LAUNTON PARISH COUNCIL

Minutes of the Extraordinary Parish Council meeting held on **Wednesday 23 April 2025** at 7.30pm in the Grange Farm Conference room

Councillors present: Mr Glyn Austin, Mr Andrew Briant (Vice-chairman), Mrs Jackie Hackett, Mr Simon Turner (Chairman) and Mrs Jaqueline Webber

In attendance: No members of the public

Apologies: None

1. **To receive apologies for absence**
   No apologies had been received.

2. **Requests for Dispensations, Declarations of Interest, Gifts and Hospitality**
   Nothing was declared.

3. **To facilitate public participation with regard to items on the agenda**
   No members of the public were in attendance.

4. **Minutes** – to confirm the Minutes of the Council meeting held on 6 March 2025 previously circulated
   The Council **RESOLVED** that the Minutes from the meeting on 6 March be accepted as a true record and were signed by the Chairman.

5. **Governance and Consultations**
   a. **Policy Review** – to review the policies
      i. **Internal Financial Control Policy**
         The Council considered the policy and, after making some amendments, **RESOLVED** to agree to adopt it.

   b. **Risk Assessment** – to consider and agree the Risk Assessment for 2025/26
      The Council **RESOLVED** to defer this item to the next meeting.

   c. **Information Logs** – to review and note:
      i. **Freedom of Information Disclosure Log**
      ii. **Gifts and Hospitality Log**
         The Council **RESOLVED** to review and note the logs. The logs would be published on the 2024/25 Finance section of the website once the Training and CPD Log had been reviewed.

      iii. **Training and CPD Log**
         The Council **RESOLVED** to defer this item to the next meeting.

6. **Finance**
   a. **To receive the Year End Finance Report and Budget Monitoring Report**
      The Council **RESOLVED** to defer this item to the next meeting, as there had again been insufficient time for the Clerk to prepare the reports, for which he apologised.

b. Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statements
The regular bank statements and downloaded statements for the year end were reviewed and accepted.

c. 2024/25 Unspent Budget Items – to consider a virement of items budgeted to the new financial year
The Council **RESOLVED** to defer this item to the next meeting, as the Year End report was not yet available.

d. Regular Payments – to consider and approve the list including standing orders and direct debits
The Council **RESOLVED** to agree to the following list, noting that it was not possible to add figures to some of the items.

Launton Lines: monthly Standing Order	£170.00
Parish Hall Rent (as per Agreement for Lease and Lease)	£1,000.00
Information Commissioner: annual by direct debit in December	£35.00
O2: monthly by direct debit	£9.41
Zoom: monthly by debit card	£15.59
External Auditor: annual	
Website domain name (with 20i)	
Website hosting and email (with Navitas Design)	
Dropbox subscription renewal	
Subscriptions: annual	
Society of Local Council Clerks (once a permanent Clerk is appointed)	
Oxfordshire Association of Local Councils	
Community First Oxfordshire (including hall support)	
Open Spaces Society	
CPRE	
Parish Hall	
Castle Water: monthly by direct debit	
EDF Energy: monthly by direct debit	
Brown bin: annual	£49.00

e. Budget – to agree the budget for 2025/26
The Council **RESOLVED** to defer this item to the next meeting, as the Year End report was not yet available.

f. Reserves – to confirm the reserves for 2025/26 and consider the Policy
The Council **RESOLVED** to agree to the policy and the following reserves:

3 months' running costs	£12,875.00
Sherwood Close maintenance (s106)	£5,651.78
Glades open space maintenance	£3,572.00
Parish Hall contingency	£35,000.00
Asset replacement fund	£5,725.00
Road Safety	£2,776.00
Election expenses	£1,900.00
Insurance excess	£300.00

External Audit contingency	£200.00
Clerk sickness / overtime contingency	£1,500.00
General contingency funds	£3,500.00
Defibrillator contingency	£1,105.00
Bus shelter contingency	£4,500.00
Trees contingency	£5,600.00
Fete contingency	£1,000.00
Professional fees contingency	£3,000.00

g. Invoices for Payment – to consider and approve invoices for payment itemised on the Payment Schedule
No further invoices had been received.

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
The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

8. Parish Hall Project

a. Roof replacement additional expenses – to agree additional expenses incurred by the contractor
The Council **RESOLVED** to agree to additional expenses of £550 incurred by the contractor for boarding some areas of the roof that were unexpectedly not boarded.

b. Management Committee – to agree the terms of reference and membership composition
The Council **RESOLVED** to defer further consideration of the document to the next meeting, when it was hoped that answers would be available to outstanding questions about the need for the Clerk's involvement.

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)

The meeting closed at 8.45pm.

Signed………………………………………………. Dated**……………………………………………….**