LAUNTON PARISH COUNCIL

Minutes of the Extraordinary Parish Council meeting held on **Monday 16 June 2025** at 12.30pm in Launton Parish Hall

Councillors present: Mr Andrew Briant (Vice-chairman) (until 1.26pm), Mrs Jackie Hackett, Mr Simon Turner (Chairman) and Mrs Jaqueline Webber

In attendance: No members of the public

Apologies: Mr Glyn Austin

1. **To receive apologies for absence**
   The Council received apologies from Councillor Austin.

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. **Governance and Consultations**
   a. **Policy Review** – to review the policies
      i. **Financial Regulations**
         The Council **RESOLVED** to defer this item to the next meeting, as there had again been insufficient time to examine the new model regulations.

      ii. **Document Retention Policy and Procedure**
         The Council considered the policy and, after making some amendments, **RESOLVED** to agree to adopt it.

      iii. **Privacy Notice**
         The Council considered the notice 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 considered the updated risk assessment and, after making some amendments, **RESOLVED** to agree to adopt it subject to the property values in section 1.h being brought up to date with the renewed insurance policy.

5. **Finance**
   a. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2025
      The Council **RESOLVED** to confirm the Statement of Accounts.

   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
      The Council **RESOLVED** to confirm the assets list for the year 2024/25.

The Council further **RESOLVED** to confirm that the appropriate minimum value of assets purchased by the Parish Council for the register would remain at £100 with the proviso that other items, which were of value, but which had not been purchased by the Council, generally be included at a value of £1.

c. Internal Audit

i. To receive and review the report from the Internal Auditor
The Council **RESOLVED** to agree to accept and receive the report. The Council noted the advice of the internal auditor that resolutions should be explicitly made to exclude the press and public when considering confidential business and that such resolutions should be added to the agenda where such an exclusion is foreseeable.

ii. To consider the appointment of the Internal Auditor for 2025/26
The Council **RESOLVED** to agree to appoint Catherine Camp for a further year.

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
The Council **RESOLVED** to agree to redact the signatures on the web version of the AGAR acknowledging that this was against the Accounts and Audit Regulations, but that it was to protect the signatories from the specific and identifiable threats of identity theft. There was no issue with the full documents being viewed in person.

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
The Chairman read the questions out for consideration. The Council **RESOLVED** to agree to all the Governance questions. The Chairman signed the form as required; on the advice of the internal auditor, the Vice-chairman also signed the form to avoid the same person (Clerk and Chairman) being the only one to sign the form.

ii. Section 2: Accounting Statements – to consider and agree the accounting statement figures
The Clerk had provided the meeting with the figures, which included the Asset Register. The Council **RESOLVED** to agree the Accounting Statements. The Clerk had signed the form prior to the meeting; the Chairman and Vice-chairman signed the form.

iii. Electors' Rights – to note the dates for the Notice of Public Rights
The Council **RESOLVED** to approve the dates for the Electors' Rights as Wednesday 18 June to Tuesday 29 July. The notice would be posted in accordance with the Regulations.

1.26pm: Councillor Briant left the meeting.

iv. Statement of Variance – to consider the draft Statement of Variance
The Council **RESOLVED** to agree the Statement of Variance subject to a typographical error being corrected and specific values being provided for kissing gate replacement in 2023/24 and changes in subscription costs in 2024/25.

f. **Internal Auditor** – to review the effectiveness of the Internal Audit
The Council considered the internal audit's effectiveness and **RESOLVED** to agree that it had been effective.

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

The Council considered the application and **RESOLVED** to defer this item to the next meeting, to allow time for further reading of the extensive documentation, and request an extension to allow comments to be made after that meeting.

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

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

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

The meeting closed at 1.42pm.

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