

# LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 6 March 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:** 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**

3 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 6 February 2025 and 20 February 2025 previously circulated

The Council **RESOLVED** that the Minutes from the meetings on 6 February and 20 February 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

**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. This topic would be looked at again in the April meeting in order to find a way forward.

**c. Policy Review** – to review the policies

**i. Expenses Policy**

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

**ii. Communication Policy**

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

**iii. Financial Regulations**

The Council **RESOLVED** to defer this item to the next meeting, when it was hoped that the final version of the new model regulations might be available; the currently-available draft model regulations could be considered if not.

**iv. Training and Development Policy**

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

**8. Finance**

**a. To receive the Finance Report and Budget Monitoring Report**

As at 14 February, the Accounts stood at:

|                                     |            |
|-------------------------------------|------------|
| Co-op Current Account               | £24,340.34 |
| Co-op Deposit Account               | £2,320.84  |
| Co-op 35-Day Deposit Account        | £64,182.71 |
| Lloyds Parish Hall Account (03 Feb) | £3,194.21  |

**Outstanding Payments**

|                             |         |
|-----------------------------|---------|
| O2 Mobile February contract | £7.61   |
| Castle Water January usage  | £23.78  |
| EDF Energy January usage    | £789.17 |

**Income**

**Date Cleared**

|                                               |         |
|-----------------------------------------------|---------|
| Hall Lettings (Lloyds Account) to 03 February | £770.50 |
| Hall Lettings (Co-op Account)                 | £142.00 |

**Standing Orders to note:**

| Date Cleared | Payee and reason        | Budget        | Minute Ref  | Payment |
|--------------|-------------------------|---------------|-------------|---------|
| 4/2/25       | 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 |
|--------------|-----------------------------|-----------------------|-------------|-------------|-----------------|
| 21/1/25      | O2 Mobile January contract  | Admin Costs           | 4/4/24 10.d | £7.61       | £7.61           |
| 21/1/25      | Castle Water December usage | Parish Hall Utilities | 4/4/24 10.d | £21.87      | £23.78          |
| 17/1/25      | EDF Energy December usage   | Parish Hall Utilities | 4/4/24 10.d | £552.95     | £663.54         |

The Clerk again 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. Grant Requests – None received**

**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.

| <b>Payment Method</b> | <b>Payee and reason</b>                                                                                | <b>Budget</b>                   | <b>Minute Ref</b>               | <b>Net Payment</b> | <b>Payment inc VAT</b> |
|-----------------------|--------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|--------------------|------------------------|
| Bank Transfer         | David Moore for Poplars and Sherwood Close maintenance (invoice number DM0110)                         | Village upkeep and weedspraying | 2/11/23<br>15.b.ii,<br>15.b.iii | £50.00             | £50.00                 |
| Bank Transfer         | Community First Oxfordshire for annual subscription                                                    | Subscriptions                   | 4/4/24 10.d                     | £70.00             | £70.00                 |
| Bank Transfer         | Navitas Design for website hosting (invoice no: INV-32224)                                             | Website hosting and domain name | 4/4/24 10.d                     | £74.99             | £89.99                 |
| Bank Transfer         | Oxfordshire Association of Local Councils for annual subscription (invoice no: L00174/2025/1)          | Subscriptions                   | 4/4/24 10.d                     | £282.09            | £338.51                |
| Bank Transfer         | Oxfordshire Association of Local Councils for Roles & Responsibilities course (invoice number: W-3725) | Training                        | 6/2/25 9.a                      | £110.00            | £132.00                |
| Bank Transfer         | Oxfordshire Association of Local Councils for Roles & Responsibilities course (invoice number: W-3726) | Training                        | 6/2/25 9.a                      | £110.00            | £132.00                |

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

| <b>Payment Method</b> | <b>Payee and reason</b>                                                                    | <b>Budget</b>       | <b>Minute Ref</b> | <b>Net Payment</b> | <b>Payment inc VAT</b> |
|-----------------------|--------------------------------------------------------------------------------------------|---------------------|-------------------|--------------------|------------------------|
| Bank Transfer         | ISC System Buildings Ltd for Deposit for Parish Hall roof works (invoice number: INV-0877) | Parish Hall Project | 9/1/25 11.b       | £5,207.50          | £6,249.00              |

The Council noted the Debit Card transaction:

| <b>Date Cleared</b> | <b>Payee and reason</b>      | <b>Budget</b> | <b>Minute Ref</b> | <b>Net Payment</b> | <b>Payment inc VAT</b> |
|---------------------|------------------------------|---------------|-------------------|--------------------|------------------------|
| 13/2/25             | Zoom – February 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 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: 25/00376/F**

Proposal: Removal of existing outbuilding and log store, erection of annexe ancillary living space  
Location: The Cottage, 58 West End, Launton, Bicester, OX26 5DG  
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: 24/03330/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  
Permission for development subject to conditions (10 February)

ii. **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: Building 113, Skimmingdish Lane, Launton, Bicester, OX26 5AD  
Listed Building consent subject to conditions (11 February)

iii. **Application Number: 24/03311/ADV**

Proposal: Proposed sign depicting brand logo  
Location: Building 113, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL  
Consent to display advertisement(s) subject to conditions (12 February)

c. **To note notices of appeal**

i. **Application Number: 22/03873/F – Appeal Ref: APP/C3105/W/24/3353069**

Proposal: Installation and operation of a renewable energy generating station comprising ground-mounted photovoltaic solar arrays and battery-based electricity storage containers together with a switchgear container, inverter/transformer units, Site access, internal access tracks, security measures, access gates, other ancillary infrastructure and landscaping and biodiversity enhancements  
Location: Land North And Adjacent To Mill Lane, Stratton Audley

## 11. Parish Hall Project

### a. **Progress report** – to receive a report

SSE Networks had performed the “shroud and unclip” work to the overhead electricity supply cables to the Hall. The application for S.106 funding of £10,851.76 had been agreed by Cherwell District Council. Leofric Structures Ltd were no longer able to carry out the work due to circumstances beyond their control, but their established sister company ISC System Buildings Ltd had provided an identical quotation, which had been accepted and the 10% deposit paid: materials were expected to be delivered on 20 March with work commencing that week, but this was subject to confirmation. During the works the Hall would be unavailable for use during the day on weekdays, but should remain available in the evenings and at weekends.

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

The Council considered the revised draft document from Councillor Webber but had some questions about the need for the Clerk’s involvement and **RESOLVED** to defer further consideration of the document to the next meeting, when it was hoped that answers would be available.

9.15pm: the Council **RESOLVED** to agree to extend the meeting until 9.45pm

### d. **Maintenance** – to consider maintenance tasks

#### i. **External lighting**

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.

#### ii. **Disabled toilet floor**

Councillor Austin would approach a local builder for advice on repairing the floor.

### e. **Water usage** – to receive a 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. **Speed Indicator Devices** – to receive a report

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

The open-top Mercedes that had been abandoned on Bicester Road, then moved to The Glades during the pothole-filling works on Bicester Road, is being dealt with by Cherwell District Council. Unfortunately there is a lengthy legal process that must be followed before the vehicle can be removed; the CDC officer dealing with it requested that residents be patient.

- b. Station Road bus shelter** – to consider a proposal to use the shelter as a community library  
The Council considered the proposal and felt that the idea was welcome in principle, but that there were some questions about possible future use of the shelter for buses and what modifications might be necessary for the library use. The Chairman would write to thank the parishioners behind the proposal.
- c. VE Day Commemoration** – to consider the commemoration of the 80<sup>th</sup> anniversary  
The Council considered whether it had the capacity to organise an event for VE Day 80 and sadly concluded that it did not. The Poppy Cascaders would be rerunning the cascades they displayed in November.
- d. Communication with Bicester Heritage** – to consider a proposal from Bicester Heritage  
Bicester Heritage wish to invite Councillors for a visit, and wanted to know what days of the week might be suitable. After discussion, the Council **RESOLVED** to agree to respond accordingly.

**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.
- b. OALC Roles and Responsibilities training** – 26 February – to receive a report  
Councillors Hackett and Austin reported on the training they had received, which both felt had been very useful. Of particular note was that there appeared to be something of a shortage of Clerks in Oxfordshire at the moment.

**16. Reports**

- a. Chairman's Report**  
The Chairman wished to note his gratitude for the work carried out by Councillor Austin and Rob Cornford to repair the damaged area of the Parish Hall floor.
- 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 March

**18. Date of next meeting** – Thursday 3 April 2025 at 7.30pm, in Launton Parish Hall

The meeting closed at 9.44pm.

Signed.....

Dated.....