

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 7 August 2025** at 7.30pm in Launton Parish Hall

Councillors present: Mr Glyn Austin, Mrs Jackie Hackett, Mr Simon Turner (Chairman) and Mrs Jaqueline Webber

In attendance: 2 members of the public

Apologies: Mr Andrew Briant (Vice-Chairman)

1. To receive apologies for absence

The Council received apologies from Councillor Briant.

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

2 members of the public were in attendance.

4. Reports from District and County Councillors

Cllr Coton (CDC) sent a report noting that the Cherwell Local Plan Review 2042 had been submitted to the Government. There was no report from the County Councillor.

5. Minutes – to confirm the Minutes of the Council meeting held on 3 July and the Minutes of the Staffing Committee meeting held on 15 July, previously circulated

The Council **RESOLVED** that the Minutes from the meeting on 3 July be accepted as a true record and were signed by the Chairman.

There was no copy of the Minutes from the 15 July Staffing Committee meeting available to be signed, so the Council further **RESOLVED** to defer consideration of that item to the next meeting.

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

There was nothing to report.

7. Governance and Consultations

a. Appointment of Clerk, Proper Officer and Responsible Financial Officer – to consider and agree the appointment of a permanent Clerk, Proper Officer and Responsible Financial Officer

The Council **RESOLVED** to agree to appoint Andy White to the permanent roles of Clerk, Proper Officer and Responsible Financial Officer, thereby ending the corresponding unremunerated temporary roles that had been created in December 2024 to which Councillor Turner had been appointed.

b. Councillor Co-option – to consider any applications received

No further applications had been received.

c. Part-Night Lighting Consultation follow-up – to consider a response

The Council **RESOLVED** to agree to respond that Launton might (with no obligation) be interested in part-night street lighting.

d. 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 complete the draft based on the new model regulations.

ii. Document Retention Policy Appendix A

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

iii. Internal Audit Terms of Reference

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 the quarterly Budget Monitoring Report

As at 16 July, the Accounts stood at:

Co-op Current Account	£7,243.20
Co-op Deposit Account	£12,338.23
Co-op 35-Day Deposit Account	£84,823.71
Lloyds Parish Hall Account	£4,308.59

Outstanding Payments at 16 July

		Date Cleared
O2 Mobile July contract	£9.41	21/7/25
Castle Water June usage	£22.83	18/7/25
EDF Energy June usage	£42.62	17/7/25
Lloyds Bank June charges	£5.39	21/7/25

Income

		Date Cleared
OCC Grass Cutting Grant	£1,216.28	7/7/25
Hall Lettings (Lloyds Account) 04 June to 16 July	£203.00	5/6-14/7/25

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
4/7/25	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
23/6/25	O2 Mobile June 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
17/6/25	Castle Water May usage	Parish Hall Utilities	23/4/25 6.d	£51.24	£56.53
17/6/25	EDF Energy May usage	Parish Hall Utilities	23/4/25 6.d	£139.00	£145.95
23/6/25	Lloyds Bank May charges	Bank Charge		£4.25	£4.25

The budget monitoring report had been published.

- 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
 - i. Friends of Island Pond Wood**
The Council considered the application for assistance with the annual grass cutting for the wood and **RESOLVED** to agree to contribute £480 for the year 2025/26 to be made from the Village Upkeep and Weed Spraying Budget.
 - ii. Volunteer Driver Service CIC**
The Council considered the grant request and **RESOLVED** to agree to make a contribution of £100.
 - iii. Launton Over 60s Club**
The Council considered the grant request and **RESOLVED** to agree to make a contribution of £165.
 - iv. Launton Plotters**
The Council considered the grant request and **RESOLVED** to agree to make a contribution of £200.
- d. Dropbox Extended Version History** – to consider upgrading to 1 year extended version history
The Council **RESOLVED** to agree to upgrade the Dropbox subscription to include 1 year Extended Version History.
- e. Bank Mandates** – to consider changes to the Co-op and Lloyds bank mandates
The Council **RESOLVED** to agree to confirm its decision from 1 May, that all councillors should be signatories and able to authorise online payments for the Co-operative accounts and that all councillors should be signatories of the Lloyds account, and further that the new Clerk should be the designated contact for both Co-operative and Lloyds accounts and should be added to the mandates for those accounts such that payments could be set up but require authorisation by a councillor. Appropriate bank mandate forms would be circulated in due course.
- f. SLCC Subscription** – to consider renewing the SLCC subscription for the new Clerk
The Council **RESOLVED** to agree that the SLCC subscription would now be renewed, in accordance with its decision made in April.

g. Invoices for Payment – to consider and approve invoices for payment itemised on the Payment Schedule

The Council **RESOLVED** to agree the following payment, 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 July grass cutting (invoice number CL481048)	Urban grass cutting	9/1/25 13.b	£496.00	£595.20

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 Additional cost to Parish Hall roof works contract as agreed (invoice number INV-0962)	Parish Hall Project	23/4/25 8.a	£550.00	£660.00
Bank Transfer	Fairford Heating Ltd for Investigate and repair leak on water main to Parish Hall kitchen (invoice number 3189)	Parish Hall Contingencies		£106.00	£127.20

The Council noted the Debit Card transaction:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
14/7/25	Zoom – July Subscription	Meeting costs	23/4/25 6.d	£12.99	£15.59

9. Training

a. Clerk training – to consider training for the new Clerk

The Council **RESOLVED** to agree to pay for the new Clerk to undertake SLCC's ILCA and FILCA, as well as SLCC's New Clerk webinar on 2 September and OALC's two-part course for new Clerks on 10 and 12 November.

b. NALC, OALC and SLCC – to consider any further training offered by OALC, NALC and SLCC

The Clerk provided a list of training from OALC, NALC and SLCC.

The Council **RESOLVED** to agree to book places for Councillors Turner and Webber and the new Clerk on OALC's Essentials of Employing People course on 8 October and to book places for Councillors Austin and Webber on OALC's How to Respond Effectively to Planning Applications course on 4 November.

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: 25/01178/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 respond that there were no comments or objections to the proposal.

ii. **Application Number: 25/01781/F**

Proposal: Conversion of loft space to accommodation, sub-division of rooms to the first floor to provide ensuite and dressing facilities, replacement of UPVC windows and door, outdoor swimming pool with associated swimming pool building, garden store and cart shed/garage. Proposed joinery, materials, structure, heating, insulation, roof details, service routes for ventilation and existing wall treatment details – amendment to 24/02802/F

Location: Laurels Farm, Station Road, Launton, Bicester, OX26 5DX

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

iii. **Application Number: 25/01782/LB**

Proposal: Conversion of loft space to accommodation, sub-division of rooms to the first floor to provide ensuite and dressing facilities, replacement of UPVC windows and door, outdoor swimming pool with associated swimming pool building, garden store and cart shed/garage. Proposed joinery, materials, structure, heating, insulation, roof details, service routes for ventilation and existing wall treatment details – amendment to 24/02803/LB

Location: Laurels Farm, Station Road, Launton, Bicester, OX26 5DX

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

iv. **Application Number: 25/01832/F**

Proposal: Rear extension and 1.8m high rear garden boundary fence to provide privacy and security

Location: 17 Sycamore Road, Launton, Bicester, OX26 5DZ

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

Arrived 6 August:

v. Application Number: 25/01997/F

Proposal: Two storey rear extension

Location: Squires House, Station Road, Launton, Bicester, OX26 5DX

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: 25/00873/F

Proposal: Two storey side extension and single storey side extension, part single storey rear extension

Location: Bedfield, Bicester Road, Launton, Bicester, OX26 5DP

Permission for development subject to conditions (4 July 2025)

ii. Application Number: 25/00992/F

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

Permission for development subject to conditions (10 July 2025)

iii. Application Number: 25/00683/F

Proposal: Variation of Conditions 3 (Approved Plans), 8 (Construction Traffic 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 addition of condition 32 (Phasing Plan)

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

Permission for development subject to conditions (16 July 2025)

iv. Application Number: 25/00819/LB

Proposal: One new rooflight

Location: Old Rectory, Bicester Road, Launton, Bicester, OX26 5DP

Refusal of permission for development (18 July 2025)

11. Parish Hall Project

a. Progress report – to receive a report

SSE Networks would be contacted about reinstating the electricity supply cables.

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

The group presented a report recommending a way to approach future work on the Hall. Due to time constraints and the potential impact of revised financial regulations, the Council **RESOLVED** to defer further discussion of the report to a future extraordinary meeting.

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

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

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

After a sudden worsening on 10 July and the attendance of a plumber from Fairford Heating, the mains water leak in the kitchen appeared to have been fixed. Councillor Webber had obtained a quotation for fixing the floor in the disabled toilet, which would be circulated to councillors.

12. Village Matters

a. Highway and Traffic Issues

i. Speedwatch – to receive a progress report

Reports had been provided for April, May, June and July.

Six Speedwatch sessions had taken place in July, in which 1456 vehicles were counted with 71 of those exceeding the limit; the maximum speed recorded was 33 mph in the 20 mph limit.

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

A revised proposal had been put forward that would allow continued use of the shelter for bus passengers while providing community library facilities, with bookshelves along the walls while retaining full access to the bench and the litter bin being moved. The Council **RESOLVED** to agree to respond to that they were fully in support of the revised proposal.

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

The Council **RESOLVED** to agree to purchase an Eclipse PMD-40 post-mounted dog waste bin from Advancedscape Ltd. Councillor Hackett would investigate whether they would invoice the Council rather than requiring up-front card payment.

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

Reports had been made that the chestnut tree on the western edge of the open space had died and that more fence rails around the edge of the space were rotten and needed replacing; a request had also been made for a “no parking” sign to be affixed to the fence rails.

The Council **RESOLVED** to agree to obtain quotations for removing the dead tree with possible replacement and for replacing the damaged fence rails.

e. Footpath from West End under railway embankment – to consider a response to the reported temporary closure

Councillor Hackett explained the temporary closure and would draft an announcement for the Council’s website.

f. Winter preparedness 25/26 – to consider provision of salt bags and salt bins

Councillor Webber would investigate whether any further salt bags or salt bins were required.

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 Councillors had been able to attend the meetings. Councillors were encouraged to attend future meetings if possible.

15. Reports

a. Chairman’s Report

The Chairman had nothing further to report.

b. Clerk’s Report

The Clerk reported that the external audit had been completed with no comments or points raised by the auditor. The notice of completion of audit would be published forthwith.

16. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 21 August

17. Date of next meeting – Thursday 4 September 2025 at 7.30pm in Launton Parish Hall

The meeting closed at 9.28pm.

Signed.....

Dated.....