

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Andy White

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29 November 2025

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in **Launton Parish Hall** on **Thursday 4 December 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 6 November, and the extraordinary Council meeting held on 12 November, 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. **Clerk Resignation** - to note the resignation of the Clerk and to consider and agree arrangements for the roles of Clerk, Proper Officer and Responsible Financial Officer
- b. **Councillor Co-option** - to consider any applications received
- c. **Policy Review** - to review the policies
 - i. **Freedom of Information Policy and Publication Scheme**
 - ii. **Data Protection Policy and FoI Disclosure Log**
 - iii. **Data Protection Awareness Checklist**

iv. Staffing Committee Terms of Reference

v. Website Policy

d. Emergency Plan - to review progress on the revised plan

8. Finance

a. To receive the Finance Report

b. Bank Statements - to acknowledge scrutiny and acceptance of the previously circulated bank statements

c. Bank Mandates - to receive an update

d. Grant Request - to consider a grant application for the churchyard mowing for 2026/27

e. Review Electricity offer prices - to consider contract renewal prices

f. Invoices for Payment - to consider and approve invoices for payment itemised on the Payment Schedule

g. Budget - to review budget planning

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

None received as at 29/11/2025

b. To note notices of decision

i. Application Number: 25/01781/F

Proposal: Alterations to include 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

Application Permitted (7/11/2025)

ii. Application Number: 25/01782/LB

Proposal: Alterations to include 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

Application Permitted (7/11/2025)

iii. Application Number: 25/02326/F

Proposal: Construction of two storey rear extension.

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

Application Permitted (12/11/2025)

11. Parish Hall Project

- a. **Progress report** - to receive a report
- b. **Hall Policies** - to review and confirm revised Hall Policies
- 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. **Update on OCC email and Highways engagement email** - to receive a report
- d. **Greencore** - review of issues associated with 23/03433/REM

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 December

17. Date of next meeting - Thursday 8 January 2026 at 7.30pm in The Grange Farm Conference Room

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