

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Acting Parish Clerk
Simon Turner

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30 May 2025

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in **Launton Parish Hall** on **Thursday 5 June 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 1 May 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. **Acting Clerk office** – to confirm that the office of Acting Clerk is not remunerated
- d. **Policy Review** – to review the policies
 - i. **Financial Regulations**
 - ii. **Document Retention Policy and Procedure**
 - iii. **Privacy Notice**
- e. **Risk Assessment** – to consider and agree the Risk Assessment for 2025/26

8. Finance

- a. **To receive the Finance Report**
- b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
- c. **Transfer to Deposit Account** – to consider a transfer of funds from the Current Account to the Deposit Account to take advantage of the interest rate
- d. **Internal Financial Control** – to receive a report from the Councillor responsible for Internal Financial Control
- e. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2025
- f. **Assets List** – to confirm the assets list for the year 2024/25 and set an appropriate minimum value of assets for the asset register
- g. **Internal Audit**
 - i. **To receive and review the report from the Internal Auditor**
 - ii. **To consider the appointment of the Internal Auditor for 2025/26**
- h. **AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns
- i. **External Audit** – to consider the 2024/25 AGAR for submission to the External Auditor
 - i. **Section 1: Annual Governance Statement** - to consider the questions and respond accordingly
 - ii. **Section 2: Accounting Statements** - to consider and agree the accounting statement figures
 - iii. **Electors’ Rights** – to note the dates for the Notice of Public Rights
 - iv. **Statement of Variance** – to consider the draft Statement of Variance
- j. **Internal Auditor** – to review the effectiveness of the Internal Audit
- 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

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: 25/00853/F**

Proposal:	Proposed demolition of existing conservatory and construction of new single storey extension to form dining room
Location:	13 Sharpes Cottages, Station Road, Launton, Bicester, OX26 5BU
URL:	https://planningregister.cherwell.gov.uk/planning/Display/25/00853/F

- ii. **Application Number: 25/01083/F**

Proposal:	Proposed extension to existing garage (resubmission of 21/00213/F)
Location:	Ash Grove House, West End, Launton, OX26 5DF
URL:	https://planningregister.cherwell.gov.uk/planning/Display/25/01083/F

- iii. **Application Number: 25/00992/F (Amended)**

Proposal:	Change of Use of a redundant church into a two bedroom residential property and widening of existing access and dropped kerb - Self Build
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Location: Bethel Congregational Church, Station Road, Launton, OX26 5DS
URL: <https://planningregister.cherwell.gov.uk/planning/Display/25/00992/F>

iv. Application Number: 25/01178/REM

Proposal: Application for approval of Reserved Matters pursuant to Outline Planning Consent (ref: 16/01268/OUT). The Reserved Matters comprise details of the Spine Road and Nature Conservation Area with associated infrastructure. Details of appearance, landscaping, layout and scale to be determined

Location: South East Bicester, Wretchwick Way, Bicester

URL: <https://planningregister.cherwell.gov.uk/planning/Display/25/01178/REM>

b. To note notices of decision

i. Application Number: 25/00690/F

Proposal: Single storey rear extension and conversion of part of garage to habitable accommodation

Location: 18 The Poplars, Launton, Bicester, OX26 5DW

Permission for development subject to conditions (12 May)

ii. Application Number: 25/00764/ADV

Proposal: RETROSPECTIVE - 3 x advertisement totems

Location: Bicester Heritage, Buckingham Road, Bicester

Consent to display advertisement(s) subject to conditions (15 May)

iii. Application Number: 25/00223/ADV

Proposal: Four internally illuminated fascia signs, two internally illuminated quattro dot signs and various directional and promotional signs around the site relating to a drive-thru unit

Location: Land North West Of Launton Road Roundabout Adjoining, Skimmingdish Lane, Launton

Consent to display advertisement(s) subject to conditions (16 May)

iv. 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

Permission for development subject to conditions (22 May)

c. To note notices of appeal

i. Application Number: 24/03085/F – Appeal Ref: APP/C3105/W/25/3364750

Proposal: RETROSPECTIVE - Installation of entrance door

Location: 1 Station Road, Launton, OX26 5DS

d. To note notices of appeal decision

i. Application Number: 22/03873/F – Appeal Ref: APP/C3105/W/24/3353069

Proposal: Installation and operation of a renewable energy generating station comprising ground-mounted photovoltaic solar arrays and battery-based electricity storage containers together with a switchgear container, inverter/transformer units, Site access, internal access tracks, security measures, access gates, other ancillary infrastructure and landscaping and biodiversity enhancements

Location: Land North And Adjacent To Mill Lane, Stratton Audley
Appeal allowed and planning permission granted (20 May)

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

12. Village Matters

- a. **Highway and Traffic Issues**
 - i. **Bicester Road Resurfacing** – to receive a progress report
 - ii. **Speedwatch** – to receive a progress report
 - iii. **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. **Dog bins and fitting** – to consider fitting dog bins and the purchase of a new dog bin

13. 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)

14. Attendance at Meetings and Reports from meetings / courses

- a. **OALC Councillor Forum** – monthly
- b. **CPRE Oxfordshire AGM** – 7 June 2025
- c. **CDC Parish Liaison Meeting** – 11 June 2025
- d. **OALC Talking Tables** – 18 July 2025

15. Reports

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

16. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 19 June

17. Date of next meeting – Thursday 3 July 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