

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 5 June 2025** at 7.30pm in Launton Parish Hall

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

In attendance: Cllr Will Boucher-Giles (OCC) and 5 members of the public

Apologies: Mr Glyn Austin, Mrs Jackie Hackett

1. To receive apologies for absence

The Council received apologies from Councillors Austin and Hackett.

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

Cllr Boucher-Giles addressed the Council about recent developments at the County Council since the elections in May.

5. Minutes – to confirm the Minutes of the Council meeting held on 1 May 2025 previously circulated

The Council **RESOLVED** that the Minutes from the meeting on 1 May 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. Policy Review

The Scheme of Delegation and Vacancy Procedure had been published.

b. Information Logs

The Training and CPD logs 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

One person had expressed interest and attended the meeting to find out more about the Clerk role, but subsequently realised that a change in their employment circumstances ruled out taking on the role.

c. Acting Clerk office – to confirm that the office of Acting Clerk is not remunerated

The internal auditor had pointed out that, when appointing Cllr Turner as temporary Clerk, Proper Officer and Responsible Financial Officer in December 2024, it should have been noted

that a new unpaid role was being created. The Council **RESOLVED** to confirm that this office was indeed a new unpaid role and the temporary Clerk was not, and would not be, remunerated.

d. Policy Review – to review the policies

i. Financial Regulations

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

ii. Document Retention Policy and Procedure

The Council **RESOLVED** to defer this item to an extraordinary meeting later in the month due to time pressures.

iii. Privacy Notice

The Council **RESOLVED** to defer this item to an extraordinary meeting later in the month due to time pressures.

e. 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, as there had been insufficient time to make all the necessary changes.

8. Finance

a. To receive the Finance Report

As at 16 May, the Accounts stood at:

Co-op Current Account	£65,397.80
Co-op Deposit Account	£2,338.23
Co-op 35-Day Deposit Account	£64,823.71
Lloyds Parish Hall Account (24 Apr)	£3,816.71

Outstanding Payments at 16 May		Date Cleared
O2 Mobile May contract	£9.41	21/5/25
Lloyds bank April charges	£6.37	20/5/25

Income		Date Cleared
Hall Lettings (Lloyds Account) to 24 April	£77.00	9-24/4/25

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
6/5/25	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
22/4/25	O2 Mobile April contract	Admin Costs	23/4/25 6.d	£9.41	£9.41

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
17/4/25	Castle Water March usage	Parish Hall Utilities	23/4/25 6.d	£21.87	£23.78
22/4/25	EDF Energy March usage	Parish Hall Utilities	23/4/25 6.d	£522.65	£627.18
16/5/25	Castle Water April usage	Parish Hall Utilities	23/4/25 6.d	£29.62	£32.28
16/5/25	EDF Energy April usage	Parish Hall Utilities	23/4/25 6.d	£92.08	£96.69
22/4/25	Lloyds bank March charges	Bank Charge		£4.75	£4.75

- b. Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
The bank statements were reviewed and accepted.
- c. Transfer to Deposit Account** – to consider a transfer of funds from the Current Account to the Deposit Account to take advantage of the interest rate
The Council **RESOLVED** to agree to transfer £10,000 from the Current Account to the Deposit Account and to transfer a further £20,000 from the Current Account to the 35-Day Deposit Account.
- d. Internal Financial Control** – to receive a report from the Councillor responsible for Internal Financial Control
Councillor Briant reported that he had inspected the books on Wednesday 28 May and had found that the signing of invoices by the Councillor authorising the payments was somewhat patchy and that a small number of correctly approved online purchases had not been included in the payment schedule. Some checks, in particular those relating to the Clerk's salary, had been postponed until the next inspection.
- e. 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 an extraordinary meeting later in the month, as there had been insufficient time to complete all the AGAR/audit items before the meeting.
- f. 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 an extraordinary meeting later in the month, as there had been insufficient time to complete all the AGAR/audit items before the meeting.
- g. Internal Audit**
- To receive and review the report from the Internal Auditor**
 - To consider the appointment of the Internal Auditor for 2025/26**
- The Council **RESOLVED** to defer these items to an extraordinary meeting later in the month, as there had been insufficient time to complete all the AGAR/audit items before the meeting.

- h. AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns
The Council **RESOLVED** to defer this item to an extraordinary meeting later in the month, as there had been insufficient time to complete all the AGAR/audit items before the meeting.
- i. External Audit** – to consider the 2024/25 AGAR for submission to the External Auditor
- i. Section 1: Annual Governance Statement** – to consider the questions and respond accordingly
 - ii. Section 2: Accounting Statements** – to consider and agree the accounting statement figures
 - iii. Electors’ Rights** – to note the dates for the Notice of Public Rights
 - iv. Statement of Variance** – to consider the draft Statement of Variance
- The Council **RESOLVED** to defer these items to an extraordinary meeting later in the month, as there had been insufficient time to complete all the AGAR/audit items before the meeting.
- j. Internal Auditor** – to review the effectiveness of the Internal Audit
The Council **RESOLVED** to defer this item to an extraordinary meeting later in the month, as there had been insufficient time to complete all the AGAR/audit items before the meeting.
- k. Insurance Renewal** – to consider and agree the renewal for 2025/26
The Council **RESOLVED** to agree to accept the quotation from Zurich of £875.00 which included cover for the Hall and was a significant reduction from the previous year’s premium.
- 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	Zurich Municipal for insurance renewal (invoice number 544323049)	Insurance	1/5/25 10.k	£875.00	£875.00
Bank Transfer	Calber Facilities Management Ltd for May grass cutting (invoice number CL479818)	Urban grass cutting	9/1/25 13.b	£496.00	£595.20
Bank Transfer	Catherine Camp for internal audit	Audit	1/8/24 9.e	£200.00	£200.00
Bank Transfer	Open Spaces Society for annual subscription	Subscriptions	23/4/25 6.d	£45.00	£45.00
tbc	Mary Brydon for Parish Hall cleaning	Parish Hall Caretaker	6/2/25 11.c	£1,600.00	£1,600.00

The Council noted the Debit Card transaction:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
13/5/25	Zoom – May Subscription	Meeting costs	23/4/25 6.d	£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: 25/00853/F

Proposal: Proposed demolition of existing conservatory and construction of new single storey extension to form dining room
Location: 13 Sharpes Cottages, Station Road, Launton, Bicester, OX26 5BU
The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

ii. Application Number: 25/01083/F

Proposal: Proposed extension to existing garage (resubmission of 21/00213/F)
Location: Ash Grove House, West End, Launton, OX26 5DF
The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

iii. Application Number: 25/00992/F (Amended)

Proposal: Change of Use of a redundant church into a two bedroom residential property and widening of existing access and dropped kerb - 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.

iv. Application Number: 25/01178/REM

Proposal: Application for approval of Reserved Matters pursuant to Outline Planning Consent (ref: 16/01268/OUT). The Reserved Matters comprise details of the Spine Road and Nature Conservation Area with associated infrastructure. Details of appearance, landscaping, layout and scale to be determined
Location: South East Bicester, Wretchwick Way, Bicester
The Council considered the application and **RESOLVED** to defer this item to an extraordinary meeting later in the month due to time pressures.

Received 4 June. The Council **RESOLVED** to consider the following application:

v. Application Number: 25/01324/F

Proposal: RETROSPECTIVE - Proposed external alterations to the existing industrial unit and addition of plant and yard changes

Location: 1A Longlands Road, Launton, Bicester, OX26 5AH

The Council considered the application and **RESOLVED** to defer this item to an extraordinary meeting later in the month due to time pressures.

b. To note notices of decision

i. Application Number: 25/00690/F

Proposal: Single storey rear extension and conversion of part of garage to habitable accommodation

Location: 18 The Poplars, Launton, Bicester, OX26 5DW

Permission for development subject to conditions (12 May)

ii. Application Number: 25/00764/ADV

Proposal: RETROSPECTIVE - 3 x advertisement totems

Location: Bicester Heritage, Buckingham Road, Bicester

Consent to display advertisement(s) subject to conditions (15 May)

iii. Application Number: 25/00223/ADV

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

Consent to display advertisement(s) subject to conditions (16 May)

iv. 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

Permission for development subject to conditions (22 May)

c. To note notices of appeal

i. Application Number: 24/03085/F – Appeal Ref: APP/C3105/W/25/3364750

Proposal: RETROSPECTIVE - Installation of entrance door

Location: 1 Station Road, Launton, OX26 5DS

The appeal was noted.

d. To note notices of appeal decision

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

Appeal allowed and planning permission granted (20 May)

11. Parish Hall Project

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

The roof replacement should have been completed by 6 June but was still awaiting the delivery of guttering materials. Anticipating the promised completion, and with the guttering being the only work remaining, the regular Monday and Tuesday hirers of the Hall had been allowed to resume their normal usage of the Hall, with the contractors agreeing that they would not work on those days.

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

Quotations were being sought for photovoltaic solar panels and the remaining building work necessary to provide further information about options for future progress.

c. **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.

d. **Maintenance** – to receive a report

A report from a contractor was awaited about the small water leak that had been identified under the stopcock in the kitchen.

12. Village Matters

a. **Highway and Traffic Issues**

i. **Bicester Road Resurfacing** – to receive a progress report

The long-awaited resurfacing work had started, with the surface dressing taking place on 2 June and the surface sealing due to take place some 9 days later.

ii. **Speedwatch** – to receive a progress report

No report had been received.

iii. **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

The Clerk apologised for not having contacted the group behind the proposal in sufficient time for them to be able to reply before the meeting.

c. **Dog bins and fitting** – to consider fitting dog bins and the purchase of a new dog bin

The Council considered Councillor Hackett's suggestion of her purchasing a new dog bin and getting it fitted, but was concerned about the legal ownership of the resulting bin and **RESOLVED** to agree to revisit this at a later meeting.

13. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required

The Council **RESOLVED** to note the correspondence.

14. Attendance at Meetings and Reports from meetings / courses

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

- b. CPRE Oxfordshire AGM – 7 June 2025**
No Councillor would be able to attend the meeting.

- c. CDC Parish Liaison Meeting – 11 June 2025**
No Councillor would be able to attend the meeting.

- d. OALC Talking Tables – 18 July 2025**
Councillors were encouraged to attend.

15. Reports

- a. Chairman’s Report**
The Chairman had nothing further to report.

- b. Clerk’s Report**
There was no Clerk Report.

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

17. Date of next meeting – Thursday 3 July 2025 at 7.30pm in Launton Parish Hall

The meeting closed at 9.27pm.

Signed..... Dated.....