LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 7 May 2026** at 7.30pm in Launton Parish Hall

Councillors present: Mr Glyn Austin, Mrs Jackie Hackett, Mr Simon Turner, Mr Andy Briant and Mrs Jaqueline Webber

In attendance: 4 members of the public

1. **To elect the Chairman for the year 2026/27 and to receive their Declaration of Acceptance of Office**
   Councillor Turner proposed, and Councillor Hackett seconded the proposal, that Councillor Jaqueline Webber be elected as Chair. The Council **RESOLVED** unanimously to elect Councillor Webber as Chair.

   Councillor Webber signed the Declaration of Acceptance of Office and then took the Chair.

2. **To receive apologies for absence**
   No apologies had been received.

3. **To elect the Vice Chairman for the year 2026/27 and to receive their Declaration of Acceptance of Office**
   Councillor Austin proposed, and Councillor Briant seconded the proposal, that Councillor Jackie Hackett be elected as Vice Chair. The Council **RESOLVED** unanimously to elect Councillor Hackett as Vice Chair.

   Councillor Hackett signed the Declaration of Acceptance of Office.

4. **Requests for Dispensations, Declarations of Interest, Gifts and Hospitality**
   Nothing was declared.

5. **To facilitate public participation with regard to items on the agenda.**
   4 members of the public were in attendance, one of whom left after thirty minutes and another member of the public requested to address the PC about road safety when Item 14.a was discussed on the agenda.

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

7. **Minutes** – to confirm the Minutes of the Council meeting held on 2 April 2026, previously circulated
   The Council **RESOLVED** that the Minutes from the meetings on 2 April be accepted as a true record and were signed by the Chair.

8. **Update on progress from the Minutes** – the Chairman to report on progress of outstanding items which do not require further decision
   There was nothing to report.

9. Governance and Consultations

a. **Councillor Co-option** – to consider any applications received
No applications had been received. The Locum Clerk's advert was briefly discussed and then deferred to the next PC meeting.

b. **Update on Recruitment of a new Clerk** – to receive a progress report
No applications had been received and the PC agreed with the Locum Clerk that an alternative plan was required.

c. **Policy Review** – to review the policies

i. **Scheme of Delegation**
The Council considered the scheme and, after making some amendments, **RESOLVED** to agree to adopt it.

ii. **Reserves Policy**
The Council noted that the levels of reserves had already been agreed at a previous meeting. The Council considered the draft policy and **RESOLVED** to adopt it.

d. **Information Logs** – to review and note

i. **Training and CPD Log**
The Council reviewed and noted the log. All the information logs would be published on the 2025/26 Finance section of the website.

e. **Parish Council appointments** – to consider Councillor representation for the following organisations:

i. **Island Pond Wood** – to consider and agree the appointment
The Council **RESOLVED** to appoint Councillor Hackett to represent the Parish Council.

ii. **Village Fete Committee** – to consider and agree the appointment
The Council noted that the Village Fete Committee did not exist now. Therefore, a representative was not required.

iii. **Launton Communications Group** – to consider and agree the appointment
The Council **RESOLVED** to appoint Councillor Webber to represent the Parish Council.

f. **Councillor responsible for Internal Financial Control** – to consider the appointment of the Councillor for Internal Financial Control
The Council **RESOLVED** to agree to appoint Councillor Austin as Councillor responsible for Internal Financial Control.

10. Finance

a. **To receive the Finance Report**
As at 16 April 2026, the Accounts stood at:

Co-op Current Account	£57,252.32
Co-op Deposit Account	£12,466.64
Co-op 35-Day Deposit Account	£86,230.00
Lloyds Parish Hall Account	£5,130.57

Outstanding Payments at 16 April		**Date Cleared**
O2 Mobile April contract	£11.91	21/04/26
Castle Water March usage	£28.17	27/04/26
EDF Energy March usage	£705.96	17/04/26
Lloyds Bank March charges	£4.25	20/04/26

Income		**Date Cleared**
Hall Lettings (Co-op Account)	£16.00	26/03/26
Hall Lettings (Lloyds Account)	£56.00	23/03 – 13/04/26
Precept from Cherwell District Council	£25,796.00	14/04/26
Co-Op Deposit Account Interest	£70.91	02/04/26
Co-Op 35 Day Deposit Account Interest	£701.36	02/04/26

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
07/04/26	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
23/03/26	O2 Mobile March contract	Admin Costs	23/4/25 6.d	£9.41	£9.41
18/03/26	Castle Water February usage	Parish Hall Utilities	23/4/25 6.d	£20.08	£21.64
17/03/26	EDF Energy February usage	Parish Hall Utilities	23/4/25 6.d	£517.06	£620.47
23/03/26	Lloyds Bank February charges	Bank Charge		£4.25	£4.25

b. Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statements
The bank statements were reviewed and accepted.

c. Transfer to Deposit Accounts – to consider transferring funds from the Current Account to the Deposit Accounts to take advantage of the interest rates
The Council **RESOLVED** to transfer £20,000 from the Launton PC current account to the Instant Access Saver Account and a further £20,000 to the 35-Day Notice Account.

d. Internal Financial Control – to receive a report from the Councillor responsible for Internal Financial Control
Cllr Briant reported that he had met with the Locum Clerk twice and had covered the period up to the end of November 2025 and noted that, whilst no problems had been found, the initialling of invoices was a little inconsistent at times. It was agreed that a further meeting would be arranged to scrutinise the period December 2025 to February 2026.

e. Banking – to consider the bank mandates and confirm signatories
The Council **RESOLVED** to agree that all Launton PC Councillors should be signatories for the Co-Op and Lloyds Accounts and be able to authorise online payments for the Co-operative accounts, including the Locum Clerk, Gill Peacock.

f. Statement of Accounts – to consider and approve the Statement of Accounts for the year ending 31 March 2026
This item was deferred to the Launton PC meeting on 4 June.

g. Assets List – to confirm the assets list for the year 2025/26 and set an appropriate minimum value of assets for the asset register
This item was deferred to the Launton PC meeting on 4 June.

h. Grant Requests – to consider any grant requests.
The Council **RESOLVED** to approve a grant to Launton Environmental Legacy Fund of £250.00 upon receipt of their Grant Application, from the General Grants budget.

i. Insurance Renewal – to consider and agree the renewal of insurance for 2026/27
The Council had received the insurance renewal documents from Zurich and the Council **RESOLVED** to agree appropriate insurance cover at a cost of £1,158.13.

j. 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	Calber Facilities Management Ltd – Routine grounds maintenance (Inv. CL486685 - April)	Village Upkeep & Weed Spraying	09/01/25 13.b	£508.40	£610.08
Bank Transfer	Oxfordshire Association of Local Councils – Yearly subscription	Subscriptions	02/04/26 8.d.	£289.84	£347.81
Bank Transfer	Gill Peacock – Locum Clerk for admin work from 30/03/26 to 01/05 /26 (39 Hours)	Admin Costs	13/01/26 6	£877.50	£877.50
Bank Transfer	Skid Steer Services – Repair fencing in The Glades – INV: 452053	Village Upkeep & Weed Spraying	05/02/26 12.b.ii	£1,114.80	£1,337.76
Bank Transfer	Zurich Municipal – Insurance (Inv: 554850696)	Insurance		£1,158.13	£1,158.13

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
13/04/26	Zoom – March Subscription	Meeting costs	23/4/25 6.d	£12.99	£15.59

11. Training

a. NALC, OALC and SLCC – to consider any further training offered by OALC, NALC and SLCC
No further training was considered at this time, but it was noted that Cllr Webber would consider attending appropriate training courses when they were available.

12. 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: 26/00830/LB
Proposal: Internal alterations to Building 99 including the replacement of existing floor and reinstatement of an infilled opening
Location: Building 99, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL
The Council considered the application and **RESOLVED** that they had no comments or objections to the proposal.

ii. Application Number: 26/00864/ADV
Proposal: Advertisements on the north-east elevation alongside hand-painted numbering on the south-west and north-east elevations.
Location: Building 137, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL
The Council considered the application and **RESOLVED** that they had no comments or objections to the proposal.

iii. Application Number: 26/00854/LB
Proposal: Advertisements on the north-east elevation alongside hand-painted numbering on the south-west and north-east elevations.
Location: Building 137, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL
The Council considered the application and **RESOLVED** that they had no comments or objections to the proposal.

The Council **RESOLVED** to consider the following applications which had been received after the agenda had been published:

iv. Application Number: 26/00879/F
Proposal: Erection of substation and associated meter box to the rear of Building 145 with associated works.
Location: Building 145 The Command Works, Bicester Heritage, Old Skimmingdish Lane, Launton, Bicester, OX27 8FZ
The Council considered the application and **RESOLVED** that they had no comments or objections to the proposal.

v. **Application Number: 26/01004/REM**
Proposal: Variation of Condition 1 (approved plans) of 24/00380/REM - to allow for the installation of mechanical plant facilities and alterations to the associated enclosures
Location: The Innovation Quarter Bicester Heritage, Skimmingdish Lane, Launton
The Council considered the application and **RESOLVED** that they had no comments or objections to the proposal.

b. **To discuss Launton Parish Council signing the Mickleton Against Inappropriate Development Petition**
The Council **RESOLVED** to sign the Mickleton Against Inappropriate Development Petition.

c. **To note notices of decision**
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
Application permitted.
The Council noted the decision
ii. **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.
Application permitted.
The Council noted the decision.

13. Parish Hall Project

a. **Progress report** – to receive a report
The Council reported that the replacement kitchen door had been held up due to unforeseen circumstances and would be constructed shortly. The Council confirmed that the relevant paperwork for the grant application had been completed and submitted to FCC.

b. **Parish Hall Advisory Working Group** – to receive a report and recommendations from the advisory working group and consider appropriate steps
The Council **RESOLVED** to confirm earlier agreement with the Parish Hall Advisory Working Group's recommendations regarding preferred contractors.

c. **Planning Application**: To consider making a planning application for the heating system
The Council **RESOLVED** to apply for planning permission in respect of the heating system.

d. **Broadband connection** – to receive a progress report
The Council reported that BT had been contacted and a response was awaited regarding the feasibility of the potential broadband connection.

e. **Cleaning** – to consider and agree future arrangements for cleaning
The Council reported that the existing ad-hoc arrangement for cleaning the Parish Hall would continue at present and would be reviewed once the works had been carried out.

f. **Management Committee** – to consider amending the terms of reference
The Council confirmed that they had made a minor amendment to the terms of reference, which would allow the Working Group to agree that members purchasing small items which were required urgently would be reimbursed by the PC. The Council then **RESOLVED** to adopt the new terms of reference.

g. **Maintenance** – to receive a report and consider future actions
The Council reported that the dusk-to-dawn switch had been fitted to the lights alongside of the Parish Hall and the extra light for the car park would be fitted when new stock was available.

14. Village Matters

a. **Highway and Traffic Issues**
A member of the public addressed the Council about a recent collision at the bottom of the new Station Road bridge, where a vehicle had overtaken two slow-moving vehicles as one was turning into the entrance by the barns, and had struck the turning vehicle then crashed off the road itself. A member of the public asked whether a "caution: vehicles turning" sign (or similar wording) be placed around the entrances in the vicinity. It was agreed that this item be added to the agenda for the next meeting.

i. **Speedwatch** – to receive a progress report
The Council confirmed that no report had been received from the Speedwatch Group.

ii. **Speed Indicator Devices** – to receive a report
The Council reported that despite a promise from OCC to rectify the issue with the SID on Station Road, this had not been turned back to face in the proper direction and no progress had been made on downloading data from the devices.

iii. **OCC Highways engagement** – to receive a report
The Council reported that they had not been notified of two recent sets of traffic-light-controlled roadworks in the village and it was agreed that the locum clerk would enquire if notification should have been given, or whether this only applied for full closures.

b. **Village upkeep** – to receive a Report
The Council reported that the planters outside the Parish Hall would be re-planted in due course.

c. **To consider the quote from Ellis Townsend for spraying and weedkilling in preparation for shrubs or turf laying and to get rid of weeds at the Parish Hall**
The Council **RESOLVED** to accept the above quotation which had been received and circulated from Ellis Townsend.

9.27pm: the Council **RESOLVED** to agree to extend the meeting until 9.45pm

d. **Greencore issues associated with 23/03433/REM** – Update
The Council confirmed that they had received no further updates, but it was reported that there would be traffic lights around the site entrance for 9 weeks from 11 May.

15. 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 reported that further information had been received regarding the land ownership for the protected poplar trees between Forest Close and The Spinney: the owner of one of the Forest

Close properties, who has owned it since new, confirmed that the trees were owned by the Forest Close properties in whose back gardens they were sited. It was agreed that further investigations should be carried out.

16. Attendance at Meetings and Reports from meetings / courses

a. **OALC Councillor Forum** – monthly
The Council confirmed that no one had been able to attend any of the sessions.

b. **CDC Parish Liaison Meeting** – 10 June at Castle Quay
Cllr Turner confirmed that he is unable to attend, however, he urged his fellow councillors to consider attending when the invitations had been received.

Cllrs Turner and Webber reported that the recent CDC planning course they attended had not been at all what was promised, failing to cover most of the things on the list of topics, which was very disappointing they noted.

17. Reports

a. **Chairman's Report**
Cllr Webber, in her capacity as the new Chair, thanked Cllr Turner for his 18 years of service as Chairman and presented him with a bottle of wine.

b. **Clerk's Report**
The Council confirmed that there was nothing new to report from the locum clerk.

18. Items for information or next Agenda only – all items for the next agenda to be submitted to the Locum Clerk by Thursday 21 May 2026.
The Council acknowledged and noted the date.

19. Date of next meeting – Thursday **4 June** 2026 at 7.30pm in Launton Parish Hall

The meeting closed at 9.41pm.

Signed………………………………………………… Dated**…………………………………………………**