

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 9 January 2025** at 7.30pm in Launton School Hall

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

In attendance: 2 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

2 members of the public were in attendance.

4. Reports from District and County Councillors

No reports had been received.

5. Minutes – to confirm the Minutes of the Council meetings held on 7 November 2024, 5 December 2024 and 12 December 2024, previously circulated

The Council **RESOLVED** that the Minutes from the meetings on 7 November, 5 December and 12 December be accepted as a true record and were signed by the Chairman.

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

There were no updates to report.

7. Governance and Consultations

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

No further applications had been received.

b. Clerk Employment

i. To receive a progress report

The Chairman reported that the hoped-for locum Clerk was not yet available to take over, but was prepared to assist in rewording the job description, person description and advert.

c. Meeting Dates – to consider the meeting dates for the forthcoming year

The Council **RESOLVED** to agree the following dates for Parish Council meetings, with planning meetings convened as required.

3 April

17 April – Annual Parish Meeting

1 May – Annual Meeting of the Parish Council (venue to be confirmed)

5 June

3 July

7 August

4 September

2 October

6 November

4 December

2026

8 January (noting the change of usual date due to the new year – venue to be confirmed)

5 February

5 March

d. Policy Review – to review the policies

i. **Expenses Policy**

ii. **Financial Regulations**

iii. **Communications Policy**

The Council **RESOLVED** to defer these items to the next meeting.

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

The Council **RESOLVED** to agree to appoint Jackie Webber as Chair of the Emergency Plan; she and Jackie Hackett would devise a programme for future revisions.

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

The Council **RESOLVED** to defer this item to an Extraordinary Meeting to be held the following week.

g. East West Rail scoping report consultation – to consider the consultation (closes 31 January)

The Council **RESOLVED** to defer this item to an Extraordinary Meeting to be held the following week.

h. Cherwell Local Plan Review consultation – to consider the consultation (closes 14 February)

The Council **RESOLVED** to defer this item to the next meeting.

8. Finance

a. To receive the Finance Report

As at 16 December, the Accounts stood at:

Co-op Current Account	£28,310.00
Co-op Deposit Account	£2,320.84
Co-op 35-Day Deposit Account	£64,182.71
Lloyds Parish Hall Account (02 Dec)	£2,213.71

Outstanding Payments

O2 Mobile December contract	£7.61
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Income

Hall Lettings (Lloyds Account) to 02 December

Date Cleared
£14.00 02/12/24

Hall Lettings (Co-op Account)	£0.00
Projector Hire	£15.00 21/11/24

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
4/12/24	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
21/11/24	O2 Mobile November contract	Admin Costs	4/4/24 10.d	£7.61	£7.61
18/11/24	Castle Water October usage	Parish Hall Utilities	4/4/24 10.d	£25.08	£27.39
21/11/24	EDF Energy October usage	Parish Hall Utilities	4/4/24 10.d	£205.04	£215.29
10/12/24	ICO renewal			£35.00	£35.00

- 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 grant requests received
 - i. Hope after Harm**
The Council considered the application and **RESOLVED** to agree to make a contribution of £100 to Hope After Harm.
 - ii. Churchyard mowing for 2025/26**
The Council **RESOLVED** to agree to the request for support with the churchyard grass cutting of £1,500 using the Local Government Act 1972 s214(6) Power.
 - iii. Clean Slate**
The Council considered the application and **RESOLVED** to agree to make a further contribution of £100 to Clean Slate, noting that this was an exception to normal practice.

9.15pm: the Council **RESOLVED** to agree to extend the meeting until 10.00pm

- d. Draft Budget** – to consider the draft budget for 2025/26
The Council **RESOLVED** to defer this item to an Extraordinary Meeting to be held the following week.
- e. Precept** – to consider and agree the setting of the Precept level for 2025/26
The Council **RESOLVED** to defer this item to an Extraordinary Meeting to be held the following week.

f. 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	Campaign to Protect Rural England for annual subscription renewal	Subscriptions	6/4/23 9.d	£60.00	£60.00
Bank Transfer	J Olds for final pay (excl taxes)	Staff salary	7/12/23 9.c	£616.97	£616.97
Bank Transfer	HMRC for PAYE and NIC contributions	HMRC / NI	Statutory	£303.18	£303.18
Bank Transfer	Capital Resolve Ltd (on behalf of SSE) for: Outstanding electricity bill to 29/02/24	Parish Hall Utilities	4/4/24 10.d	£233.56	£245.24
	Outstanding electricity bill to 02/04/24 (final invoice)	Parish Hall Utilities	4/4/24 10.d	£247.07	£259.42
	Collection agency fee	Parish Hall Utilities	4/4/24 10.d	£63.08	£63.08
	Total			£543.71	£567.74

The Council noted the Debit Card transaction:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
13/12/24	Zoom – December 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
No further training was suggested.

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: 24/03244/ADV

Proposal: Two illuminated signs depicting the Skyport's logo and company name
Location: Modular Building, Skimmingdish Lane, Launton, OX26 5AD
The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

ii. Application Number: 24/03284/SCOP

Proposal: Scoping Opinion - Hybrid planning application comprising: - Outline planning permission (with all matters reserved apart from access) for the development of up to 1,303 residential units (1,243 homes (Use

Class C3) and a 60-bed extra care facility (Use Class C2)) and supporting infrastructure, a pub / restaurant / hotel (sui generis) up to 1,000sqm and associated parking areas, access, allotments and public open space; and Full planning permission for the development of 26 residential units (Use Class C3) and associated parking areas, access and public open space

Location: Graven Hill, Circular Road, Ambrosden

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

iii. Application Number: 24/03338/ADV

Proposal: 1no. painted sign (non-illuminated)

Location: Building 112 The North Tanker Shed, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

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

iv. Application Number: 24/03330/F

Proposal: Variation of Condition 2 (plans) of 24/00514/F - In order to enable the approval of the proposed sustainable drainage system

Location: Modular Building, Skimmingdish Lane, Launton, Bicester, OX26 5AD

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

v. Application Number: 24/03295/LB

Proposal: Installation of new signage on the hangar doors of Building 113. The doors will be repainted in PRU blue with a painted Bicester Motion logo in light admiralty grey. A removeable vinyl decal sticker has been temporarily applied to the hangar doors providing a visualisation of the logo and colour palette proposed.

Location: Windrushers Gliding Club, Building 113, Skimmingdish Lane, Launton, Bicester, OX26 5AD

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

vi. Application Number: 24/03311/ADV

Proposal: Proposed sign depicting brand logo

Location: Sky Wave Gin, Building 113, The North Tanker Shed, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

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

b. To note notices of decision

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

Prior approval not required (18 December)

ii. Application Numbers: 24/02802/F and 24/02803/LB

Proposal: Variation of Condition 2 (plans) of 23/03153/F - 1 - Amendment to the replacement link with removal of door and additional illustrations. 2 - New door to replace plastic window to rear elevation. 3 - Amended configuration of the boot/utility room area. 4 - Removal of all first floor proposals. 5 - Design alterations to the swimming pool to separate this from the existing curtilage listed buildings. 6 - Revisions to the annexe, outdoor kitchen area and garden store

Location: Laurels Farm Station Road Launton Bicester OX26 5DX

Permission for development subject to conditions (23 December)

11. Parish Hall Project

a. Progress report – to receive a report

Councillors Turner and Webber reported on progress towards replacing the roof and the prospect of some S.106 money possibly being available for the project.

9.58pm: the Council **RESOLVED** to agree to extend the meeting until 10.15pm

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

Robert Cornford reported on the advisory group's recommendations regarding replacing the roof. The recommendation was to install a steel roof with insulation, which could be installed by a local firm in time to use the REPF grant from CDC, who are very keen for this project to succeed.

The Council **RESOLVED** to agree to instruct PCMS to submit a non-material planning application that would allow a change of roofing material from zinc to steel and a slight increase in roof height due to the thicker insulation.

c. Management Committee – to agree the terms of reference and membership composition

The Council **RESOLVED** to defer this item to the next meeting.

d. Water usage – to receive a report

No report was available.

e. Broadband connection – to receive a progress report

No further progress had been made, although contact had been reestablished with Gigaclear.

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

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.

10.15pm: the Council **RESOLVED** to agree to extend the meeting until 10.30pm

b. Grass Cutting Contract – to consider quotations received

The Council considered the quotations which had been sent to two contractors.

The Council **RESOLVED** to agree to accept Calber's quotation:

- For 2025/26: £496.00 + VAT per month over five months (from April to August)
- For 2026/27: £508.40 + VAT per month
- For 2027/28: £521.11 + VAT per month
- The cost for an additional visit if required would be £295.00 + VAT.

c. Brambles – to consider actions to control brambles encroaching on to footways

Oxfordshire County Council had agreed that they would cut back the brambles next time they were doing this work in the vicinity.

d. Spring Village Tidy-up Day – to consider a date, request supplies and ask the WI to provide refreshments

The Council **RESOLVED** to agree to the date of Saturday 15 March between 10am and 12noon and to ask the WI to assist with the refreshments.

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

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. EWR Design Feedback Workshop – 14 January

Nobody was able to attend.

b. OALC Councillor Forum – dates tbc

No Councillor was able to attend the December meeting.

c. Rural Community Forum – 13 December

Councillor Hackett reported on her attendance at the meeting.

16. Reports

a. Chairman's Report

The Chairman had nothing further to report.

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 23 January

18. Date of next meeting – Thursday 6 February 2025 at 7.30pm in Launton Parish Hall.

The meeting closed at 10.28pm.

Signed.....

Dated.....