

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 8 January 2026** at 7.30pm in the Grange Farm Conference Room

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

In attendance: 5 members of the public

Apologies: None

1. To receive apologies for absence

No apologies had been received.

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

Five members of the public were in attendance.

4. Reports from District and County Councillors

No reports had been received.

5. Minutes – to confirm the Minutes of the Council meeting held on 4 December 2025, previously circulated

The Council **RESOLVED** that the Minutes of the meeting held on 4 December 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 Acting Clerk reported that the policies agreed at the December meeting had all been published.

7. Governance and Consultations

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

None received.

b. Clerk Employment – to receive a progress report

An Oxfordshire-based locum Clerk, Gill Peacock, had been approached and was willing to take on the roles of locum Clerk, Proper Officer and Responsible Financial Officer. A meeting of the Staffing Committee would take place on 13 January to consider the appointment.

c. Meeting Dates – to consider the meeting dates for the forthcoming year

The Council **RESOLVED** to agree the following dates for Parish Council meetings in 2026-27, with planning and Staffing Committee meetings convened as required.

2 April

16 April – Annual Parish Meeting

7 May – Annual Meeting of the Parish Council (venue to be confirmed)

4 June

2 July
 6 August
 3 September
 1 October
 5 November
 3 December
2027
 7 January
 4 February
 4 March

d. Policy Review – to review the policies

i. Marking the Death of a Senior National Figure

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

e. Emergency Plan – to consider adopting the revised plan

Councillor Webber presented the revised plan (without the confidential appendix) and the Council **RESOLVED** to adopt it.

8. Finance

a. To receive the Finance Report and Budget Monitoring Report

As at 16 December, the Accounts stood at:

Co-op Current Account	£25,169.51
Co-op Deposit Account	£12,395.73
Co-op 35-Day Deposit Account	£85,528.67
Lloyds Parish Hall Account	£4,890.57

Outstanding Payments at 16 December

		Date Cleared
O2 Mobile December contract	£9.41	22/12/25
Castle Water November usage	£41.74	17/12/25
EDF Energy November usage	£423.18	17/12/25
Lloyds Bank November charges	£4.75	22/12/25

Income

		Date Cleared
Hall Lettings (Co-op Account)	£149.00	18/11–5/12/25
Hall Lettings (Lloyds Account)	£196.00	17/11–15/12/25

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
4/12/25	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
21/11/25	O2 Mobile November contract	Admin Costs	23/4/25 6.d	£9.41	£9.41
19/11/25	Castle Water October usage	Parish Hall Utilities	23/4/25 6.d	£17.70	£17.88
18/11/25	EDF Energy October usage	Parish Hall Utilities	23/4/25 6.d	£117.46	£123.33
21/11/25	Lloyds Bank October charges	Bank Charge		£4.25	£4.25
10/12/25	Information Commissioner annual fee	Information Commissioner Fee	23/4/25 6.d	£47.00	£47.00

The budget monitoring report was received and 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. Bank Mandates** – to receive an update

The revised bank mandate forms had been sent to the Co-operative Bank, but no response had been received.

- d. Grant Requests** – to consider any grant requests received from external bodies

i. Churchyard mowing for 2026/27

After considering the reported mowing costs for the past three years, the Council **RESOLVED** to agree to the request for support with the churchyard grass cutting with an increased amount of £2,000 using the Local Government Act 1972 s214(6) Power.

ii. Citizens Advice

The Council considered an application from Citizens Advice West Northants and Cherwell and **RESOLVED** to make a contribution of £100.

- e. Review Electricity offer prices** – to consider contract renewal prices

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

- f. Draft Budget** – to consider the draft budget for 2026/27

The Acting Clerk presented the draft budget which the Council considered.

Following discussion, the Council **RESOLVED** to agree to a draft budget of £64,086 (increased from £62,054 the previous year) and an increase in the reserves from £88,204.78 to £91,023.78. The increase in the budget was mostly due to anticipated increases in costs of employment, dog bins and village upkeep; the increase in the reserves was mostly to cover possible higher costs for road safety and defibrillators.

At 9.26pm an extension was requested until 10.00pm, which was agreed.

g. Precept – to consider and agree the setting of the Precept level for 2026/27

CDC had informed the Parish that the estimated Tax Base figure for the year 2026/27 would be 621.9 (previous year 620.1).

Having agreed the budget, and taken the Reserves and surplus into account, the Council considered the Precept request and **RESOLVED** to agree that it would again remain the same as the previous year: £51,592. The annual cost to a Band D household would be approximately £82.96 – a decrease of £0.24 over the year.

h. 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	Alchester Tree And Garden Services for removal and stump grind of dead tree (invoice number INV-02120)	Trees/ Landscaping	2/10/25 12.c	£330.00	£396.00
Bank Transfer	Ellis Townsend for dog bin installation and adjustment and leaf and waste clearance (invoice number ERT0225)	Dog and Litter Bins	4/9/25 12.b	£167.50	£167.50
Bank Transfer	HMRC for PAYE and NICS contributions (Month 9)	HMRC / NI	Statutory	£887.57	£887.57

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

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Andy White for final salary	Clerk's salary		£2542.70	£2542.70
Bank Transfer	Andy White for holiday pay	Clerk's salary		£343.70	£343.70
Bank Transfer	Andy White for expenses	Homeworking expenses / Mileage expenses		£202.80	£202.80

The Council noted the following Debit Card transaction:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
15/12/25	Zoom – December Subscription	Meeting costs	23/4/25 6.d	£12.99	£15.59

9. Training

- a. **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: 25/03187/LB**

Proposal: Variation of Condition 2 (plans) of 21/02552/LB - To vary Condition 2 to reduce the cill height of windows on the north-east elevation and addition of one window on the south-west elevation

Location: Yew Tree House, Station Road, Launton, OX26 5DX

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

- ii. **Application Number: 25/03188/F**

Proposal: Variation of Condition 2 (plans) of 21/02551/F - To vary Condition 2 to reduce the cill height of windows on the north-east elevation and addition of one window on the south-west elevation

Location: Yew Tree House, Station Road, Launton, 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: 25/02649/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

Permission for development subject to conditions (3 December 2025)

- ii. **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, OX26 5AD

Permission for development subject to conditions (12 December 2025)

- iii. **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, OX26 5AD

Listed Building consent subject to conditions (12 December 2025)

iv. Application Number: 25/02239/F

Proposal: Retrospective - External alterations to Building 116 to allow for the installation of air conditioning units with associated works and screening

Location: Bicester Heritage, Building 116 Petrol Tanker Shed, Bicester Heritage, Buckingham Road, Bicester

Permission for development subject to conditions (16 December 2025)

v. 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

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

Permission for development subject to conditions (16 December 2025)

vi. 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

Listed Building consent subject to conditions (16 December 2025)

The Council noted the above decisions.

At 9.57pm an extension was requested until 10.15pm, which was agreed.

11. Parish Hall Project

a. Progress report – to receive a report

The Advisory Working Group were taking further advice and seeking further quotations from contractors. Some non-Parish Council grants had been applied for. ESOx had performed an energy efficiency assessment of the hall and had provided advice, including lighting and air-to-air heating.

Friends of Launton Parish Hall were making a pitch to local businesses in support of renovating the toilets.

b. Broadband connection – to receive a progress report

Gigaclear had advised that they were no longer offering free installation and first year broadband connectivity for community spaces, but accepted that they had offered to provide this (with many failed attempts having been made) before the offer was withdrawn. They had not responded as to whether they were still prepared to honour the offer: Cllr Turner would chase them for a decision. The Council agreed that other broadband providers should be considered.

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

The Council noted that further quotations were being obtained for work on the toilets, in particular the flooring. A quotation was expected for replacing the exterior lighting to the side and rear of the Hall, and quotations were being sought for replacing the failed outside kitchen door.

12. Village Matters

a. Highway and Traffic Issues

i. Speedwatch – to receive a progress report

The November report from the Speedwatch group had been received. Operations were now on hold over the cold winter months, with an expectation of resumption in March.

ii. Speed Indicator Devices – to receive a report

Oxfordshire County Council had informed a villager that it was the Parish Council's responsibility to realign the (OCC-provided) device on Station Road, despite OCC having taken responsibility for a previous instance of the same deliberate sabotage of the device. OCC would be contacted directly by the Chairman to discuss the issue.

iii. OCC Highways engagement – to receive a report

Cllr Hackett had met with an OCC Highways Engagement Officer, who had provided a letter to send to households that were allowing encroachment of vegetation or gravel on to footways. Some flooded drains had been addressed, but others remained.

b. Defibrillators – to consider purchasing spares

The Council **RESOLVED** to purchase new pads and a replacement battery for the defibrillator at The Bull Inn; the pads were nearing their expiry date and the battery was becoming depleted.

At 10.14pm an extension was requested until 10.30pm, which was agreed.

c. Dog bins and fitting – to receive a report

The anticipated installation of the dog bins had taken place. After a request from a parishioner, the Council agreed to look into fitting a new dog bin on Station Road at a site to be determined.

d. Village upkeep – to consider quotations for various aspects of village upkeep

Various quotations had been received from a contractor for different aspects of village upkeep. The Council **RESOLVED** to agree to the quotations for maintenance of the public space at Sherwood Close and The Poplars (without trimming the trees) and the weed removal and spraying of the Station Road pedestrian refuge and the walkways between Ancil Avenue and Yew Tree Close.

e. Greencore issues associated with 23/03433/REM – to receive a report

Greencore had been contacted to express the Council's dismay at their handling of the arrangements with a neighbouring landowner, who had the Council's full support, and to invite them to a meeting on site to discuss ways to address the issues.

f. Spring Village Tidy-up Day – to consider a date, request supplies and ask the WI to provide refreshments

The Council **RESOLVED** to agree to the date of Saturday 28 March between 10am and 12noon and to ask the WI to assist with the refreshments.

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

There was nothing further to report.

b. Clerk’s Report

There was 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 22 January

17. Date of next meeting – Thursday 5 February 2026 at 7.30pm in Launton Parish Hall

The meeting closed at 10.25pm.

Signed.....

Dated.....