

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Chairman
Simon Turner

Launton Parish Hall
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6 June 2025

Councillors: You are hereby summoned to attend an Extraordinary Meeting of the Parish Council to be held in **Launton Parish Hall** on **Monday 16 June 2025** at 12.30pm 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. Governance and Consultations

a. Policy Review – to review the policies

i. Financial Regulations

ii. Document Retention Policy and Procedure

iii. Privacy Notice

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

5. Finance

a. Statement of Accounts – to consider and approve the Statement of Accounts for the year ending 31 March 2025

b. Assets List – to confirm the assets list for the year 2024/25 and set an appropriate minimum value of assets for the asset register

c. 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

- d. **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
 - e. **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
 - f. **Internal Auditor** – to review the effectiveness of the Internal Audit
6. **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: 25/01178/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>
 - ii. **Application Number: 25/01324/F**
 - Proposal: RETROSPECTIVE - Proposed external alterations to the existing industrial unit and addition of plant and yard changes
 - Location: 1A Longlands Road, Launton, Bicester, OX26 5AH
 - URL: <https://planningregister.cherwell.gov.uk/planning/Display/25/01324/F>
7. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Thursday 19 June
8. **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