

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 2 April 2026** at 7.30pm in Launton Parish Hall

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

In attendance: 3 members of the public

Apologies: Mr Andrew Briant

1. To receive apologies for absence

The Council received apologies from Councillor Briant.

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

Three members of the public were in attendance.

4. Reports from District and County Councillors

No reports from either OCC or CDC had been received.

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

The Council **RESOLVED** that the Minutes of the meeting held on 5 March 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 replacement door for the kitchen entrance was being made by Dumbleton.

7. Governance and Consultations

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

No applications had been received. The Clerk would draft a new advert for the Council to consider.

b. Update on Recruitment of a new Clerk – to receive a progress report

The advert had been submitted to the Bicester Advertiser for publication over four weeks, as agreed in email, and the closing date for the adverts with OALC and BMKALC had been extended to 24 April.

c. Policy Review – to review the policies

i. Internal Financial Control Policy

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

d. Risk Assessment – To consider and agree the Risk Assessment for 2026/27

The Council considered the risk assessment and, after making some amendments, **RESOLVED** to agree to adopt it subject to (a) the review date for the Financial Regulations in section 10 of

Financial and Management, and (b) the list of dog waste bins in section 8 of Physical Equipment or Areas, being updated with the correct information.

e. Information Logs – to review and note

i. Freedom of Information Disclosure Log

ii. Gifts and Hospitality Log

The Council **RESOLVED** to review and note both of the above logs. The logs would be published on the 2025/26 Finance section of the website once the Training and CPD Log had been reviewed.

iii. Training and CPD Log

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

f. Webhosting – to confirm the webhosting, email and SSL Certificate renewal for 2026/27

The Council **RESOLVED** to agree the annual cost of £74.99 plus VAT for hosting and SSL together with £10 for additional mailbox capacity with Navitas Design.

8. Finance

a. To receive the Year End Finance Report and Budget Monitoring Report

As at 16 March 2026, the Accounts stood at:

Co-op Current Account	£37,806.69
Co-op Deposit Account	£12,395.73
Co-op 35-Day Deposit Account	£85,528.67
Lloyds Parish Hall Account	£5,078.82

As at 31 March 2026, the Accounts stood at:

Co-op Current Account	£36,706.77
Co-op Deposit Account	£12,395.73
Co-op 35-Day Deposit Account	£85,528.67
Lloyds Parish Hall Account	£5,102.57

Outstanding Payments at 16 March

		Date Cleared
O2 Mobile March contract	£9.41	23/03/26
Castle Water February usage	£21.64	18/03/26
EDF Energy February usage	£620.47	17/03/26
Lloyds Bank February charges	£4.25	23/03/26

Income

		Date Cleared
Hall Lettings (Co-op Account)	£702.00	03/03 – 26/03/26
Hall Lettings (Lloyds Account)	£98.00	23/02 – 30/03/26

Grants Received

		Date Cleared
National Lottery Community Fund's Awards for All Grant	£20,000.00	20/02/26

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
04/03/26	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
23/02/26	O2 Mobile February contract	Admin Costs	23/4/25 6.d	£9.41	£9.41
27/02/26	Castle Water January usage	Parish Hall Utilities	23/4/25 6.d	£4.93	£4.53
17/02/26	EDF Energy January usage	Parish Hall Utilities	23/4/25 6.d	£649.46	£779.35
23/02/26	Lloyds Bank January charges	Bank Charge		£5.25	£5.25

The Budget Monitoring Report had been published and was reviewed.

- b. Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
The regular bank statements and downloaded statements for the year end were reviewed and accepted.
- c. 2025/26 Unspent Budget Items** – to consider virement of items budgeted to the new financial year
The Council **RESOLVED** to agree not to make any virements.
- d. Regular Payments** – to consider and approve the list including standing orders and direct debits
The Council **RESOLVED** to agree to the following list, noting that it was not possible to add figures to some of the items.

Launton Lines: monthly Standing Order	£170.00
Parish Hall Rent (as per Lease): annual	£1,000.00
Information Commissioner: annual by direct debit in December	£47.00
O2: monthly by direct debit	£9.41
Zoom: monthly by debit card	£15.59
Bank charges: monthly	
Internal Auditor: annual	
External Auditor: annual	
Website domain name (with 20i): annual	
Website hosting and email (with Navitas Design): annual	
Dropbox subscription renewal: annual	
Subscriptions: annual	
Society of Local Council Clerks (once a permanent Clerk is appointed)	
Oxfordshire Association of Local Councils	
Community First Oxfordshire (including hall support)	
Open Spaces Society	

CPRE

Parish Hall

Water (currently Castle Water): monthly by direct debit

Electricity (currently EDF Energy): monthly by direct debit

Broadband (once connected): monthly by direct debit

Brown bin (CDC): annual £59.00

e. Budget – to agree the budget for 2026/27

Following the close of the 2025/26 year, and with recent developments in funding for the Parish Hall project, the Council **RESOLVED** to agree an amended budget expenditure total of £73,086 and anticipated income of £59,468.

f. Reserves – to confirm the reserves for 2026/27 and consider the Policy

The Council **RESOLVED** to agree the following reserves:

3 months' running costs	£12,875.00
Sherwood Close maintenance (s106)	£5,651.78
Glades open space maintenance	£3,572.00
Parish Hall contingency	£50,000.00
Asset replacement fund	£5,725.00
Road Safety	£5,000.00
Election expenses	£2,100.00
Insurance excess	£300.00
External Audit contingency	£200.00
Clerk sickness / overtime contingency	£1,500.00
General contingency funds	£3,500.00
Defibrillator contingency	£1,500.00
Bus shelter contingency	£4,500.00
Trees contingency	£5,600.00
Fete contingency	£1,000.00
Professional fees contingency	£3,000.00

A procedural error during the meeting meant that the Reserves Policy document itself was not formally agreed: this will be considered at the next meeting.

g. Dog Waste Charges – to note the charges for emptying the dog bins

The Council **RESOLVED** to note that, as no update had been received from CDC, the charges for emptying the bins would continue at £1.90 plus VAT per bin per empty (for parishes with more than five bins).

h. Grant Requests – to consider any grant requests received

As a grant request had been received very shortly before the meeting, the Council **RESOLVED** to defer this item to the next meeting.

i. Bank Mandates – to receive an update

With some of the pages on the change of mandate form having been filled in over six months ago, the form needed to be filled in again. The Chairman would circulate new form pages.

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

The Council **RESOLVED** to switch from EDF to the BG Lite 1-year fixed rate tariff recommended by the energy broker.

k. 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	Glasdon – Retriever 35 Spare Extended Post Fixing	Dog and Litter Bins	02/04/26 8.k	£112.59	£136.09
Bank Transfer	Ellis Townsend – Spraying from top to bottom of Station Road, scraping away any residual mud waste & weeds from side of road. Prevention & supressing weed growth for coming season & waste removal. (Inv. #ERT0230)	Village Upkeep and Weed Spraying	08/01/26 12.d	£1,100.00	£1,100.00
Bank Transfer	Ellis Townsend – Fixing and erecting dog bin, digging down 2ft, putting a support post on old pre-cut post from previous job, and using a support post to secure in place. (Inv. #ERT0258)	Dog and Litter Bins	05/03/26 12.b.ii	£192.35	£192.35
Bank Transfer	Gill Peacock – Locum Clerk for admin work 02/03/26 to 27/03/26 (33 Hours)	Admin Costs	13/01/26 6	£742.50	£742.50
Bank Transfer	St Mary's PCC for grass cutting contribution	Village Upkeep and Weed Spraying	08/01/26 8.d.i	£2,000.00	£2,000.00
Bank Transfer	Launton W.I. – contribution to refreshments for the Spring Clean	Village Upkeep and Weed Spraying	02/04/26 8.k.	£50.00	£50.00
Bank Transfer	Cherwell District Council – Half yearly for emptying Dog Bins.	Dog and Litter Bins	02/04/26 8.k.	£644.93	£773.92
Bank Transfer	Community First Oxfordshire – Membership Renewal	Subscriptions	02/04/26 8.k.	£70.00	£70.00

The Council **RESOLVED** to confirm the following payment made between meetings:

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Newsquest Media Group – Bicester Advertiser – Recruitment Advert (Ref: RSG3501774)	Admin Costs	02/04/26 8.k	£387.00	£464.40

The Council noted the Debit Card transactions:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
02/03/26	CDC Garden Waste Service	Parish Hall Maintenance / Servicing	23/4/25 6.d	£59.00	£59.00
02/03/26	20i - gov.uk Domain Renewal: launton-pc.gov.uk	Website Hosting and Domain Name	23/4/25 6.d	£25.00	£30.00
13/03/26	Zoom – February 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 Turner and Webber would attend the CDC planning training on 21 April. No further training was considered.

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: 26/00514/F

Proposal: Installation of an internal link road to service Buildings 401, 402 and 403.

Location: The Innovation Quarter, Skimmingdish Lane, Launton

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

ii. Application Number: 26/00452/OUT

Proposal: Outline planning application for the erection of up to 750 dwellings, mixed use local centre and community hub, vehicular access points, land for primary school and other associated infrastructure. All matters reserved except for means of access.

Location: Dymocks Farm, Buckingham Road, Bicester, OX27 8RG

The Council considered the application and **RESOLVED** to object on the grounds of the significant increase in traffic that such a large development would cause on the surrounding

rural roads, which would not be able to accommodate it, and the resulting increase in through-traffic that neighbouring villages would experience.

iii. Application Number: 26/00532/LB

Proposal: Minor internal alterations comprising the removal of stud partition walls, internal walls and associated fixtures/fittings.

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

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

b. To note notices of decision

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
Application permitted.

The Council noted the decision.

11. Parish Hall Project

a. Progress report – to receive a report

The Council's grant application to FCC Communities Foundation for £93,576 had been successful (subject to satisfactory paperwork being submitted with 8 weeks of the approval), albeit with some of the funding having been allocated to different areas of the project from those given in the application. The Council **RESOLVED** to request that FCC pay the contractors directly rather than pay the Council in arrears after completion of the project.

b. Parish Hall Advisory Working Group – to receive a report from the advisory working group

The Advisory Working Group were having weekly meetings to prepare the paperwork required for FCC to give final approval for the grant funding offered. To this end the group was seeking updated quotations, including for solar PV and heating. It had been impressed by a visit to see a working air-source heat pump installation with air-to-air heating.

c. Broadband connection – to receive a progress report

No progress had been made.

d. Post Box – to consider purchasing a larger post box

The Council **RESOLVED** to agree that a larger post box, capable of receiving at least A4 documents without any need for folding, should be purchased. The Clerk would look into options for this.

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

i. To discuss the purchase of a replacement oven/hob

Councillor Austin would look into options for a replacement oven/hob unit. Councillor Webber would also look into options for replacing the kettle, which was causing complaints, not least that it was unsuitable for left-handed users.

- ii. **To approve a quote from Dumbleton for a single hardwood kitchen door - Framed, ledged & braced (To match front doors)**

The Council **RESOLVED** to confirm its acceptance of the revised estimate from Dumbleton for £980 plus £250 fitting (all plus VAT) to replace the kitchen door. Councillor Hackett would ask whether Dumbleton would also be able to paint the door.

12. Climate Emergency

- a. **Report** – to receive a progress report

This item was included on the agenda in error.

13. Village Matters

- a. **Highway and Traffic Issues**

- i. **Speed Indicator Devices** – to receive a report

No report had been received.

- ii. **OCC Highways engagement** – to receive a report

Councillor Hackett had completed her OCC superuser training and had marked 7 potholes on Blackthorn Road for repair.

- b. **Village upkeep** – to receive a Report

The Council **RESOLVED** to ask Ellis Townsend to quote for spraying the weeds around the sides of the Parish Hall.

- c. **Annual Parish Meeting** – to note 16 April as the date for the Annual Parish Meeting

The date of the Annual Parish Meeting was noted.

- d. **To discuss the Review of Financially Supported Bus Services – submissions by 20/04/2026**

The Council **RESOLVED** to agree that, as the Launton bus services were not impacted by the review, no response was needed.

- e. **Greencore issues associated with 23/03433/REM** – Update

No further issues had been reported.

14. 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 **RESOLVED** to note the correspondence.

15. Attendance at Meetings and Reports from meetings / courses

- a. **OALC Councillor Forum** – monthly

No Councillors had been able to attend the meetings.

16. Reports

- a. **Chairman's Report**

The Chairman had nothing further to report.

- b. **Clerk's Report**

There was nothing further to report.

- 17. Items for information on next Agenda only** – all items for the next agenda to be submitted to the Locum Clerk by Thursday 23 April 2026.
The Council noted the date for submissions to be included on the next Agenda.

- 18. Date of next meetings** – Thursday 16 April – Annual Parish Meeting
Thursday 7 May 2026 – Annual Meeting of Launton Parish Council (venue the Grange Farm Conference Room)

The meeting closed at 9.24pm.

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