LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 6 February 2025** at 7.30pm in Launton Parish Hall

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

In attendance: 4 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**
   4 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 9 January 2025 and 17 January 2025 previously circulated
   The Council **RESOLVED** that the Minutes from the meetings on 9 January and 17 January 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
   a. **Precept**
      The precept demand had been submitted to Cherwell District Council.

7. **Governance and Consultations**
   a. **Councillor Co-option** – to consider any applications received
      No further applications had been received.

   b. **Clerk Employment** – to receive a progress report
      No further progress had been made.

   c. **Policy Review** – to review the policies
      i. **Expenses Policy**
      ii. **Communication Policy**
         The Council **RESOLVED** to defer these items to the next meeting: Councillors volunteered to review the policies.

iii. **Planning Pre-application Protocol**
The Council considered the policy and **RESOLVED** to agree to adopt it.

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

d. **Cherwell Local Plan Review consultation** – to consider the consultation (closes 25 February)
The Council **RESOLVED** to defer this item to an Extraordinary Meeting to be held on 20 February.

8. Finance

a. **To receive the Finance Report and Budget Monitoring Report**
As at 16 January, the Accounts stood at:

Co-op Current Account	£26,169.86
Co-op Deposit Account	£2,320.84
Co-op 35-Day Deposit Account	£64,182.71
Lloyds Parish Hall Account (03 Jan)	£2,423.71

Outstanding Payments

O2 Mobile January contract	£7.61
Castle Water December usage	£23.78
EDF Energy December usage	£663.54

Income		**Date Cleared**
Hall Lettings (Lloyds Account) to 03 January	£210.00	
Hall Lettings (Co-op Account)	£252.00	

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
6/1/25	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
23/12/24	O2 Mobile December contract	Admin Costs	4/4/24 10.d	£7.61	£7.61
30/12/24	Castle Water November usage	Parish Hall Utilities	4/4/24 10.d	£8.53	£8.81
17/12/24	EDF Energy November usage	Parish Hall Utilities	4/4/24 10.d	£455.30	£546.36
10/1/25	Dropbox renewal	IT Costs	4/4/24 10.d	£79.90	£95.88

The Clerk apologised for not having had sufficient time to complete the Budget Monitoring Report, which would be added to the agenda for the next meeting.

b. Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statements
The bank statements were reviewed and accepted.

c. 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	Porter Consulting and Management Services Limited for Design services and changes to roof element (invoice number: 1297)	Parish Hall Project	1/8/24 12.b, 9/1/25 11.b	£380.00	£456.00
Bank Transfer	Lee Wanless Plumbing & Heating Ltd (invoice number: 15196)	Parish Hall Maintenance / Servicing		£60.00	£72.00

The Council **RESOLVED** to agree to confirm the following payments already made:

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Hope After Harm for grant	Grants	9/1/25 8.c.i	£100.00	£100.00
Bank Transfer	Clean Slate for grant	Grants	9/1/25 8.c.iii	£100.00	£100.00
Bank Transfer	PortalPlanQuest Limited for Parish Hall non-material planning application	Parish Hall Project	9/1/25 11.b	£363.00	£363.00

The Council **RESOLVED** to agree to confirm the following payments from the Meeting on 5 December 2024:

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

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
	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
13/1/25	Zoom – January 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
The Council **RESOLVED** to agree to pay for Councillors Hackett and Austin to attend OALC's Roles and Responsibilities course on 26 February at a cost of £110 plus VAT each.

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

Two planning applications had been received between the circulation of the agenda and the meeting.

i. Application Number: 25/00188/F (received 3 February)
Proposal: Dropped kerb for agricultural access
Location: Land South West Of South Riding, Station Road, Launton
The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

ii. Application Number: 25/00223/ADV (received 5 February)
Proposal: Four internally illuminated fascia signs, two internally illuminated quattro dot signs and various directional and promotional signs around the site relating to a drive-thru unit
Location: Land North West Of Launton Road Roundabout Adjoining, Skimmingdish Lane, Launton
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: 24/03244/ADV
Proposal: Two illuminated signs depicting the Skyport's logo and company name
Location: Modular Building, Skimmingdish Lane, Launton, OX26 5AD
Consent to display advertisement(s) subject to conditions (27 January)

ii. **Application Number: 24/03085/F**
Proposal: RETROSPECTIVE – Installation of entrance door
Location: 1 Station Road Launton OX26 5DS
Application refused (28 January)

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
Consent to display advertisement(s) subject to conditions (30 January)

11. Parish Hall Project

a. Progress report – to receive a report
The Non-Material Planning Application to vary the material and height of the replacement roof had been submitted and the application fee paid by the Council. The application for S.106 funding was being progressed by Councillor Webber. The application to Friends of Launton Parish Hall for match-funding would only be made once these two aspects had been successfully agreed, as the entire re-roofing project depended on them.

b. Parish Hall Advisory Working Group – to receive a report from the advisory working group
There was no report this month as the work of the group had already been covered in the progress report.

c. Cleaning – to consider and agree arrangements for cleaning
The Council **RESOLVED** to agree that it would continue to pay £100 per month plus expenses for cleaning the Hall, as the PCC had done before the Council took over the Hall, noting that it would need a quotation from the cleaner; retrospective payments for cleaning already carried out would be backdated to when the Council took over responsibility in January 2024.

d. Management Committee – to agree the terms of reference and membership composition
The Council **RESOLVED** to defer this item to the next meeting. Councillor Webber would review the existing draft document.

e. Water usage – to receive a report
Councillor Briant reported that the new kitchen stopcock had enabled some testing to be done to try to track down the surprising level of water usage, but that further testing was needed.

f. Broadband connection – to receive a progress report
It had been agreed with Gigaclear to wait for the Parish Hall's roof replacement to be completed before scheduling another installation appointment.

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. Speed Indicator Devices – to receive a report
No further progress had been made on downloading the data from the devices.

The Clerk had been sent a copy of correspondence between a resident of Bicester Road and Calum Miller MP about traffic enforcement on Bicester Road with a request for it to be brought to the attention of councillors. The Council **RESOLVED** to agree to contact Mr Miller and OCC Highways to try to convene a round-table discussion about possible solutions to the ongoing traffic problems.

b. Spring Village Tidy-up Day – to note the date
The Parish Hall had been booked for the morning of Saturday 15 March and the WI had agreed to provide refreshments.

c. 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. OALC Councillor Forum – dates tbc
No Councillor had been able to attend the meetings.

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 20 February

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

The meeting closed at 9.29pm.

Signed………………………………………………….. Dated**………………………………………………….**