

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 5 February 2026** at 7.30pm in Launton Parish Hall

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

In attendance: Cllr Gemma Coton (CDC) and 5 members of the public

Apologies: Cllr Will Boucher-Giles (OCC)

1. To receive apologies for absence

Apologies were received from Cllr Will Boucher-Giles (OCC).

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

A Report was received from Cllr Gemma Coton who gave an update about CDC's attempts to unlock housing for which permission has been granted but it is not being developed. This should help CDC meet its 5-year housing land supply problem; of particular note are 7,000 houses in NW Bicester that are being held up by problems connecting them to the electricity grid, which was expected not to take place until 2037, but moves are underway to bring this forward. She also spoke about a government consultation on the local government reorganisation and the attempts to get the London Road traffic underpass acceptable to the Treasury.

5. Minutes – to confirm the Minutes of the Council meeting held on 8 January 2026, previously circulated

The Council **RESOLVED** that the Minutes of the meeting held on 8 January be accepted as a true record and were signed by the Chairman.

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

The Council noted that updated policies agreed in the January meeting have been published on the Launton PC website.

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 drafted a Job Advert and Job Description in respect of the new Clerk/RFO for Launton PC and distributed them to all Cllrs accordingly. They were both enthusiastically approved.

8. Finance

a. To receive the Finance Report

As at 16 January, the Accounts stood at:

Co-op Current Account	£23,120.96
Co-op Deposit Account	£12,395.73
Co-op 35-Day Deposit Account	£85,528.67
Lloyds Parish Hall Account	£4,927.82

Outstanding Payments at 16 January

		Date Cleared
O2 Mobile January contract	£9.41	22/1/26
EDF Energy December usage	£419.10	20/1/26
Lloyds Bank December charges	£4.75	20/1/26

Income

		Date Cleared
Hall Lettings (Co-op Account)	£429.00	17/12/25–15/1/26
Hall Lettings (Lloyds Account)	£42.00	18/12/25–8/1/26

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
05/01/26	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
22/12/25	O2 Mobile December contract	Admin Costs	23/4/25 6.d	£9.41	£9.41
17/12/25	Castle Water November usage	Parish Hall Utilities	23/4/25 6.d	£38.04	£41.74
16/01/26	Castle Water December usage	Parish Hall Utilities	23/4/25 6.d	£30.19	£32.89
17/12/25	EDF Energy November usage	Parish Hall Utilities	23/4/25 6.d	£352.65	£423.18
22/12/25	Lloyds Bank November charges	Bank Charge		£4.75	£4.75

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

New mandate instructions have been sent to the Co-Op Bank, but no response has been received.

d. Update on Review Electricity offer prices – to consider contract renewal prices

The Council agreed that they should consult both energy brokers, but should not tie themselves into anything long-term because it is hoped that work on the Parish Hall and its heating and lighting systems will be undertaken this year, which will completely change the electricity usage patterns.

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	Ellis Townsend for cutting, shaping of shrubs. Weeding beds & cut down perennials, and spreading bark to suppress weed growth (invoice number ERT0246)	Village upkeep and weed spraying	8/1/26 12.d	£295.00	£295.00
Bank Transfer	Ellis Townsend for Various cutbacks & maintenance tasks (invoice number ERT00227)	Village upkeep and weed spraying	8/1/26 12.d	£335.00	£335.00
Bank Transfer	Ellis Townsend for spraying both sides of Alleyways from Yew Tree – Bottom of Sycamore Drive to suppress weed growth (invoice number ERT0229)	Village upkeep and weed spraying	8/1/26 12.d	£125.00	£125.00
Bank Transfer	Open Spaces Society Annual Subscription	Subscriptions	23/4/25 6.d	£45.00	£45.00
Bank Transfer	Gill Peacock – Locum Clerk for admin work 19-01-26 to 30-01-26 (14 Hours)	Admin Costs	13/1/26 6	£315.00	£315.00
Bank Transfer	Citizens Advice West Northants and Cherwell for grant	General Grants	8/1/26 8.d.ii	£100.00	£100.00

The Council noted the Debit Card transactions:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
12/1/26	Dropbox – Annual Subscription	IT Costs	23/4/25 6.d	£109.06	£130.87
13/1/26	Zoom – January Subscription	Meeting costs	23/4/25 6.d	£12.99	£15.59

- f. **To discuss a proposal received from LCCG regarding the possibility of LPC being able to include members of the delivery team to be covered by the PC insurance**

The Council **RESOLVED** to accept the proposal received from LCCG in respect of the possibility of LPC being able to include members of the delivery team to be covered by the LPC insurance and agreed to contact Zurich directly.

9. Training

- a. **NALC, OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC
There were no Councillors available to attend the Year End Audit Course.

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: 25/03335/REM**

Proposal: Reserved matters for appearance, layout and scale in relation to Phase 0 of application 25/00683/F - The Rushes, Bicester Motion.

Location: Land at Former RAF Bicester, Bicester Heritage, Buckingham Road, Bicester
The Council considered the application and **RESOLVED** to respond that they had no objections and no comment was necessary.

ii. **Application Number: 25/02232/OUT – Additional Supporting Documents Received**

Proposal: Outline application with all matters reserved for tourism development Including outdoor and indoor theatres, restaurants, hotels, conference facilities, offices, warehousing and storage, security control centre, medical centre, animal facilities (including stables, aviary, animal sheds), laundry facility and workshops, and supporting infrastructure including waste management centre, wastewater treatment facility, energy centre and sub-stations, photovoltaic (pv) solar panels, water storage tanks and pumps, lakes and water management systems, structural landscaping, internal footpaths, internal vehicular routes, active travel routes, parking and access (outline masterplan)

Location: Land North And East Of Manor Farm, Bainton Road, Bucknell

The Council considered the application and **RESOLVED** to respond that no further comment was necessary.

iii. **Application Number: 25/01178/REM – Additional Supporting Documents Received**

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

Location: South East Bicester, Wretchwick Way, Bicester

The Council considered the application and **RESOLVED** to respond that no further comment was necessary.

b. **To note notices of decision**

i. **Application Number: 25/02646/F**

Proposal: Alterations to Building 90 including installation of glazed doors, installation of air source heat pumps, installation of EV charging point, thermal upgrades and changes to internal layout with associated screening and conservation works.

Location: Bicester Heritage, Building 90C D2 Buckingham Rd., Bicester Oxfordshire OX27 8AL

Application permitted.

ii. Application Number: 25/02647/LB

Proposal: Alterations to Building 90 including installation of glazed doors, installation of air source heat pumps, installation of EV charging point, thermal upgrades and changes to internal layout with associated screening and conservation works.

Location: Bicester Heritage, Building 90C D2 Buckingham Rd., Bicester Oxfordshire OX27 8AL

Application permitted.

iii. Application Number: 25/02646/F

Proposal: Alterations to Building 90 including installation of glazed doors, installation of air source heat pumps, installation of EV charging point, thermal upgrades and changes to internal layout with associated screening and conservation works.

Location: Bicester Heritage, Building 90C D2 Buckingham Rd., Bicester Oxfordshire OX27 8AL

Application permitted.

The Council noted the above decisions.

c. To discuss the proposed installation at: Land off Roundabout, Bicester Road, Launton, Cherwell OX26 4SR (NGR: E460232, N223086).

The Council **RESOLVED** not to submit a comment at this stage and there was no need to have any pre-application discussion with the developers.

11. Parish Hall Project

a. Progress report – to receive a report

The Advisory Working Group continues to work hard and a grant of £20,000 for solar PV had been awarded by the National Lottery's "Awards for All" fund. Questions from the FCC communities fund were being answered and further grants were being applied for by Friends of Launton Parish Hall.

b. Broadband connection – to receive a progress report

The Council advised that no progress had been made and agreed to defer this item to the LPC meeting next month.

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

The Council noted that the external lighting had been fitted and it was agreed that there should be additional lighting for the car park at the rear. Progress was being made on a new floor covering in the kitchen, at no cost to LPC, and clarification was being sought regarding a quotation for replacing the external doors at the front and side of Launton Parish Hall.

12. Village Matters

a. Highway and Traffic Issues

i. Speedwatch – to receive a progress report

The Council reported that the Speed Watch Group was not operating at the moment until the weather improves.

ii. Speed Indicator Devices – to receive a report

The Council reported that no progress had been made on obtaining data from the devices and that they would ask OCC for guidance regarding the repair to the device on Station Road.

iii. OCC Highways engagement – to receive a report

The Council reported that further gullies have been cleared in West End. The Council went on to say that the storm drains on Bicester Road, near Sherwood Close, was apparently being held up by issues with whom is responsible, even though it appears to be a regular storm drain in the public highway. They also confirmed that further works would be carried out in the next tranche of maintenance works.

b. Village upkeep – to consider quotations for various aspects of village upkeep and to receive a report

i. Ellis Townsend – Structural Pollard of 5 X medium to large Poplar Trees and remove all dangerous growth

The Council agreed to seek another quotation for the pollarding of the Poplars. The Council **RESOLVED** to accept Ellis Townsend's quotation in the sum of £330 for trimming the laurel hedge in The Glades.

ii. Michael MacArthur – replacing rails in The Glades

The Council **RESOLVED** to accept Michael MacArthur's quotation of £1,163 for replacing the rails in The Glades.

c. Greencore issues associated with 23/03433/REM – Update

The Council agreed and welcomed the suggestion from the Locum Clerk of contacting Greencore to talk to them about the various issues and concerns of Parishioners which had been received. The Council also reported that there had been no road sweepers in action for two days at the end of the previous week, and that of the two sweepers being used, only one appeared to be functional.

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)
The Council noted all relevant correspondence.

14. Attendance at Meetings and Reports from meetings / courses

a. OALC Councillor Forum – monthly

There were no Cllrs able to attend the OALC Councillor Forum, however, Cllr Turner commended the forums to the Council.

15. Reports

a. Chairman's Report

Cllr Turner indicated that 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 19 February 2026
The Council noted the date for submissions to be included on the next Agenda.

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

The meeting closed at 8.45pm.

Signed.....

Dated.....