

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Andy White

Launton Parish Hall
Bicester Road
OX26 5DP
07305 303889
clerk@launton-pc.gov.uk

29th August 2025

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in **Launton Parish Hall** on **Thursday 4 September 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 7 August 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. **Councillor Co-option** – to consider any applications received
- b. **Policy Review** – to review the policies
 - i. **Media and Press Policy**
 - ii. **Financial Regulations**
 - iii. **Meeting Attendance Policy**

8. Finance

- a. **To receive the Finance Report**

- b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
- c. **External Auditor Report and Certificate** – to receive the report and certificate for the 24/25 financial year
- d. **14th Edition Arnold Baker** – to consider purchasing when it's published in October
- e. **Bank Mandates** – to receive an update
- f. **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: 25/01977/F**

Proposal: RETROSPECTIVE - Change of Use of land from amenity to domestic use; creation of a permeable hardstanding and driveway

Location: 18 Beech Road, Launton, Bicester, OX26 5AP

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/25/01977/F>

ii. **Application Number: 25/01875/F**

Proposal: Change of Use of Building 146/147 to Use Class E, the erection of ground and part first floor extensions and associated works including landscaping and parking

Location: Bicester Heritage Buildings 146 And 147, Station Commanders Office, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL,

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/25/01875/F>

iii. **Application Number: 25/01876/LB**

Proposal: Details as in **25/01875/F**

Location: Details as in **25/01875/F**

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/25/01876/LB>

iv. **Application Number: 25/01986/ADV**

Proposal: Application for approval of two freestanding banner signs

Location: Greggs, Skimmingdish Lane, Launton, Bicester, OX26 5AF

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/25/01986/ADV>

b. **To note notices of decision**

i. **Application Number: APP/C3105/W/25/3364750**

Proposal: The development proposed is installation of entrance door

Location: 1 Station Road, Launton, Bicester, OX26 5DS

The appeal is dismissed (4/08/2025)

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

Application Permitted (29/07/2025)

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

Application Permitted (13/08/2025)

iv. Application Number: 25/01534/LB

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

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

Application Permitted (13/08/2025)

v. Application Number: 25/01657/TCA

Proposal: Works to trees in Conservation Area

Location: Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

Application Permitted (30/07/2025)

11. Parish Hall Project

- a. **Progress report** – to receive a report
- b. **Management Committee** – to agree the terms of reference and membership composition
- c. **Maintenance / Improvement of garden area** – to receive a report and consider future actions
- 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. **Dog bins and fitting** – to receive a report
- c. **The Glades open space** – to further consider the quote received
- d. **Winter preparedness 25/26** – to review requirements

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 18 September

17. Date of next meeting – Thursday 2 October 2025 at 7.30pm in Launton Parish Hall

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