

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

26 September 2025

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in **Launton Parish Hall** on **Thursday 2 October 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 4 September, 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. **Grants Policy and Application Form**
 - ii. **Financial Regulations**

8. Finance

- a. **To receive the Finance Report and Budget Monitoring Report**
- b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements

- c. **Bank Mandates** – to receive an update
- d. **Grant Requests** – to consider any grant requests received
- e. **Use an independent third party to supply PAYE** – to consider using a payroll system for clerk and other staff
- 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: 25/02169/F**

Proposal: Conversion of redundant stables to two bedroom dwelling

Location: Jacks Barn, West End, Launton, Bicester, OX26 5DF

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/25/02169/F>

ii. **Application Number: 25/02214/F**

Proposal: Dropped kerb, gravel driveway along with gates at end of drive

Location: 12 Bicester Road, Launton, Bicester, OX26 5DQ

URL: <https://planningregister.cherwell.gov.uk/Planning/Display/25/02214/F>

iii. **Application Number: 25/02326/F**

Proposal: Construction of two storey rear extension to provide cloakroom and lobby at ground floor level and extension to bedroom space at first floor level

Location: Ascot Cottage, Station Road, Launton, Bicester, OX26 5DS

URL: <https://planningregister.cherwell.gov.uk/planning/Display/25/02326/F>

b. **To note notices of decision**

i. **Application Number: 25/01997/F**

Proposal: Two storey rear extension

Location: Squires House, Station Road, Launton, Bicester, OX26 5DX

Application Permitted (19/09/2025)

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. **Highway suggestions from parishioner** - to consider the suggestions
 - iii. **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 23 October
- 17. Date of next meeting** – Thursday 6 November 2025 at 7.30pm in Launton Parish Hall

Andy White

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