

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

**Acting Parish Clerk
Simon Turner**

**Launton Parish Hall
Bicester Road
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clerk@launton-pc.gov.uk**

27 June 2025

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in **Launton Parish Hall** on **Thursday 3 July 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 meetings held on 5 May 2025 and 16 June 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. Policy Review** – to review the policies
 - i. Financial Regulations**
 - ii. Document Retention Policy Appendix A**
 - iii. Internal Audit Terms of Reference**

8. Finance

- a. **To receive the Finance Report and the quarterly Budget Monitoring Report**
- b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
- c. **Grant Requests** – to consider any grant requests received
- d. **Dropbox Extended Version History** – to consider upgrading to 1 year extended version history
- e. **Bank Mandates** – to consider changes to the Co-op and Lloyds bank mandates
- f. **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: 25/01178/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: 25/01534/LB**

Proposal: Installation of ventilation fans on rear elevation of Building 131

Location: Wiggly Monkey Brewery, Building 131, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

URL: <https://planningregister.cherwell.gov.uk/planning/Display/25/01534/LB>

iii. **Application Number: 25/01631/TPO**

Proposal: T3 (Horse chestnut) – 2/3 metre crown reduction – Subject to TPO 13/1993

Location: 10 Forest Close, Launton, Bicester, OX26 5DD

URL: <https://planningregister.cherwell.gov.uk/planning/Display/25/01631/TPO>

b. **To note notices of decision**

i. **Application Number: 25/00946/ADV**

Proposal: Single illuminated sign depicting the Skyport's logo and company name

Location: Land South Of Airfield And North East Of, Skimmingdish Lane, Launton
Consent to display advertisement(s) subject to conditions (2 June 2025)

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

Permission for development subject to conditions (19 June 2025)

iii. **Application Number: 25/00980/F**

Proposal: Single storey pool building with link to existing barn

Location: Water Moor House, Station Road, Launton, OX26 5DX

Permission for development subject to conditions (23 June 2025)

iv. Application Number: 25/00981/LB

Proposal: Single storey pool building with link to existing barn

Location: Water Moor House, Station Road, Launton, OX26 5DX

Listed Building consent subject to conditions (23 June 2025)

v. 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

Permission for development subject to conditions (24 June 2025)

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 and consider future actions
- c. **Management Committee** – to agree the terms of reference and membership composition
- d. **Maintenance** – to receive a report and consider future actions

12. 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. **Dog bins and fitting** – to consider fitting dog bins and the purchase of a new dog bin
- d. **The Glades open space** – to consider reported problems and remedial actions

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. **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 24 July

17. Date of next meeting – Thursday 7 August 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