

# LAUNTON PARISH COUNCIL

[www.launton-pc.gov.uk](http://www.launton-pc.gov.uk)

Locum Parish Clerk  
Gill Peacock

Launton Parish Hall  
Bicester Road, Launton  
Bicester, OX26 5DP  
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1<sup>st</sup> May 2026

[clerk@launton-pc.gov.uk](mailto:clerk@launton-pc.gov.uk)

**Councillors:** You are hereby summoned to attend a Meeting of the Parish Council to be held in the **Grange Farm Conference Room** on **Thursday 7 May 2026** 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 elect the Chairman for the year 2026/27 and to receive their Declaration of Acceptance of Office**
2. **To receive apologies for absence**
3. **To elect the Vice Chairman for the year 2026/27 and to receive their Declaration of Acceptance of Office**
4. **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).
5. **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.
6. **Reports from District and County Councillors**
7. **Minutes** – to confirm the Minutes of the Council meeting held on 2 April 2026, previously circulated
8. **Update on progress from the Minutes** – the Chairman to report on progress of outstanding items which do not require further decision
9. **Governance and Consultations**
  - a. **Councillor Co-option** – to consider any applications received
  - b. **Update on Recruitment of a new Clerk** – to receive a progress report

- c. **Policy Review** – to review the policies
  - i. **Scheme of Delegation**
  - ii. **Reserves Policy**
- d. **Information Logs** – to review and note
  - i. **Training and CPD Log**
- e. **Parish Council appointments** – to consider Councillor representation for the following organisations:
  - i. **Island Pond Wood** – to consider and agree the appointment
  - ii. **Village Fete Committee** – to consider and agree the appointment
  - iii. **Launton Communications Group** – to consider and agree the appointment
- f. **Councillor responsible for Internal Financial Control** – to consider the appointment of the Councillor for Internal Financial Control

## 10. Finance

- a. **To receive the Finance Report**
- b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
- c. **Transfer to Deposit Accounts** – to consider transferring funds from the Current Account to the Deposit Accounts to take advantage of the interest rates
- d. **Internal Financial Control** – to receive a report from the Councillor responsible for Internal Financial Control
- e. **Banking** – to consider the bank mandates and confirm signatories
- f. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2026
- g. **Assets List** – to confirm the assets list for the year 2025/26 and set an appropriate minimum value of assets for the asset register
- h. **Grant Requests** – to consider any grant requests.
- i. **Insurance Renewal** – to consider and agree the renewal of insurance for 2026/27
- j. **Invoices for Payment** – to consider and approve invoices for payment itemised on the Payment Schedule.

## 11. Training

- a. **NALC, OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC

## 12. 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: 26/00830/LB**

Proposal: Internal alterations to Building 99 including the replacement of existing floor and reinstatement of an infilled opening

Location: Building 99, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

URL: <https://planningregister.cherwell.gov.uk/planning/Display/26>
  - ii. **Application Number: 26/00864/ADV**

Proposal: Advertisements on the north-east elevation alongside hand-painted numbering on the south-west and north-east elevations.

Location: Building 137, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

URL: <https://planningregister.cherwell.gov.uk/planning/Display/26/00864/ADV>

**iii. Application Number: 26/00854/LB**

Proposal: Advertisements on the north-east elevation alongside hand-painted numbering on the south-west and north-east elevations.

Location: Building 137, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

URL: <https://planningregister.cherwell.gov.uk/planning/Display/26/00854/LB>

**b. To discuss Launton Parish Council signing the Mickleton Against Inappropriate Development Petition**

**c. To note notices of decision**

**i. Application Number: 26/00236/F**

Proposal: Proposed detached single storey building to provide new changing rooms.  
Remove existing changing rooms and toilets to bar in main clubhouse and form new toilets to serve bar to include new windows and doors

Location: Launton Sports and Social Club, Bicester Road, Launton, OX26 5DP

Application permitted.

**ii. Application Number: 26/00532/LB**

Proposal: Minor internal alterations comprising the removal of stud partition walls, internal walls and associated fixtures/fittings

Location: Team Sport, Building 137, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL.

Application permitted.

**13. Parish Hall Project**

- a. Progress report** – to receive a report
- b. Parish Hall Advisory Working Group** – to receive a report and recommendations from the advisory working group and consider appropriate steps
- c. Planning Application:** To consider making a planning application for the heating system
- d. Broadband connection** – to receive a progress report
- e. Cleaning** – to consider and agree future arrangements for cleaning
- f. Management Committee** – to consider amending the terms of reference
- g. Maintenance** – to receive a report and consider future actions

**14. Village Matters**

- a. Highway and Traffic Issues**
  - i. Speedwatch** – to receive a progress report
  - ii. Speed Indicator Devices** – to receive a report
  - iii. OCC Highways engagement** – to receive a report
- b. Village upkeep** – to receive a Report
- c. To consider the quote from Ellis Townsend for spraying and weedkilling in preparation for shrubs or turf laying and to get rid of weeds at the Parish Hall**
- d. Greencore issues associated with 23/03433/REM** – Update

**15. 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)

**16. Attendance at Meetings and Reports from meetings / courses**

- a. OALC Councillor Forum** – monthly
- b. CDC Parish Liaison Meeting** – 10 June at Castle Quay

**17. Reports**

- a. Chairman's Report**

**b. Clerk's Report**

**18. Items for information or next Agenda only** – all items for the next agenda to be submitted to the Locum Clerk by Thursday 21 May 2026.

**19. Date of next meeting** – Thursday **4 June 2026** at 7.30pm in Launton Parish Hall

*Gill Peacock*

*Locum Clerk*

**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