

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 5 December 2024** at 7.30pm in Launton Parish Hall

Councillors present: Mr Andrew Briant (Vice-Chairman), Mrs Jackie Hackett, Mr Simon Turner (Chairman) and Mrs Jaqueline Webber

In attendance: 3 members of the public

Apologies: None

1. To receive apologies for absence

No apologies had been received.

2. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality

Nothing was declared.

3. To facilitate public participation with regard to items on the agenda

Three members of the public were in attendance.

4. Reports from District and County Councillors

No reports had been received from CDC or OCC councillors.

5. Minutes – to confirm the Minutes of the Council meeting held on 7 November, previously circulated
Due to a procedural error issuing the summons for this meeting, the Council **RESOLVED** to agree to defer this item to the next meeting.

6. Update on progress from the Minutes – the Clerk / Chairman to report on progress of outstanding items which do not require further decision

a. Venue for January meeting

The head teacher had been contacted about using the School Hall for the meeting on 9 January 2025.

7. Governance and Consultations

a. Councillor Co-option – to consider any applications received

Due to a procedural error issuing the summons for this meeting, the Council **RESOLVED** to agree to defer this item to an extraordinary meeting to be held the following week.

b. Clerk Employment – to receive a progress report

The Chairman reported that no interest had yet been shown for the position of Clerk. However, a potential locum Clerk had contacted the Chairman and had provided her CV.

c. Policy Review – to review the policies

i. Expenses Policy

Due to a procedural error issuing the summons for this meeting, the Council **RESOLVED** to agree to defer this item to the next meeting.

ii. Financial Regulations

Due to a procedural error issuing the summons for this meeting, the Council **RESOLVED** to agree to defer this item to the next meeting.

- d. Emergency Plan** – to consider the appointment of a new Chair of the Emergency Plan and agree a programme for the future revisions

Due to a procedural error issuing the summons for this meeting, the Council **RESOLVED** to agree to defer this item to the next meeting.

- e. CDC budget consultation** – to consider the consultation (closes 23 December)

The Council considered the consultation and **RESOLVED** to agree that no response was necessary.

- f. East West Rail non-statutory consultation** – to consider the consultation (closes 24 January)

Due to a procedural error issuing the summons for this meeting, the Council **RESOLVED** to agree to defer this item to the next meeting.

8. Finance

a. To receive the Finance Report

As at 16 November, the Accounts stood at:

Co-op Current Account	£29,545.96
Co-op Deposit Account	£2,320.84
Co-op 35-Day Deposit Account	£64,182.71
Lloyds Parish Hall Account	£2,171.71

Outstanding Payments

O2 Mobile November contract	£7.61
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Income

Date Cleared

Hall Lettings (Lloyds Account) to 25 November	£84.00
Hall Lettings (Co-op Account)	£168.00

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
1/11/24	Clerk's November salary (monthly)	Staff salary	7/12/23 9.c.	£822.25
4/11/24	Launton Lines (monthly)	Launton Lines	10/11/22 10.	£170.00

Direct Debits to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
21/10/24	O2 Mobile October contract	Admin Costs	4/4/24 10. d.	£7.61	£7.61

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
17/10/24	Castle Water September usage	Parish Hall Utilities	4/4/24 10. d.	£21.37	£23.25
22/10/24	EDF Energy	Parish Hall Utilities	4/4/24 10. d.	£100.10	£105.11

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

The bank statements were reviewed and accepted.

- c. Grant Requests** – to consider any grant requests received

i. Hope after Harm

ii. Churchyard mowing for 2025/26

Due to a procedural error issuing the summons for this meeting, the Council **RESOLVED** to agree to defer these items to the next meeting.

- d. Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

The Council **RESOLVED** to agree the following payments which Councillor Webber would authorise.

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	David Moore – Glades and Poplars work (invoice number DM0108)	Village upkeep and weedspraying	2/11/23 15. b. ii, 15. b. iii	£125.00	£125.00
Bank Transfer	J Olds for: Clerk expenses (printing £49.33, general £2.10, laminating £1.40)	Admin costs	4/4/24 10. g. ii.	£52.83	£52.83
	Mileage expenses	Mileage expenses		£27.36	£27.36
	Home working expenses	Home working expenses		£78.00	£78.00
	Meeting costs (Hall heating)	Meeting costs		£2.00	£2.00
	Total			£160.19	£160.19

The Council noted the Debit Card transaction:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
13/11/24	Zoom – November Subscription	Meeting costs	6/6/24 9. f.	£12.99	£15.59

9. Training

- a. **NALC, OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC
Councillor Hackett reported that she had attended the Planning Training course and found it very worthwhile.

Councillor Hackett expressed a desire to do the forthcoming Roles and Responsibilities course.

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: 24/02895/REN56**

Proposal: Installation of PV panels to pitched roof areas

Location: Unit 4,5,6,8,9, Longlands Road, Launton, Bicester, OX26 5AH

The Council considered the application and **RESOLVED** to agree that there were no comments or objections to the proposal.

ii. **Application Number: 24/03085/F**

Proposal: RETROSPECTIVE – Installation of entrance door

Location: 1 Station Road Launton OX26 5DS

Due to a procedural error issuing the summons for this meeting, the Council **RESOLVED** to agree to defer this item to an extraordinary meeting to be held the following week.

b. **To note notices of decision**

i. **Application Number: 23/03433/REM**

Proposal: Reserved Matters application requesting consideration of layout, scale, appearance and landscaping for 65 dwellings pursuant to 24/00780/OUT, along with the discharge of Conditions 21 (surface water drainage), 22 (noise assessment), 23 (Arboricultural Impact Assessment, tree protection plan and Arboricultural Method Statement), 25 (public right of way), and 26 (energy strategy)

Location: Land North West Of Grange Farm Station Road Launton

Approval of reserved matters subject to conditions (1 November)

ii. **Application Number: 24/02166/F**

Proposal: Single storey rear extension and garage conversion

Location: 2 Coppice Way Launton Bicester OX26 5AQ

Permission for development subject to conditions (15 November)

iii. **Application Numbers: 24/02618/F and 24/02619/LB**

Proposal: Internal and external alterations to Building 131, including refurbishment works and alteration of garage doors

Location: Building 131, Bicester Heritage, OX27 8AL

Permission for development subject to conditions (20 November)

iv. Application Number: 24/02524/F

Proposal: Demolition of existing garage/workshop and summerhouse;
construction of new outbuilding containing garage/workshop and
store at ground floor level and home office at first floor level
Location: Ascot Cottage Station Road Launton Bicester OX26 5DS
Permission for development subject to conditions (28 November)

c. To note notices of appeal

i. Application Number: 24/00912/F – Appeal Ref: 24/00056/REF (APP/C3105/D/24/3354196)

Proposal: Erection of a garden building in front of the dwelling with a sliding
door and composite decking on the front and a high-level vent window
on a right side elevation. The one-room insulated building will measure
3.8 width, 3 m depth, and 2.5 m at the highest point.
Location: 4 The Glades Launton Bicester OX26 5ED

11. Parish Hall Project

a. Progress report – to receive a report

Councillor Turner reported that a decision was awaited from CDC about whether the REPF grant could be used towards payment for a replacement roof for the Hall. The advisory working group was continuing to make good progress.

b. Parish Hall Advisory Working Group – to receive a report from the advisory working group

An online meeting with a representative of the National Lottery Community Fund had made it clear that getting grant funding from the NLCF was now highly unlikely, as their focus is changing to relieving deprivation. Quotations for different types of replacement roof were being obtained and a consultation document for villagers and Hall users was being drafted.

c. Water usage – to receive a report

No further progress had been made.

d. Hall management – to consider the future management of the Hall

Due to a procedural error issuing the summons for this meeting, the Council **RESOLVED** to agree to defer this item to the next meeting.

e. Broadband connection – to receive a progress report

No further progress had been made.

12. Climate Emergency

a. Report – to receive a progress report

No further progress had been made.

13. Village Matters

a. Highway and Traffic Issues

i. Speedwatch – to receive a progress report

The Speedwatch Co-ordinator sent a written report. Speedwatch sessions are now suspended until the days get longer and the weather improves in the New Year.

ii. Speed Indicator Devices – to receive a report

No further progress had been made on downloading the data from the devices.

b. Grass Cutting Contract – to consider quotations received

Due to a procedural error issuing the summons for this meeting, the Council **RESOLVED** to agree to defer this item to the next meeting.

c. Communication with Bicester Heritage – to consider a proposal from Bicester Heritage

Due to a procedural error issuing the summons for this meeting, the Council **RESOLVED** to agree to defer this item to the next meeting.

14. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required

The Council **RESOLVED** to note the correspondence.

15. Attendance at Meetings and Reports from meetings / courses

a. OALC Councillor Forum – 12 November at 2.30pm and 10 December at 7pm

No Councillor was able to attend the November meeting.

The Council noted the dates of future meetings.

b. Rural Community Forum – 13 December

Councillor Hackett would attend the meeting.

16. Reports

a. Chairman's Report

The Chairman reported that Councillor Dowman had resigned from the Council due to increased pressures of work making it very difficult for her to attend meetings. The Council thanked her for her service.

b. Clerk's Report

There was no Clerk Report.

17. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 19 December

18. Date of next meeting – Thursday 9 January 2025 at 7.30pm in Launton School Hall.

The meeting closed at 8.38pm.

Signed.....

Dated.....