8. **Update on progress from the Minutes** – the Clerk / Chairman to report on progress of outstanding items which do not require further decision
9. **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. **Financial Regulations**

- ii. **Scheme of Delegation**
- iii. **Vacancy Procedure**
- d. **Risk Assessment** – to consider and agree the Risk Assessment for 2025/26
- e. **Information Logs** – to review and note:
 - i. **Training and CPD Log**
- f. **Parish Council Appointments** – to consider Councillor representation for the following organisations
 - i. **Island Pond Wood** – to consider and agree the appointment
 - ii. **Village Fete Committee** – to consider and agree the appointment
 - iii. **Launton Communications Group** – to consider and agree the appointment
- g. **Councillor Responsible for Internal Financial Control** – to consider the appointment of the Councillor for Internal Financial Control

10. Finance

- a. **To receive the 2024/25 Year End Finance Report and Budget Monitoring Report**
- b. **2024/25 Unspent Budget Items** – to consider a virement of items budgeted to the new financial year
- c. **Budget** – to agree the budget for 2025/26
- d. **To receive the Finance Report**
- e. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
- f. **Internal Financial Control** – to receive a report from the Councillor responsible for Internal Financial Control
- g. **Banking** – to consider the bank mandates and confirm signatories
- h. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2025
- i. **Assets List** – to confirm the assets list for the year 2024/25 and set an appropriate minimum value of assets for the asset register
- j. **Clerk Computer** – to consider and agree the purchase of a new computer for the Clerk
- k. **Insurance Renewal** – to consider and agree the renewal for 2025/26
- l. **Invoices for Payment** – to consider and approve invoices for payment itemised on the Payment Schedule

11. Training

- a. **NALC, OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC

12. 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: 25/00856/F**

Proposal: Proposed replacement of existing conservatory to a single storey rear extension

Location: 9 Sherwood Close, Launton, Bicester, OX26 5DR

URL: <https://planningregister.cherwell.gov.uk/planning/Display/25/00856/F>

ii. **Application Number: 25/00819/LB**

Proposal: One new rooflight

Location: Old Rectory, Bicester Road, Launton, Bicester, OX26 5DP

URL: <https://planningregister.cherwell.gov.uk/planning/Display/25/00819/LB>

b. To note notices of decision

i. Application Number: 25/00188/F

Proposal: Dropped kerb for agricultural access

Location: Land South West Of South Riding Station Road Launton

Application withdrawn (1 April)

ii. Application Number: 24/02285/F

Proposal: Formation of means of access and associated dropped Kerb

Location: 16 Bicester Road, Launton, Bicester, OX26 5DQ

Permission for development subject to conditions (3 April)

iii. Application Number: 25/00376/F

Proposal: Removal of existing outbuilding and log store, erection of annexe ancillary living space

Location: The Cottage 58 West End Launton Bicester OX26 5DG

Permission for development subject to conditions (16 April)

13. 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. **Cleaning** – to consider and agree future arrangements for cleaning
- d. **Management Committee** – to agree the terms of reference and membership composition
- e. **Maintenance** – to receive a report
- f. **Water usage** – to receive a report

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. **Station Road bus shelter** – to receive an update on the proposal to use the shelter as a community library
- c. **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 Councillor Forum** – monthly
- b. **CDC Parish Liaison Meeting** – 11 June 2025

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 Thursday 22 May

20. Date of next meeting – Thursday 5 June 2025 at 7.30pm in Launton Parish Hall

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