

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 3 July 2025** at 7.30pm in Launton Parish Hall

Councillors present: Mr Glyn Austin, Mrs Jackie Hackett and Mrs Jaqueline Webber

In attendance: Cllr Gemma Coton (CDC) and 4 members of the public

Apologies: Mr Andrew Briant (Vice-chairman), Mr Simon Turner (Chairman and Acting Clerk)

1. To elect a Chair for the meeting

In the absence of the Chairman and Vice-chairman, the Council **RESOLVED** to elect Councillor Webber to chair the meeting.

2. To receive apologies for absence

The Council received apologies from Councillors Briant and Turner. Councillor Turner had expected to attend the meeting but was detained by severe traffic problems.

3. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality

Nothing was declared.

4. To facilitate public participation with regard to items on the agenda

4 members of the public were in attendance.

5. Reports from District and County Councillors

Cllr Coton apologised for not having been able to attend recent meetings but should be able to attend more in future. She addressed the Council about the Cherwell Local Plan, which had been approved by the Executive and would go to Full Council on 21 July, hoping for a response by the end of the year, and about the three competing plans for unitary authorities covering Oxfordshire. There was no report from the County Councillor.

6. Minutes – to confirm the Minutes of the Council meetings held on 5 June 2025 and 16 June 2025 previously circulated

The Council **RESOLVED** that the Minutes from the meetings on 5 June (subject to correction of the venue) and 16 June be accepted as a true record and were signed by the Chairman.

7. Update on progress from the Minutes – the Clerk / Chairman to report on progress of outstanding items which do not require further decision

In the absence of the Clerk, no report was available.

8. Governance and Consultations

a. **Councillor Co-option** – to consider any applications received

b. **Clerk Employment** – to receive a progress report

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

i. **Financial Regulations**

ii. **Document Retention Policy Appendix A**

iii. **Internal Audit Terms of Reference**

In the absence of the Clerk, the Council **RESOLVED** to defer all these items to the next meeting.

9. Finance

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

As at 16 June, the Accounts stood at:

Co-op Current Account	£32,055.60
Co-op Deposit Account	£12,338.23
Co-op 35-Day Deposit Account	£84,823.71
Lloyds Parish Hall Account (3 June)	£3,816.71

Outstanding Payments at 16 June

		Date Cleared
O2 Mobile June contract	£9.41	23/6/25
Castle Water May usage	£56.53	17/6/25
EDF Energy May usage	£145.95	17/6/25
Lloyds Bank May charges	£4.25	23/6/25

Income

		Date Cleared
Hall Lettings (Co-op Account)	£168.00	22/5-2/6/25
Hall Lettings (Lloyds Account) to 3 June	£299.50	6-21/5/25

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
4/6/25	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
21/5/25	O2 Mobile May contract	Admin Costs	23/4/25 6.d	£9.41	£9.41
20/5/25	Lloyds Bank April charges	Bank Charge		£6.37	£6.37

In the absence of the Clerk, the Council **RESOLVED** to defer receiving the quarterly Budget Monitoring Report to 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 – to consider any grant requests received

In the absence of the Clerk, the Council **RESOLVED** to defer this item to the next meeting.

d. Dropbox Extended Version History – to consider upgrading to 1 year extended version history

In the absence of the Clerk, the Council **RESOLVED** to defer this item to the next meeting.

e. Bank Mandates – to consider changes to the Co-op and Lloyds bank mandates

In the absence of the Clerk, the Council **RESOLVED** to defer this item to the next meeting.

f. 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	David Moore for Sherwood Close maintenance (invoice number DM0111)	Village upkeep and weedspraying	2/11/23 15.b.i	£40.00	£40.00
Bank Transfer	Calber Facilities Management Ltd for June grass cutting (invoice number CL480404)	Urban grass cutting	9/1/25 13.b	£496.00	£595.20

The Council **RESOLVED** to agree to confirm the following payment already made, which had been authorised by Councillor Webber:

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	ISC System Buildings Ltd for 40% balance due on practical completion for Parish Hall roof works (invoice number: INV-0944)	Parish Hall Project	9/1/25 11.b	£20,830.00	£24,996.00

The Council noted the Debit Card transaction:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
13/6/25	Zoom – June Subscription	Meeting costs	23/4/25 6.d	£12.99	£15.59

10. Training

- a. NALC, OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC
In the absence of the Clerk, the Council **RESOLVED** to defer this item to the next meeting.

11. 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: 25/01178/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 further discussion of it to the next meeting, as further information was required.

ii. **Application Number: 25/01534/LB**

Proposal: Installation of ventilation fans on rear elevation of Building 131

Location: Wiggly Monkey Brewery, Building 131, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

iii. **Application Number: 25/01631/TPO**

Proposal: T3 (Horse chestnut) – 2/3 metre crown reduction – Subject to TPO 13/1993

Location: 10 Forest Close, Launton, Bicester, OX26 5DD

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: 25/00946/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
Consent to display advertisement(s) subject to conditions (2 June)

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

Permission for development subject to conditions (19 June)

iii. **Application Number: 25/00980/F**

Proposal: Single storey pool building with link to existing barn

Location: Water Moor House, Station Road, Launton, OX26 5DX

Permission for development subject to conditions (23 June)

iv. **Application Number: 25/00981/LB**

Proposal: Single storey pool building with link to existing barn

Location: Water Moor House, Station Road, Launton, OX26 5DX

Listed Building consent subject to conditions (23 June)

v. 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

Permission for development subject to conditions (24 June)

12. Parish Hall Project

a. Progress report – to receive a report

The roof replacement was finally complete and the Hall was fully open again.

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

The group was still meeting regularly. Additional quotations were being sought for photovoltaic solar panels and battery storage as the quotations already received varied greatly; it was hoped that more expert help would be obtained on this.

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

In the absence of the Clerk, the Council **RESOLVED** to defer this item to the next meeting.

d. Maintenance – to receive a report and consider future actions

The damaged floor in the disabled toilet was being looked into.

13. Village Matters

a. Highway and Traffic Issues

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

ii. **Speed Indicator Devices** – to receive a report

b. Station Road bus shelter – to receive an update on the proposal to use the shelter as a community library

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

d. The Glades open space – to consider reported problems and remedial actions

In the absence of the Clerk, the Council **RESOLVED** to defer all these items 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 – monthly

No Councillor had been able to attend the meetings.

b. OALC Talking Tables – 18 July 2025

No Councillor would be able to attend the meeting.

16. Reports

a. Chairman's Report

There was no Chairman's Report.

b. Clerk's Report

There was no Clerk's Report.

17. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 24 July

18. Date of next meeting – Thursday 7 August 2025 at 7.30pm in Launton Parish Hall

The meeting closed at 8.02pm.

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