

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 6 November 2025** at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mr Andy White; Cllr Will Boucher-Giles (OCC), Cllr Gemma Coton (CDC), 5 members of the public

1. To receive apologies for absence

None.

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 Coton sent in a report noting that from January 1st 2026 residents will be able to recycle glass from home as kerbside collection is starting.

Cllr Coton later attended and talked about the up and coming Local Government Reorganisation.

Cllr Boucher-Giles also discussed the impending reorganisation

5. Minutes – to confirm the Minutes of the Council meeting held on 4 September and 2 October, and the extraordinary Council meeting held on 8 October, previously circulated.

The Council **RESOLVED** that all three sets of minutes be accepted as a true record of those meetings 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

Amendments done as agreed to policy documents and uploaded.

Planters ordered, awaiting payment.

Tree stump removal and grind planned for 8 December

7. Governance and Consultations

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

No applications have been received.

b. Policy Review – to review the policies

i. Biodiversity Policy and Action Plan

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

ii. Debit Card Use Policy

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

c. Emergency Plan - to agree a programme for updating the plan

Cllr Hackett and Cllr Webber to review this, the Clerk to forward information supplied

d. January 2026 Meeting Venue - to consider venue for the 8 January 2026 meeting

The Council was offered the use of The Grange Farm Conference Room by Peter Cox and gratefully accepted.

8. Finance

a. To receive the Finance Report

As at 16 October, the Accounts stood at:

Co-op Current Account	£29,339.43
Co-op Deposit Account	£12,395.73
Co-op 35-Day Deposit Account	£85,528.67
Lloyds Parish Hall Account	£4,634.07

Outstanding Payments at 16 October

		Date Cleared
O2 Mobile October contract	£9.41	21/10/25
EDF Energy September usage	£6.95	28/10/25
Lloyds Bank September charges	£5.25	21/10/25

Income

		Date Cleared
Bank Interest Co-op Deposit Account	£57.50	3/10/25
Bank Interest 35-Day Deposit Account	£704.96	3/10/25
Hall Lettings (Co-op Current Account)	£153.00	22/9-30/9/25
Hall Lettings (Lloyds Account)	£105.00	22/9-14/10/25

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
6/10/25	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
22/9/25	O2 Mobile September contract	Admin Costs	23/4/25 6.d	£9.41	£9.41
17/9/25	Castle Water August usage	Parish Hall Utilities	23/4/25 6.d	£56.01	£61.85
26/9/25	EDF Energy August usage	Parish Hall Utilities	23/4/25 6.d	£82.89	£87.03
22/9/25	Lloyds Bank August charges	Bank Charge		£4.25	£4.25

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

The bank statements were reviewed and accepted.

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

No further progress.

- d. Review Electricity offer prices** - to consider contract renewal prices

The information received didn't reflect the actual position of the electricity accounts. The Clerk to send more accurate figures and ask for updated figures to review at the December meeting.

- e. 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	Woven Wood, 2 x Planters invoice D8223	Parish Hall Sundry materials	4/9/25 11.e	£206.64	£247.97
Bank Transfer	RT Hayward T/A Commercial Fire Services	Parish Hall Security / Fire	Statutory	£99.00	£118.80
Bank Transfer	Lesley Thompson for Christmas Tree Project grant	General Grants	2/10/25 8.d	£250.00	£250.00
Bank Transfer	Launton Plotters for transfer of EWR funding	Admin Costs	8/10/25 5.b	£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
13/10/25	Zoom – September Subscription	Meeting costs	23/4/25 6.d	£12.99	£15.59

9. Training

- a. Clerk training** - to consider training for the new Clerk

No training during this period

- 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: 25/02536/F

Proposal: Internal and external alterations including the fixing of hangar doors, installation of roller shutter doors and various repairs / maintenance works to Building 137

Location: Motorglide Building 137, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

The Council **RESOLVED** no objection, no comment.

ii. Application Number: 25/02537/LB

Proposal: Internal and external alterations including the fixing of hangar doors, installation of roller shutter doors and various repairs / maintenance works to Building 137

Location: Motorglide Building 137, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

The Council **RESOLVED** no objection, no comment.

iii. Application Number: 25/02554/F

Proposal: Internal and external alterations to facilitate the use of Building 113 for office purposes (Class E) and in association with the wider permitted events use (Sui Generis)

Location: Windrushers Gliding Club, Skimmingdish Lane, Launton, Bicester, OX26 5AD

The Council **RESOLVED** no objection, no comment.

iv. Application Number: 25/02555/LB

Proposal: Internal and external alterations to facilitate the use of Building 113 for office purposes (Class E) and in association with the wider permitted events use (Sui Generis)

Location: Windrushers Gliding Club, Skimmingdish Lane, Launton, Bicester, OX26 5AD

The Council **RESOLVED** no objection, no comment.

v. Application Number: 25/02603/DISC

Proposal: Discharge of Condition 6 (archaeology) of 20/01029/F

Location: Part Of Highway At Allotments, Charbridge Lane, Launton, Bicester

The Council **RESOLVED** no objection, no comment.

vi. Application Number: 25/02649/F

Proposal: Variation of Condition 2 (plans) of 22/02973/F - allow amendments to the approved plans, for the rear extension side wall, flush with the existing rear wall

Location: 12 Sharpes Cottages, Station Road, Launton, Bicester, OX26 5BU

The Council **RESOLVED** no objection, no comment.

vii. Application Number: 21/03558/OUT

Proposal: OUTLINE - Residential development for up to 250 dwellings including affordable housing and ancillary uses including retained Local Wildlife Site, public open space, play areas, localised land remodelling, compensatory flood storage, structural planting and access

Location: Land On The North East Side Of Gavray Drive, Bicester

The Council noted that this had not materially changed since the Council's previous objection on the 8th November 2021. The Council **RESOLVED** to object using the same wording.

b. To note notices of decision

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

Application Permitted (30/09/2025)

Acknowledged

ii. Application Number: 25/01986/ADV

Proposal: Two freestanding changeable banner signs

Location: Greggs Skimmingdish Lane Launton Bicester OX26 5AF

Application Permitted (03/10/2025)

Acknowledged

iii. 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

Application Permitted (09/10/2025)

Acknowledged

iv. Application Number: 25/02169/F

Proposal: Conversion of redundant stables to two bedroom dwelling

Location: Jacks Barn, West End, Launton, Bicester, OX26 5DF

Application Permitted (23/10/2025)

Acknowledged

11. Parish Hall Project

a. Progress report - to receive a report

Parish Hall Development Advisory Working Group has been gathering details for the FCC grant application.

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

The Council made some amendments to the Hall committee terms of reference and **RESOLVED** to adopt the policy.

c. Management Plan - to agree a management plan for the Hall

This has been agreed and the plan will be added into Governance.

At this time (9:27pm) an extension was requested until 10.00pm, which the council agreed

d. Hall Policies - to consider and agree policies for using the Hall

Cllr Turner to amend in line with existing guidelines and provisionally approve.

This will be an agenda item in December for official approval.

- e. **FCC Grant** - to consider applying for a grant from FCC
The council **RESOLVED** to apply to FCC for a grant to help with the Parish Hall project.
- f. **Maintenance / Improvement of garden area** - to receive a report and consider future actions
The new grass is growing nicely, and the planters are due for delivery after the invoice has been paid.
- g. **Maintenance** - to receive a report and consider future actions
Itemised quotes have been requested by Cllr Webber for the work to the Hall.
Cllr Turner is to seek quotes for the exterior lighting.

12. Village Matters

- a. **Highway and Traffic Issues**
 - i. **Speedwatch** - to receive a progress report
Noted by the Council
 - ii. **Highway suggestions from parishioner** - to consider the suggestions
Cllr Webber and Cllr Hackett to provide an itemised list for the Clerk to contact OCC

At this time (9:56pm) an extension was requested until 10.15pm, which the council agreed

- iii. **Speed Indicator Devices** - to receive a report
No update
- b. **Dog bins and fitting** - to receive a report
Awaiting delivery, but there is a delay.
- c. **Winter preparedness 25/26** - to review requirements
Cllr Webber reported that all the bins are full of salt.
- d. **Launton Environmental Society** - to receive presentations about new initiatives
A presentation was given about the Launton Larder, the planned new Environmental Legacy Place (ELP) nature reserve and the Environmental Legacy Fund (ELF) to help pay for it.
- e. **Blocked road drain at end of West End** – to consider actions
This has been reported on FixMyStreet and is scheduled for action in November.
- f. **Service of Remembrance** - to note that the Service of Remembrance will take place on 11 November at the War Memorial
Noted

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)
Nothing to report

14. Attendance at Meetings and Reports from meetings / courses

- a. **OALC Councillor Forum** – monthly
Nothing to report

- b. CDC Parish Liaison meeting** - 12 November online
Cllr Turner would have attended but is unavailable
- c. OALC Essentials of Employing People** - to receive a report
The Clerk needs to provide a scan of his passport for the next meeting

The planning training meeting was attended by Cllr Webber and Cllr Austin who found it helpful and informative.

15. Reports

- a. Chairman’s Report**
Items discussed previously.
- b. Clerk’s Report**
Items discussed previously.

16. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 20 November

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

Meeting closed at 10:11pm

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