

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 5 March 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 Jaqueline Webber

In attendance: 4 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

Four members of the public were in attendance.

4. Reports from District and County Councillors

The Chairman reported that he had been in discussions with Cllr Will Boucher-Giles regarding the Parish Hall roadway and car park.

No further Reports from either OCC or CDC had been received.

5. Minutes – to confirm the Minutes of the Council meeting held on 13 January (Staffing Committee) and 5 February 2026, previously circulated

The Council **RESOLVED** that the Minutes of the meetings held on 13 January and 5 February 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 Chairman confirmed that Zurich had confirmed that LCCG volunteers delivering the magazine Launton Lines would be covered by Launton Parish Council's insurance at no extra cost.

7. Governance and Consultations

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

No applications had been received; however, it was suggested that the Locum Clerk might be able to re-design the previous advert so that this may attract new applicants.

b. Clerk Employment – to receive a progress report

The Council agreed to defer this item to be discussed in the Private Session following Item 17.

c. Policy Review – to review the policies

i. Health and Safety Policy

The Chairman reported that the Council had considered the above policy, and after making some minor amendments, **RESOLVED** to adopt the revised policy.

8. Finance

a. To receive the Finance Report

As at 16 February, the Accounts stood at:

Co-op Current Account	£21,619.86
Co-op Deposit Account	£12,395.73
Co-op 35-Day Deposit Account	£85,528.67
Lloyds Parish Hall Account	£5,014.07

Outstanding Payments at 16 February

		Date Cleared
O2 Mobile February contract	£9.41	23/2/26
Castle Water January usage	£4.53	27/02/26
EDF Energy January usage	£779.35	17/02/26
Lloyds Bank January charges	£5.25	23/02/26

Income

	Date Cleared
Hall Lettings (Co-op Account)	£228.00 19/01/26–16/02/26
Hall Lettings (Lloyds Account)	£91.00 20/01/25–16/02/26

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
04/02/26	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
21/01/26	O2 Mobile January contract	Admin Costs	23/4/25 6.d	£9.41	£9.41
20/01/26	EDF Energy December usage	Parish Hall Utilities	23/4/25 6.d	£349.25	£419.10
20/01/26	Lloyds Bank December 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

The Chairman reported that the Co-Op Bank had apparently not received the new mandate form. The Chair agreed to re-send the mandate form after confirming with the Co-Op Bank that the long delay since some pages were signed would not be an issue.

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

The Chairman reported that the previous two-year fixed rate tariff had ended, a month earlier than was expected by the Energy Broker, Cardinal Energy and the new variable 'Freedom' tariff was almost twice the price of the previous one. The Council agreed that the Locum Clerk should

obtain new offers via two Energy Brokers – Cardinal Energy and Utility Aid. It was also agreed that the renewal offers would be e-mailed to all the Launton Parish Cllrs and a decision made as soon as possible, to avoid the high prices of a further month on the ‘Freedom’ tariff.

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	Justin Bucknell Electrical – outside lighting	Parish Hall Maintenance/servicing		£294.75	£353.70
Bank Transfer	Ellis Townsend – cutting back to path border of large Laurel perimeter hedge & small overgrown shrubs for better access.	Village upkeep and weed spraying	8/1/26 12.d	£330.00	£330.00
Bank Transfer	Navitas Design – 1 year’s web hosting for Launtonpc.gov.uk – Invoice Number 1500	Web hosting and domain name	04/04/24 10.d	£74.99	£89.99
Bank Transfer	Defib Store Ltd Battery and pads for Defibrillator	Defibrillator	08/01/26 12.b	£273.00	£327.60
Bank Transfer	Firefighters Charity	General Grants	May 2025	£200.00	£200.00
Bank Transfer	Gill Peacock – Locum Clerk for admin work 02/02/26 – 27/02/26 (28 Hours)	Admin Costs	13/1/26 6	£630.00	£630.00
Bank Transfer	Mary Brydon for Parish Hall cleaning April 2025-March 2026	Parish Hall Caretaker	11/02/25 11.c	£1,400.00	£1,400.00

The Council noted the Debit Card transactions:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
1302/26	Zoom – January 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
Councillors agreed that there were no courses available to them of any interest.

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: 26/00236/F**

Proposal: Proposed detached single storey building to provide new changing rooms. Remove existing changing rooms and toilets to bar in main clubhouse and form new toilets to serve bar to include new windows and doors

Location: Launton Sports and Social Club, Bicester Road, Launton, OX26 5DP

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

ii. **Application Number: 26/00282/TEL56**

Proposal: Proposed Base Station installation comprising of : The installation of a 20m high Valmont AWTG Tower, complete with 4No. antennas and 1No. 0.6m dish. Proposed installation of 1No. Equipment cabinet on concrete base at ground level with 4No. concrete bollards surrounding equipment along with associated ancillary works.

Location: Off Bicester Road, Launton, OX26 4SR

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

iii. **Application Number: 26/00395/SCOP**

Proposal: Scoping Opinion request for application outline planning permission (the 'Application') for the construction of up to 1,000 dwellings, a care home, local centre, open space and associated infrastructure

Location: OS Parcel 7800 West of Blackthorn Hill, London Road, Bicester

The Council considered the application and the Chairman agreed to draft a response to be circulated to Cllrs prior to sending a response to CDC. The response would enquire about water outflow from the site and traffic levels at the "hamburger" roundabout south of Bicester. Cllrs went on to say that it would also be worthwhile revisiting the option of a bypass road from North of Wendlebury to the A41 and whether the development would be separate from the Wretchwick Farm development. The Council would also ask if improvements to the local sewerage network would be required and why such a large development did not provide a new school.

b. **To note notices of decision**

i. **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

Application permitted.

ii. Application Number: 25/01876/LB

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

Application permitted.

iii. Application Number: 25/03187/LB

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

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

Application permitted.

iv. Application Number: 25/03188/F

Proposal: Variation of Condition 2 (plans) of 21/02551/F - change fenestration including reducing 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

Application permitted.

The Council noted all of the above decisions.

11. Parish Hall Project

a. Progress report – to receive a report

The Chairman reported that the Advisory Working Group continues to work hard and the National Lottery "Awards for All" grant of £20k for solar pv and battery had been paid, with terms and conditions of usage and offer of advertising, bunting etc. for a launch event. He went on to say that FoLPH had been awarded a £1k grant by the Doris Field Charitable Trust for a new hot water system for the toilets and the decision on the FCC application was expected imminently. The Advisory Working Group continues to work on new avenues of available funding.

b. Broadband connection – to receive a progress report

The Council advised that no progress had been made yet and the Chairman would contact BT for available tariff's and report back to Council next month.

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

i. To discuss a quotation received from Dumbleton for the Parish Hall Doors.

The Council **RESOLVED** to accept the Dumbleton estimate for the hardwood kitchen door if the final price was below £1,000 and the fitting cost was below £300.00. It was agreed that a meeting with Dumbleton would be arranged. It was further agreed that the new floor covering would be installed once the door was replaced and the oven would be removed prior to this and a replacement sought.

It was **RESOLVED** that an additional external light was needed for the car park and all the new lights needed to be on a dusk/dawn sensor rather than a timer. It was also agreed that the Council would proceed if the revised quotation was below £500.00.

12. Village Matters

a. Highway and Traffic Issues

i. Speed Indicator Devices – to receive a report

The Council agreed to ask the Locum Clerk to contact OCC to request that they provide Launton PC with the information and assistance they had promised regarding the realignment of the vandalised device in Station Road.

ii. OCC Highways engagement – to receive a report

The Council reported that the planned closure of Bicester Road needs to be advertised on the LPC web site. It was also noted that Cllr Hackett was in the middle of her superuser training and already had access to better information about road closures.

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

i. To discuss covering the Bins Launton Parish Council manages to prevent them being emptied and the contents spreading by birds and animals.

The Council reported that the bins at the centre of the request at the end of the playing field do not appear to be the responsibility of LPC and may be owned by LPFA. However, it was noted that CDC now appear to be driving a van down to empty them even when the ground condition is poor. Following a discussion, the Council felt that it was Impractical and unaffordable to replace all non-covered bins with covered ones. However, the Council agreed to purchase covered bins when the existing bins need replacing. It was also noted that the bin on Sycamore Road needed to be replaced and the Council **RESOLVED** to replace it and place this item on the agenda for April.

ii. To discuss a quotation from Ellis Townsend for fixing and erecting a dog bin, digging down 2ft, putting a support post on an old pre-cut post from previous job, and using a support post to secure in place.

Following a discussion, the Council **RESOLVED** to accept the quote from Ellis Townsend (ERT0258) in respect of the above works.

iii. To discuss the quote received from Alchester Tree and Garden Services for pollarding the trees in The Poplars.

Following a discussion, the Council **RESOLVED** to accept the quote from Alchester Tree and Garden Services in connection with the above works.

c. To discuss & approve the installation of a small library in the bus shelter on Station Road.

Following a discussion, the Council **RESOLVED** to approve the installation of a small library on Station Road.

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

The Council reported that nothing further had been received. It was noted that significant traffic issues had been reported around the development and there seemed to be no traffic organisation in place. In addition, reports had been received regarding the verges being badly damaged by the development lorry traffic.

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 Launton PC Cllrs able to attend the OALC Councillor Forum.

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 Locum Clerk by Thursday 19th March 2026.
The Council noted the date for submissions to be included on the next Agenda.

17. Public and Press – to consider passing a resolution, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, that the public and Press be excluded from the meeting for the following items by reason of the confidential nature of the business to be transacted.

The Council **RESOLVED** to pass a resolution, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, that the public and Press be excluded from the meeting to discuss Item 7b as mentioned above.

18. Date of next meeting – Thursday 2 April 2026 at 7.30pm in Launton Parish Hall

The meeting closed at 8.45pm.

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