

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Acting Parish Clerk
Simon Turner

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1 August 2025

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in **Launton Parish Hall** on **Thursday 7 August 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 3 July and the Minutes of the Staffing Committee meeting held on 15 July, 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. **Appointment of Clerk, Proper Officer and Responsible Financial Officer** – to consider and agree the appointment of a permanent Clerk, Proper Officer and Responsible Financial Officer
- b. **Councillor Co-option** – to consider any applications received
- c. **Part-Night Lighting Consultation follow-up** – to consider a response
- d. **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. **SLCC Subscription** – to consider renewing the SLCC subscription for the new Clerk
- g. **Invoices for Payment** – to consider and approve invoices for payment itemised on the Payment Schedule

9. Training

- a. **Clerk training** – to consider training for the new Clerk
- b. **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: 25/01781/F**

Proposal: Conversion of loft space to accommodation, sub-division of rooms to the first floor to provide ensuite and dressing facilities, replacement of UPVC windows and door, outdoor swimming pool with associated swimming pool building, garden store and cart shed/garage. Proposed joinery, materials, structure, heating, insulation, roof details, service routes for ventilation and existing wall treatment details – amendment to 24/02802/F

Location: Laurels Farm, Station Road, Launton, Bicester, OX26 5DX

URL: <https://planningregister.cherwell.gov.uk/planning/Display/25/01781/F>

iii. **Application Number: 25/01782/LB**

Proposal: Conversion of loft space to accommodation, sub-division of rooms to the first floor to provide ensuite and dressing facilities, replacement of UPVC windows and door, outdoor swimming pool with associated swimming pool building, garden store and cart shed/garage. Proposed joinery, materials, structure, heating, insulation, roof details, service routes for ventilation and existing wall treatment details – amendment to 24/02803/LB

Location: Laurels Farm, Station Road, Launton, Bicester, OX26 5DX

URL: <https://planningregister.cherwell.gov.uk/planning/Display/25/01782/LB>

iv. Application Number: 25/01832/F

Proposal: Rear extension and 1.8m high rear garden boundary fence to provide privacy and security

Location: 17 Sycamore Road, Launton, Bicester, OX26 5DZ

URL: <https://planningregister.cherwell.gov.uk/planning/Display/25/01832/F>

b. To note notices of decision

i. Application Number: 25/00873/F

Proposal: Two storey side extension and single storey side extension, part single storey rear extension

Location: Bedfield, Bicester Road, Launton, Bicester, OX26 5DP

Permission for development subject to conditions (4 July 2025)

ii. Application Number: 25/00992/F

Proposal: Change of Use of a redundant church into a two bedroom residential property and widening of existing access and dropped kerb - Self Build

Location: Bethel Congregational Church, Station Road, Launton, OX26 5DS

Permission for development subject to conditions (10 July 2025)

iii. Application Number: 25/00683/F

Proposal: Variation of Conditions 3 (Approved Plans), 8 (Construction Traffic Management Plan (CTMP)), 9 (Access Details), 15 (Public Access), 20 (Landscape and Ecology Management Plan (LEMP)), 21 (Site Walkover), 26 (Construction Environment Management Plan (CEMP)) and 27 (Air Quality Impact Assessment) attached to the decision notice for application ref. 21/01224/OUT to allow for the introduction of a phasing plan of 21/01224/OUT & the addition of condition 32 (Phasing Plan)

Location: The Experience Quarter, Land at Former RAF Bicester, Bicester, OX26 5HA

Permission for development subject to conditions (16 July 2025)

iv. Application Number: 25/00819/LB

Proposal: One new rooflight

Location: Old Rectory, Bicester Road, Launton, Bicester, OX26 5DP

Refusal of permission for development (18 July 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
- e. Footpath from West End under railway embankment** – to consider a response to the reported temporary closure

- f. **Winter preparedness 25/26** – to consider provision of salt bags and salt bins
- 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
- 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 21 August
- 17. Date of next meeting** – Thursday 4 September 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