LAUNTON PARISH COUNCIL

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

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

In attendance: 7 members of the public

Apologies: Mrs Jackie Hackett

1. **To receive apologies for absence**
   The Council received apologies from Councillor 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**
   Two members of the public indicated they wished to speak to item 12.d on the Agenda.

4. **Reports from District and County Councillors**
   No reports had been received.

5. **Minutes** – to confirm the Minutes of the Council meeting held on 6 November, and the extraordinary Council meeting held on 12 November, previously circulated.
   With a minor amendment to the amount shown for Lloyds Bank charges the Council **RESOLVED** that the Minutes of the meeting held on 6 November be accepted as a true record and were signed by the Chairman. (The Council had **RESOLVED** on the 12 November that the Minutes of the extraordinary meeting held on that date had been accepted as a true record and had been 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 Chair reported the grant application to FCC had been submitted. The Parish Hall Development Advisory Working Group were thanked for their work on this issue.

7. **Governance and Consultations**
   a. **Clerk Resignation** – to note the resignation of the Clerk and to consider and agree arrangements for the roles of Clerk, Proper Officer and Responsible Financial Officer
      The Council noted the Clerk's resignation and **RESOLVED** to create unremunerated roles of temporary Clerk, Proper Officer and Responsible Financial Officer and to appoint Councillor Turner to those roles. The Council agreed to seek the assistance of OALC for the appointment of a locum Clerk as an interim measure pending recruitment of a permanent replacement.

   b. **Councillor Co-option** – to consider any applications received
      None received.

c. Policy Review – to review the policies

i. Freedom of Information Policy and Publication Scheme
The Council considered the policy and after making some amendments **RESOLVED** to adopt the revised policy.

ii. Data Protection Policy and FoI Disclosure Log
The Council considered the policy and after making some amendments **RESOLVED** to adopt the revised policy.

iii. Data Protection Awareness Checklist
The Council confirmed the current checklist remained appropriate and **RESOLVED** to adopt it.

iv. Staffing Committee Terms of Reference
The Council considered the policy and after making some amendments **RESOLVED** to adopt the revised policy.

v. Website Policy
The Council considered the policy and after making some amendments **RESOLVED** to adopt the revised policy.

It was also agreed the Council should seek to make use of the opportunities afforded by the policy to communicate more effectively with parishioners.

d. Emergency Plan – to review progress on the revised plan
Councillor Webber reported on progress and expected to be finalised for adoption at the January meeting.

At 9.22pm an extension was requested until 9.45pm, which was agreed.

8. Finance

a. To receive the Finance Report
As at 14 November, the Accounts stood at:

Co-op Current Account	£28,874.71	
Co-op Deposit Account	£12,395.73	
Co-op 35-Day Deposit Account	£85,528.67	
Lloyds Parish Hall Account	£4,698.82	
Outstanding Payments at 14 November		**Date Cleared**
O2 Mobile November contract	£9.41	21/11/25
EDF Energy October usage	£123.33	18/11/25
Castle Water October usage	£17.88	19/11/25
Lloyds Bank October charges	£4.25	21/11/25
Income		**Date Cleared**
Hall Lettings (Co-op Account)	£1,354.00	30/10/25
Hall Lettings (Lloyds Account)	£70.00	20/10–10/11/25

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
4/11/25	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
21/10/25	O2 Mobile October contract	Admin Costs	23/4/25 6.d	£9.41	£9.41
28/10/25	EDF Energy September usage	Parish Hall Utilities	23/4/25 6.d	£6.62	£6.95
21/10/25	Lloyds Bank September charges	Bank Charge		£5.25	£5.25

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
It was agreed that Councillor Webber would contact the remaining previous signatory to obtain completion of the mandate.

d. Grant Request – to consider a grant application for the churchyard mowing for 2026/27
The Council agreed to seek further information about the actual costs of the mowing of the churchyard and consider the application at the January meeting.

e. Review Electricity offer prices – to consider contract renewal prices
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 payment. Councillor Webber would authorise.

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Glasdon UK Limited for dog bin and post (invoice number SI925727)	Dog and Litter Bins	4/9/25 12.b	£293.12	£351.74

The Council **RESOLVED** to confirm the following payment already made:

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Newsquest Media Group Ltd for public notice (invoice number WOR3419896)	Parish Hall Project	8/10/25 7.a	£194.04	£232.85

The Council noted the following Debit Card transaction:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
13/11/25	Zoom – November Subscription	Meeting costs	23/4/25 6.d	£12.99	£15.59

g. Budget – to review budget planning
This item was deferred to the January meeting when further information would be available.

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
None received as at 4 December 2025.

b. To note notices of decision

i. Application Number: 25/01781/F
Proposal: Alterations to include 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
Application Permitted (7/11/2025)
Acknowledged.

ii. Application Number: 25/01782/LB
Proposal: Alterations to include 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
Application Permitted (7/11/2025)
Acknowledged.

iii. **Application Number: 25/02326/F**
Proposal: Construction of two storey rear extension.
Location: Ascot Cottage, Station Road, Launton, Bicester, OX26 5DS
Application Permitted (12/11/2025)
Acknowledged.

11. Parish Hall Project

a. Progress report – to receive a report
The Council were informed the grant application to FCC had been submitted and further grant applications were being processed and would be submitted when ready.
Further quotes from contractors were being sought.
ESOx were making a site visit to advise and provide a report on energy efficiency for the hall.
Local flooring companies were being contacted about replacement of the kitchen flooring.
The Council expressed its thanks to the members of the Parish Hall Development Advisory Working Group for their hard work.

b. Hall Policies – to review and confirm revised Hall Policies
The Council **RESOLVED** to confirm and adopt the revised Hall Policies.

c. Maintenance / Improvement of garden area – to receive a report and consider future actions
The Council noted planters had been installed. Bulbs had been planted and further items would follow in the New Year. The Council expressed its thanks to Councillor Hackett.

d. Maintenance – to receive a report and consider future actions
The Council noted that further quotations were being obtained for work on the toilets.
It was noted work on the outside kitchen door was needed.
It was agreed an electrician would be contacted for advice about the replacement of the outside lighting.

12. Village Matters

a. Highway and Traffic Issues

i. **Speedwatch** – to receive a progress report
Nothing to report.

ii. **Speed Indicator Devices** – to receive a report
The Council were informed steps were being taken to ensure the device on Station Road was facing the correct direction.

b. Dog bins and fitting – to receive a report
The Council were informed installation of the dog bins was imminent.

c. Update on OCC email and Highways engagement email - to receive a report
The Council noted the response from OCC and arrangements for a site visit were in hand. Next steps would be considered at the January meeting.

d. **Greencore** - review of issues associated with 23/03433/REM
A parishioner raised concerns about the failure of Glencore to install effective security fencing round their property leading to the public accessing the property and affecting the safety and well-being of the animals.
A second parishioner raised an issue with the damage being done to the edges of the road and the amount of mud being left on the road caused by vehicles accessing and leaving the site. Concerns were expressed about the adequacy of the access route and of the materials being used for the access road.
The Council shared the security concerns given the firm commitments given by the contactors during the planning process.
The Council agreed to contact the contactors to remind them of the obligations they made and also the problems associated with the site access

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)

14. **Attendance at Meetings and Reports from meetings / courses**
 a. **OALC Councillor Forum** – monthly
 Nothing to report.

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 18 December

17. **Date of next meeting** – Thursday 8 January 2026 at 7.30pm in The Grange Farm Conference Room

The meeting closed at 9.44pm.

Signed…………………………………………………   Dated…………………………………………………