LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 3 April 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: 5 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**
   5 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 meeting held on 6 March 2025 previously circulated
   The Council **RESOLVED** to defer this item to the next meeting due to the late appearance of the minutes.

6. **Update on progress from the Minutes** – the Clerk / Chairman to report on progress of outstanding items which do not require further decision
   a. **Policy Review**
      The Communication Policy and Training and Development Policy had been published.

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. The job description was felt to be too long and complex and needed simplifying before a further recruitment drive can be undertaken.

   c. **Policy Review** – to review the policies
      i. **Expenses Policy**
         The Council considered the policy and, after making some amendments, **RESOLVED** to agree to adopt it.

ii. **Financial Regulations**
The Council **RESOLVED** to defer this item to the next meeting; the final version of the new model regulations was finally available, but needed further examination before adoption.

iii. **Internal Financial Control Policy**
The Council **RESOLVED** to defer this item to an extraordinary meeting later in the month, as it needed updating for the new financial year but there had been insufficient time.

iv. **Complaints Procedure**
The Council considered the policy and, after making some amendments, **RESOLVED** to agree to adopt it.

v. **Gifts and Hospitality Policy**
The Council considered the policy and, after making some amendments, **RESOLVED** to agree to adopt it.

d. Risk Assessment – to consider and agree the Risk Assessment for 2025/26
The Council **RESOLVED** to defer this item to an extraordinary meeting later in the month.

e. Information Logs – to review and note:
i. Freedom of Information Disclosure Log
ii. Gifts and Hospitality Log
iii. Training and CPD Log
The Council **RESOLVED** to defer these items to an extraordinary meeting later in the month.

f. Webhosting – to confirm the webhosting, email and SSL Certificate renewal for 2025/26
The Council **RESOLVED** to agree the annual cost of £74.99 plus VAT for hosting and SSL together with £10 for additional mailbox capacity with Navitas Design.

8. Finance

a. To receive the Year End Finance Report and Budget Monitoring Report
The Council **RESOLVED** to defer this item to an extraordinary meeting later in the month, as there had been insufficient time for the Clerk to prepare the reports.

b. Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statements
The Council **RESOLVED** to defer this item to an extraordinary meeting later in the month, as the bank statements were not yet available.

c. 2024/25 Unspent Budget Items – to consider a virement of items budgeted to the new financial year
The Council **RESOLVED** to defer this item to an extraordinary meeting later in the month, as the Year End report was not yet available.

d. Regular Payments – to consider and approve the list including standing orders and direct debits
The Council **RESOLVED** to defer this item to an extraordinary meeting later in the month, as there had been insufficient time for the Clerk to prepare the list.

e. Budget – to agree the budget for 2025/26
The Council **RESOLVED** to defer this item to an extraordinary meeting later in the month, as the Year End report was not yet available.

f. Reserves – to confirm the reserves for 2025/26 and consider the Policy
The Council **RESOLVED** to defer this item to an extraordinary meeting later in the month, as there had been insufficient time for the Clerk to prepare the policy.

g. Dog Waste Bin Charges – to note the charges for the emptying of the dog bins
The Council **RESOLVED** to note that the charges for emptying the bins had increased from £1.80 to £1.90 per bin per empty (for parishes with more than five bins).

h. Grant Requests – to consider any grant requests received

i. Open Spaces Society legal-action fund
The Council **RESOLVED** to agree to make no contribution to this appeal.

i. 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	Launton WI for contribution to refreshments for litter pick	Village upkeep and weedspraying		£50.00	£50.00
Bank Transfer	Community First Oxfordshire for Halls Advice Service subscription	Subscriptions		£50.00	£50.00
Bank Transfer	St Mary’s PCC for grass cutting contribution	Village upkeep and weedspraying	9/1/25 8.c.ii	£1,500.00	£1,500.00
Bank Transfer	Cherwell District Council for dog bin emptying half-yearly charge (invoice number: 20022215)	Dog bin emptying	3/4/25 8.g	£566.28	£679.54

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	ISC System Buildings Ltd for 50% Materials on site for Parish Hall roof works (invoice number: INV-0897)	Parish Hall Project	9/1/25 11.b	£26,037.50	£31,245.00

The Council noted the Debit Card transactions:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
13/3/25	Zoom – March Subscription	Meeting costs	6/6/24 9.f	£12.99	£15.59
13/3/25	20i for domain renewal (invoice number: 7852990)	Website hosting and domain name	4/4/24 10.d	£25.00	£30.00
28/2/25	CDC for Garden Waste Subscription for Hall brown bin (subscription ref 51691107)	Parish Hall Project		£49.00	£49.00

9. Training

a. NALC, OALC and SLCC – to consider any further training offered by OALC, NALC and SLCC
No further training was considered.

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: 25/00683/F

Proposal: Variation of Conditions 3 (Approved Plans), 8 (Construction Travel Management Plan (CTMP)), 9 (Access Details), 15 (Public Access), 20 (Landscape and Ecology Management Plan (LEMP)), 21 (Site Walkover), 26 (Construction Environment Management Plan (CEMP)) and 27 (Air Quality Impact Assessment) attached to the decision notice for application ref. 21/01224/OUT to allow for the introduction of a phasing plan of 21/01224/OUT & the additional of condition 31 (Phasing Plan).

Location: The Experience Quarter, Land At Former RAF Bicester, Bicester, OX26 5HA

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: 24/00912/F

Appeal Reference: 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

Appeal dismissed by the Planning Inspector (5 March)

ii. Application Number: 24/00770/F

Proposal: Proposed change of use of existing paddock to domestic use and the erection of a building to garage vintage/collectable cars. Building to provide protection and storage, not maintenance or restoration.

Location: Land to rear of Ash Grove House West End Launton OX26 5DF

Application withdrawn (6 March)

11. Parish Hall Project

a. Progress report – to receive a report

ISC System Buildings were making good progress on the roof replacement, which was expected to take 2-4 weeks; during the works the Hall would be unavailable for use during the day on weekdays, but would remain available in the evenings and at weekends. The Chairman expressed his thanks to Sue Marchand, Helen Mack and Paul Ihringer from Cherwell District Council for their invaluable help with securing the REPF and S.106 funding and obtaining planning consent.

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

The group reported that advice from the architect would be needed to progress ideas for future phases of development, and recommended that an open morning be held on 31 May to update stakeholders and Hall users on possible future plans. The results of the survey questionnaire were being analysed. The Friends of Launton Parish Hall were intending to close their “sponsor a tile” once the new roof had been completed.

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

The Council **RESOLVED** to defer further consideration of the document to the next meeting, when it was hoped that answers would be available to outstanding questions about the need for the Clerk’s involvement.

d. Maintenance – to receive a report

The need for external lighting covering the path alongside the Hall and the car park was discussed. The Chairman would approach a local electrician for advice.

e. Water usage – to receive a report

There was evidence suggesting a leak between the water meter and the stopcocks inside the Hall, plus some unusual usage at unexpected times. Further investigation would be carried out.

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 report had been provided and published on the website.

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

The abandoned open-top Mercedes in The Glades had been removed.

b. Station Road bus shelter – to receive an update on the proposal to use the shelter as a community library
No further progress had been made. There was a report of a note claiming that the shelter was in use.

c. Annual Parish Meeting – to note 17 April as the date for the Annual Parish Meeting
The Council noted the date.

d. Communication with Bicester Heritage – to consider a proposal from Bicester Heritage
Bicester Heritage had proposed just one date and time, which was not suitable for the councillors. The Council **RESOLVED** to agree to respond asking for more proposed dates.

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 17 April

18. Date of next meeting – Thursday 1 May 2025 at 7.30pm in Launton School Hall

The meeting closed at 9.16pm.

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