LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 1 May 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: 5 members of the public

Apologies: None

1. **To elect the Chairman for the year 2025/26**
   Councillor Austin proposed, and Councillor Hackett seconded the proposal, that Councillor Simon Turner be elected as Chairman. The Council **RESOLVED** unanimously to elect Councillor Turner as Chairman.

   Councillor Turner signed the Declaration of Acceptance of Office.

2. **To receive apologies for absence**
   No apologies had been received.

3. **To elect the Vice Chairman for the year 2025/26**
   Councillor Hackett proposed, and Councillor Webber seconded the proposal, that Councillor Andrew Briant be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Councillor Briant as Vice Chairman.

   Councillor Briant signed the Declaration of Acceptance of Office.

4. **Requests for Dispensations, Declarations of Interest, Gifts and Hospitality**
   Nothing was declared.

5. **To facilitate public participation with regard to items on the agenda**
   5 members of the public were in attendance.

6. **Reports from District and County Councillors**
   No reports had been received.

7. **Minutes** – to confirm the Minutes of the Council meetings held on 3 April 2025 and 23 April 2025 previously circulated
   The Council **RESOLVED** that the Minutes from the meetings on 3 April and 23 April be accepted as true records and were signed by the Chairman.

8. **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 Expenses Policy, Internal Financial Control Policy, Complaints Procedure and Gifts and Hospitality Policy had been published.

9. 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. **Financial Regulations**
The Council **RESOLVED** to defer this item to the next meeting, as there had been insufficient time to examine the new model regulations.

ii. **Scheme of Delegation**
The Council considered the scheme and, after making some amendments, **RESOLVED** to agree to adopt it.

iii. **Vacancy Procedure**
The Council considered the procedure 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 considered the risk assessment but, having identified some questions that needed resolving and updates required, **RESOLVED** to defer this item to the next meeting.

e. **Information Logs** – to review and note:

i. Training and CPD Log
The Council **RESOLVED** to review and note the log. All the information logs would be published on the 2024/25 Finance section of the website.

f. **Parish Council Appointments** – to consider Councillor representation for the following organisations

i. **Island Pond Wood** – to consider and agree the appointment
The Council **RESOLVED** to appoint Councillor Hackett to represent the Parish Council.

ii. **Village Fete Committee** – to consider and agree the appointment
The Council **RESOLVED** to agree to defer the appointment until the Fete organisation was recommenced for 2026.

iii. **Launton Communications Group** – to consider and agree the appointment
The Council **RESOLVED** to appoint Councillor Webber to represent the Parish Council.

g. **Councillor Responsible for Internal Financial Control** – to consider the appointment of the Councillor for Internal Financial Control
The Council **RESOLVED** to agree to appoint Councillor Briant as Councillor responsible for Internal Financial Control.

10. Finance

a. To receive the 2024/25 Year End Finance Report and Budget Monitoring Report

As at 16 March, the Accounts stood at:

Co-op Current Account	£16,242.69
Co-op Deposit Account	£2,320.84
Co-op 35-Day Deposit Account	£64,182.71
Lloyds Parish Hall Account (03 Mar)	£3,607.21

As at 31 March, the Accounts stood at:

Co-op Current Account	£34,104.74
Co-op Deposit Account	£2,320.84
Co-op 35-Day Deposit Account	£64,182.71
Lloyds Parish Hall Account	£3,780.46

Outstanding Payments at 16 March		**Date Cleared**
O2 Mobile March contract	£7.61	21/3/25
Castle Water February usage	£22.17	19/3/25
EDF Energy February usage	£814.17	18/3/25
Lloyds bank charges January-February 2025	£4.75	21/3/25

Income		**Date Cleared**
Hall Lettings (Lloyds Account) to 03 March	£413.00	6/2-3/3/25
Hall Lettings (Co-op Account)	£479.00	-

Outstanding Income at 16 March		**Date Cleared**
Hall Lettings (Lloyds Account) from 03 March	£178.00	4-17/3/25
FoLPH Grant for Parish Hall roof replacement	£25,000.00	18/3/25
CDC REPF Grant for Parish Hall roof replacement	£25,000.00	21/3/25

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
4/3/25	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
21/2/25	O2 Mobile February contract	Admin Costs	4/4/24 10.d	£7.61	£7.61
20/2/25	Castle Water January usage	Parish Hall Utilities	4/4/24 10.d	£21.87	£23.78
18/2/25	EDF Energy January usage	Parish Hall Utilities	4/4/24 10.d	£657.64	£789.17

The Budget Monitoring Report has been published.

b. 2024/25 Unspent Budget Items – to consider a virement of items budgeted to the new financial year
The Council **RESOLVED** to agree not to make any virements.

c. Budget – to agree the budget for 2025/26
Following the close of the 2024/25 year, the Council **RESOLVED** to agree the budget expenditure total of £62,054 and anticipated income of £59,468.

d. To receive the Finance Report
As at 16 April, the Accounts stood at:

Co-op Current Account	£68,513.37
Co-op Deposit Account	£2,338.23
Co-op 35-Day Deposit Account	£64,823.71
Lloyds Parish Hall Account (03 Apr)	£3,744.46

Outstanding Payments at 16 April		**Date Cleared**
O2 Mobile April contract	£9.41	22/4/25
Castle Water March usage	£23.78	17/4/25
EDF Energy March usage	£627.18	22/4/25

Income		**Date Cleared**
Co-op Deposit Account interest	£17.39	4/4/25
Co-op 35-Day Deposit Account	£641.00	4/4/25
CDC S.106 funding for Parish Hall roof replacement	£10,851.76	1/4/25
Precept	£25,796.00	9/4/25
Hall Lettings (Lloyds Account) to 03 April	£14.00	3/4/25
Hall Lettings (Co-op Account)	£242.00	1-2/4/25

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
4/4/25	Launton Lines (monthly)	Launton Lines	10/11/22 10	£170.00
1/4/25	Community First Oxfordshire	Subscriptions	23/4/25 6.d	£50.00

Direct Debits to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
21/3/25	O2 Mobile March contract	Admin Costs	4/4/24 10.d	£7.61	£7.61
19/3/25	Castle Water February usage	Parish Hall Utilities	4/4/24 10.d	£20.37	£22.17
18/3/25	EDF Energy February usage	Parish Hall Utilities	4/4/24 10.d	£678.48	£814.17

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

f. Internal Financial Control – to receive a report from the Councillor responsible for Internal Financial Control
As no report was available, the Council **RESOLVED** to defer this item to the next meeting.

g. Banking – to consider the bank mandates and confirm signatories
The Council **RESOLVED** to agree that Councillors Austin, Hackett and Turner should be made signatories and able to authorise online payments for the Co-operative accounts and that all councillors should be made signatories of the Lloyds account.

h. Statement of Accounts – to consider and approve the Statement of Accounts for the year ending 31 March 2025
The Council **RESOLVED** to defer this item to the next meeting, as the Statement of Accounts was not yet available.

i. Assets List – to confirm the assets list for the year 2024/25 and set an appropriate minimum value of assets for the asset register
The Council **RESOLVED** to defer this item to the next meeting, as the Assets List was not yet available.

j. Clerk Computer – to consider and agree the purchase of a new computer for the Clerk
The Council **RESOLVED** to agree that a new laptop computer should be purchased by the Clerk, up to a limit of £500 plus VAT, with the following minimum specification: 15.5” screen; at least 512 GB solid-state disk; 16 GB RAM; Intel i5 processor or equivalent; HDMI output; metal chassis preferred; ideal dimensions 15” by 10” to fit in the projector case.

k. Insurance Renewal – to consider and agree the renewal for 2025/26
The insurance renewal documents had not been received from Zurich. In their absence, the Council **RESOLVED** to agree that appropriate insurance cover should be arranged up to the budgeted maximum of £1,600.

9.27pm: the Council **RESOLVED** to agree to extend the meeting until 10.15pm

l. 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	Calber Facilities Management Ltd for April grass cutting (invoice number CL479235)	Urban grass cutting	9/1/25 13.b	£496.00	£595.20

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	SSE Energy Solutions for final electricity supply (invoice no: IV02754749)	Parish Hall Utilities		£454.53	£545.44
Bank Transfer	St Mary's PCC for Parish Hall rent as per Lease	Parish Hall Rent	Lease	£1,000.00	£1,000.00

The Council noted the Debit Card transaction:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
12/4/25	Zoom – April Subscription	Meeting costs	23/4/25 6.d	£12.99	£15.59

11. Training

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

12. 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: 25/00856/F
Proposal: Proposed replacement of existing conservatory to a single storey rear extension
Location: 9 Sherwood Close, Launton, Bicester, OX26 5DR
The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

ii. Application Number: 25/00819/LB
Proposal: One new rooflight
Location: Old Rectory, Bicester Road, Launton, Bicester, OX26 5DP
The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

Received 25-30 April. The Council **RESOLVED** to consider the following applications:

iii. Application Number: 25/00946/ADV
Proposal: Single illuminated sign depicting the Skyport's logo and company name
Location: Land South Of Airfield And North East Of Skimmingdish Lane Launton
The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

iv. Application Number: 25/00873/F
Proposal: Two storey side extension and single storey side extension, part single storey rear extension
Location: Bedfield, Bicester Road, Launton, Bicester, OX26 5DP

The Council considered the application and **RESOLVED** to object to the proposal on the grounds that, while there were no concerns about the brick parts of the extensions, the appearance and form of the single-story side extension to the east were not in keeping with the building or the other houses in the vicinity; also that the proposal as a whole appeared to be an over-development of the site.

v. **Application Number: 25/00980/F**
Proposal: Single storey pool building with link to existing barn
Location: Water Moor House, Station Road, Launton, OX26 5DX
The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

vi. **Application Number: 25/00981/LB**
Proposal: Single storey pool building with link to existing barn
Location: Water Moor House, Station Road, Launton, OX26 5DX
The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

vii. **Application Number: 25/00992/F**
Proposal: Change of Use of a redundant church into a two bedroom residential property - Self Build
Location: Bethel Congregational Church, Station Road, Launton, OX26 5DS
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: 25/00188/F**
Proposal: Dropped kerb for agricultural access
Location: Land South West Of South Riding Station Road Launton
Application withdrawn (1 April)

ii. **Application Number: 24/02285/F**
Proposal: Formation of means of access and associated dropped Kerb
Location: 16 Bicester Road, Launton, Bicester, OX26 5DQ
Permission for development subject to conditions (3 April)

iii. **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
Permission for development subject to conditions (16 April)

13. Parish Hall Project

a. **Progress report** – to receive a report
There was nothing in particular to report.

b. **Parish Hall Advisory Working Group** – to receive a report from the advisory working group
An open morning to update stakeholders and Hall users was being arranged on Saturday 31 May between 10am and noon.

c. **Cleaning** – to consider and agree future arrangements for cleaning
The Council **RESOLVED** to defer this item to a future meeting when more information had been obtained.

d. **Management Committee** – to agree the terms of reference and membership composition
The Council again **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.

e. **Maintenance** – to receive a report
Councillor Austin would approach a local builder for advice on the disabled toilet floor.

f. **Water usage** – to receive a report
A small leak had been identified under the stopcock in the kitchen. Advice would be sought about how it could be mended.

14. Climate Emergency

a. **Report** – to receive a progress report
No further progress had been made.

15. Village Matters

a. **Highway and Traffic Issues**

i. **Speedwatch** – to receive a progress report
No report had been received.

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

b. **Station Road bus shelter** – to receive an update on the proposal to use the shelter as a community library
It was confirmed that buses do stop at the shelter. This would be communicated to the group behind the proposal.

c. **Communication with Bicester Heritage** – to consider a proposal from Bicester Heritage
Bicester Heritage had not yet proposed any further dates.

16. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required
The Council **RESOLVED** to note the correspondence.

17. Attendance at Meetings and Reports from meetings / courses

a. **OALC Councillor Forum** – monthly
No Councillor had been able to attend the meetings.

b. **CDC Parish Liaison Meeting** – 11 June 2025
The Clerk would be unable to attend the meeting. Councillors were encouraged to attend.

18. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

There was no Clerk Report.

19. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 22 May

20. Date of next meeting – Thursday 5 June 2025 at 7.30pm in Launton Parish Hall

The meeting closed at 10.15pm.

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