

# LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 4 September 2025** at 7.30pm in Launton Parish Hall

**Councillors present:** Mr Glyn Austin, Mr Andrew Briant, Mrs Jackie Hackett and Mr Simon Turner (Chairman)

**In attendance:** The Clerk, Mr Andy White; Cllr Gemma Coton (CDC); 3 members of the public

**Apologies:** Mrs Jaqueline Webber

**1. To receive apologies for absence**

The Council received apologies from Councillor Webber.

**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**

Cllr Coton (CDC) gave a report stating the Cherwell Plan has been submitted. There is a new Police and Crime fund which is released on 22<sup>nd</sup> September for the **CLERK** to investigate, and a new Village Hall fund available.

There was no report from the County Councillor.

**5. Minutes** – to confirm the Minutes of the Council meeting held on 7 August and the Minutes of the Staffing Committee meeting held on 15 July, previously circulated

The Council **RESOLVED** that the Minutes from the meeting on 7 August be accepted as a true record and were signed by the Chairman.

The Council **RESOLVED** that the Minutes from the Staffing Committee meeting on 15 July 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

The Dropbox extension has been purchased. Training courses have been booked and the Clerk is to book the “Employing People” course.

**7. Governance and Consultations**

**a. Councillor Co-option** – to consider any applications received  
No further applications had been received.

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

**i. Media and Press Policy**

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

**ii. 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.

**iii. Meeting Attendance 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**

As at 15 August, the Accounts stood at:

|                              |            |
|------------------------------|------------|
| Co-op Current Account        | £5,964.07  |
| Co-op Deposit Account        | £12,338.23 |
| Co-op 35-Day Deposit Account | £84,823.71 |
| Lloyds Parish Hall Account   | £4,398.57  |

**Outstanding Payments at 15 August**

|                           |         | <b>Date Cleared</b> |
|---------------------------|---------|---------------------|
| O2 Mobile August contract | £9.41   | 21/8/25             |
| Castle Water July usage   | £155.20 | 19/8/25             |
| EDF Energy July usage     | £44.84  | 27/8/25             |
| Lloyds Bank July charges  | £5.25   | 19/8/25             |

**Income**

|                                       |         | <b>Date Cleared</b> |
|---------------------------------------|---------|---------------------|
| Hall Lettings (Co-op Current Account) | £373.00 | 31/7-12/8/25        |
| Hall Lettings (Lloyds Account)        | £95.37  | 21/7-7/8/25         |

**Standing Orders to note:**

| <b>Date Cleared</b> | <b>Payee and reason</b> | <b>Budget</b> | <b>Minute Ref</b> | <b>Payment</b> |
|---------------------|-------------------------|---------------|-------------------|----------------|
| 4/8/25              | Launton Lines (monthly) | Launton Lines | 10/11/22 10       | £170.00        |

**Direct Debits to note:**

| <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> |
|---------------------|--------------------------|-----------------------|-------------------|--------------------|------------------------|
| 21/7/25             | O2 Mobile July contract  | Admin Costs           | 23/4/25 6.d       | £9.41              | £9.41                  |
| 18/7/25             | Castle Water June usage  | Parish Hall Utilities | 23/4/25 6.d       | £21.20             | £22.83                 |
| 17/7/25             | EDF Energy June usage    | Parish Hall Utilities | 23/4/25 6.d       | £40.59             | £42.62                 |
| 21/7/25             | Lloyds Bank June charges | Bank Charge           |                   | £5.39              | £5.39                  |

**b. Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements

The bank statements were reviewed and accepted.

- c. External Auditor Report and Certificate** – to receive the report and certificate for the 24/25 financial year

The external auditor report and certificate were received. It was noted that the auditor had found nothing worthy of comment.

- d. 14<sup>th</sup> Edition Arnold Baker** – to consider purchasing when it's published in October

The Council **RESOLVED** to order the new edition when published in October.

- e. Bank Mandates** – to receive an update

The Council **RESOLVED** that Councillor Turner (CT) would update the Co-op bank mandate on 3<sup>rd</sup> October and would add the remaining councillors and the Clerk to the Lloyds account, with a payment card for the Clerk. Councillor Briant would authorise payments in the interim. The Clerk would discuss with Jane Olds the Geosphere usage.

- 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 Briant would authorise:

| Payment Method | Payee and reason                                                                                                                                  | Budget                           | Minute Ref   | Net Payment | Payment inc VAT |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------|-------------|-----------------|
| Bank Transfer  | Calber Facilities Management Ltd for August grass cutting (invoice number CL481704)                                                               | Urban grass cutting              | 9/1/25 13.b  | £496.00     | £595.20         |
| Bank Transfer  | Geosphere Ltd for annual subscription to Parish Online (invoice number 38UB042-0004 )                                                             | Subscriptions                    | 23/4/25 6.d  | £63.00      | £75.60          |
| Bank Transfer  | Moore for external audit fee (invoice number 332506)                                                                                              | Audit                            | 10/11/22 9.e | £420.00     | £504.00         |
| Bank Transfer  | Oxfordshire Association of Local Councils for How to respond effectively to planning applications for Cllrs Austin & Webber (invoice number 5805) | Training                         | 7/8/25 9.b   | £130.00     | £156.00         |
| Bank Transfer  | Oxfordshire Association of Local Councils for Essentials of employing people for Cllrs Turner & Webber (invoice number 5806)                      | Training                         | 7/8/25 9.b   | £70.00      | £84.00          |
| Bank Transfer  | Friends of Island Pond Wood for grass cutting contribution                                                                                        | Village upkeep and weed spraying | 7/8/25 8.c.i | £480.00     | £480.00         |

| Payment Method | Payee and reason                   | Budget         | Minute Ref     | Net Payment | Payment inc VAT |
|----------------|------------------------------------|----------------|----------------|-------------|-----------------|
| Bank Transfer  | Volunteer Driver Service CIC Grant | General Grants | 7/8/25 8.c.ii  | £100.00     | £100.00         |
| Bank Transfer  | Launton Over 60s Club Grant        | General Grants | 7/8/25 8.c.iii | £165.00     | £165.00         |
| Bank Transfer  | Launton Plotters Grant             | General Grants | 7/8/25 8.c.iv  | £200.00     | £200.00         |

The Council noted the Debit Card transactions:

| Date Cleared | Payee and reason           | Budget        | Minute Ref  | Net Payment | Payment inc VAT |
|--------------|----------------------------|---------------|-------------|-------------|-----------------|
| 13/8/25      | Zoom – August Subscription | Meeting costs | 23/4/25 6.d | £12.99      | £15.59          |
| 14/8/25      | Dropbox upgrade            | IT costs      | 7/8/25 8.d  | £11.90      | £14.28          |

## 9. Training

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

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

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

Nothing of interest was highlighted.

## 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: 25/01977/F

Proposal: RETROSPECTIVE - Change of Use of land from amenity to domestic use; creation of a permeable hardstanding and driveway

Location: 18 Beech Road, Launton, Bicester, OX26 5AP

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

#### ii. Application Number: 25/01875/F

Proposal: Change of Use of Building 146/147 to Use Class E, the erection of ground and part first floor extensions and associated works including landscaping and parking

Location: Bicester Heritage Buildings 146 And 147, Station Commanders Office, 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: 25/01876/LB**

Proposal: Details as in **25/01875/F**

Location: Details as in **25/01875/F**

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

**iv. Application Number: 25/01986/ADV**

Proposal: Application for approval of two freestanding banner signs

Location: Greggs, Skimmingdish Lane, Launton, Bicester, OX26 5AF

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: APP/C3105/W/25/3364750**

Proposal: The development proposed is installation of entrance door

Location: 1 Station Road, Launton, Bicester, OX26 5DS

The appeal is dismissed (4/08/2025)

**ii. 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

Application Permitted (29/07/2025)

**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

Application Permitted (13/08/2025)

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

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

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

Application Permitted (13/08/2025)

**v. Application Number: 25/01657/TCA**

Proposal: Works to trees in Conservation Area

Location: Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

Application Permitted (30/07/2025)

**11. Parish Hall Project**

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

The Advisory Working Group continues to meet.

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

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

**c. Maintenance / Improvement of garden area** – to receive a report and consider future actions

Councillor Hackett (CH) had done extensive work tidying up the garden area, but there is glass and rubble that needs more work, and the area appears to have never been maintained. The

Council **RESOLVED** to agree that CH would review suitable metal flower pots, top soil and grass/plants and forward details to the Clerk to purchase.

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

Councillor Hackett would ask the builder who had recently done work for her to inspect the disabled toilet floor and external doors and provide quotes for fixing or replacing them as necessary.

## **12. Village Matters**

**a. Highway and Traffic Issues**

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

Reports had been provided for August. Six Speedwatch sessions had taken place in August, in which 941 vehicles were counted with 48 of those exceeding the limit; the maximum speed recorded was 39 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. Dog bins and fitting** – to receive a report

The previously-chosen bin was no longer available. The Council **RESOLVED** to agree that the Clerk would order a post and bin from Glasdon, with Councillor Hackett organising installation.

**c. The Glades open space** – to further consider the quote received

Two quotes have been received for cut and optional grind of the dead chestnut tree by Councillor Hackett. The Council **RESOLVED** to agree to the quote for cut and grind, with the order to be placed by the Clerk.

**d. Winter preparedness 25/26** – to review requirements

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

**13. Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required (other than adding to the agenda for a future meeting)

Bicester Motion has come back with dates and times, the Clerk to investigate and arrange a suitable time for a visit. Councillor Turner to continue the conversation with Puy du Fou regarding a possible meeting on the 7<sup>th</sup> October.

## **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 had nothing further to report.

**16. Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Thursday 18 September

**17. Date of next meeting** – Thursday 2 October 2025 at 7.30pm in Launton Parish Hall

The meeting closed at 8.56pm.

Signed.....

Dated.....