

LAUNTON PARISH COUNCIL

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DRAFT AND UNAPPROVED Minutes of the Parish Council meeting held on Thursday 2 July 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: CDC Cllr Dr Timothy Faltermeyer and 4 members of the public:

1. To receive apologies for absence

There were no apologies for absence.

2. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality

There were no Declarations of Interest declared.

3. To facilitate public participation with regard to items on the agenda

One member of the public requested to address the Council regarding the Greencore project when discussed under item 13.d (see item for more details).

4. Reports from District and County Councillors

Cllr Dr Faltermeyer attended the meeting and reported on concerns about the following:

(a) "forever chemicals" in the ground at the proposed Heyford Park development. Cllr Faltermeyer went on to say that members of the public had challenged the owners at a meeting the proposed development at Heyford Park of up to 9000 houses. The developers said that there are no chemical deposits in the ground but Cllr Faltermeyer has proof that there are and he is in contact with someone at Vanderbilt University, USA regarding these chemicals and the problems arising from them.

(b) the Government's proposed asylum seeker accommodation at Site A MOD Bicester. Cllr Faltermeyer reported that CDC was not consulted on the proposal to accommodate people seeking asylum at Site A on MOD land near Piddington and Arcott. Cllr Faltermeyer indicated that he will be attending a meeting with Calum Miller on Friday 3 July regarding this and CDC will be opposing the plans for the safety of residents and for the migrants. Cllr Faltermeyer confirmed that these are legal asylum seekers, therefore, they cannot be detained within the site.

There were no further Reports.

5. Minutes – to confirm the Minutes of the Council meeting held on 4 June 2026 and the Minutes of the Staffing Committee meeting held on 12 June, previously circulated.

The Council **RESOLVED** that the Minutes from the meeting on 4 June and the Staffing Committee Meeting on 12 June be accepted as a true record and were signed by the Chair.

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

There was nothing to report, which was not covered elsewhere in the meeting.

7. To discuss the feasibility of holding Parish Council Meetings in Grange Farm Conference Room until the refurbishment is complete.

The Council **RESOLVED** to hold further meetings at Grange Farm Conference Room until the Parish Hall is available again.

8. Governance and Consultations

a. To approve the appointment of Clerk, Proper Officer and Responsible Financial Officer.

The Council RESOLVED to appoint Krizia Gurung as the Clerk, Proper Officer and Responsible Financial Officer for Launton Parish Council and she would commence her role on Monday, 3rd August 2026.

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

The Council reported that no applications had been received and it was suggested that the Locum Clerk's proposed advert would be tweaked and forwarded to the other Cllrs for their comments.

c. Policy Review – to review the policies

i. Recording of Meetings Policy

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

9. Finance

a. To receive the Finance Report

The Council acknowledged receipt of the above Report and as of 16 June, the Accounts stood at:

Co-op Current Account	£9,391.09
Co-op Deposit Account	£32,466.64
Co-op 35-Day Deposit Account	£106,230.03
Lloyds Parish Hall Account	£5,377.07

Outstanding Payments at 16 June

		Date Cleared
O2 Mobile June contract	£11.91	22/06/26
Castle Water May usage	£24.40	19/06/26
Lloyds Bank May charges	£4.25	22/06/26

Income

		Date Cleared
Hall Lettings (Co-op Account)	£98.00	10/06/26
Hall Lettings (Lloyds Account)	£199.00	18/05/26-08/06/26

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
04/06/26	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
21/05/26	O2 Mobile May contract	Admin Costs	02/04/26 8.d	£11.91	£11.91
26/05/26	Castle Water April usage	Parish Hall Utilities	02/04/26 8.d	£20.88	£22.56
19/05/26	Lloyds Bank April charges	Bank Charge	02/04/26 8.d	£4.25	£4.25
03/06/26	BG Electricity Off-Peak 24/04/26-07/05/26	Parish Hall Utilities	02/04/26 8.d	£102.64	£123.16
03/06/26	BG Electricity Unrestricted 24/04/26 -14/05/26	Parish Hall Utilities	02/04/26 8.d	£57.95	£69.54
16/06/26	EDF Energy Electricity Charges 01/04/26-31/05/26	Parish Hall Utilities	02/04/26 8.d	£168.14	£201.76

b. To receive the quarterly Budget Monitoring Report

The Council agreed to defer this item to the next meeting.

c. Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statements

The bank statements were reviewed and accepted.

d. Grant Requests – to consider a grant request from Volunteer Drivers Service

The Council **RESOLVED** to approve a grant of £100 to the Volunteer Drivers Service.

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 - Supply and install 1X Time guard LED Oval Bulkhead Light - 15 watts INV-10622	Parish Hall Maintenance / Parish Hall Contingencies	07/05/26 13.g	£145.00	£174.00
Bank Transfer	Dumbleton & Son (Joiners) Ltd - Supply & Fitting Single Exterior Hardwood FLB door. Invoice No. 12418	Parish Hall Maintenance / Parish Hall Contingencies	02/04/26 11.e. ii	£1,230.00	£1,476.00
Bank Transfer	Gill Peacock – Locum Clerk for admin work from 01/06/26 to 26/06/26 (32 Hours)	Admin Costs	13/01/26 6	£720.00	£720.00
Bank Transfer	Peter Southam & Son - To decorate new door and frame as quoted - All labour & Materials	Parish Hall Maintenance / Parish Hall Contingencies	07/05/26 13.a	£250.00	£300.00
Bank Transfer	Ellis Townsend - Cutting back small number of hedges, cutting down gone over perennials & Clearing bed. Inv. ERT0298.	Parish Hall Maintenance / Parish Hall Contingencies	07/05/26 14.c	£250.00	£250.00
Bank Transfer	Calber Facilities Management Ltd – Routine grounds maintenance (Inv. CL487966 - June)	Village Upkeep & Weed Spraying	09/01/25 13.b	£508.40	£610.08

Confirm payment made between meetings:

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Launton Environmental Society – Grant payment	General Grants	07/05/26 10.h.	£250.00	£250.00

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
15/06/26	Zoom – June Subscription	Meeting costs	23/04/25 6.d	£12.99	£15.59

10. 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 and there was nothing of immediate interest for Cllrs, however the new Clerk, Krizia was scheduled to attend the OALC New Clerk's Training in September.

11. 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: 26/01202/ADV**

- Proposal: Installation of 2 x internally illuminated totems and 4 x signage structures.

- Location: Bicester Motion, Buckingham Road, Bicester.

- URL: <https://planningregister.cherwell.gov.uk/planning/Display/26/01202/ADV>

- The Council considered the application and **RESOLVED** that they had no comments or objections to the proposals.

- b. **To note notices of decision**

- i. **Application Number: 26/01134/TCA**

- Proposal: Yellow priority works as shown on attached map see submitted schedule

- Location: Bicester Motion, Buckingham Road, Bicester

- CDC have no objections to the application.

- The Council noted the decision

12. Parish Hall Project

- a. **Progress report** – to receive a report

Cllr Webber reported that work was due to start on Monday 6 July, with the Hall closing on the evening of 4 July. Cllr Webber also reported that a structural survey had revealed that the roof will need reinforcing before solar PV can be installed, which is being looked into by the Parish Hall Advisory Group.

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

The Council confirmed that much time had been spent planning the closure and alternative storage facilities had been found to store all the furniture and other equipment that cannot remain in the Hall during the works. The unwanted items had been disposed of if not taken by members of the public. Availability of unwanted items had been advertised on social media.

- c. **Broadband connection** – to receive a progress report

The Council agreed to defer this item to the October meeting as the Broadband installation was incompatible whilst the work was being carried out the Hall.

- d. **Maintenance** – to receive a report and consider future actions

- i. **To discuss and approve the quote for painting the Parish Hall door frame.**

- The Council **RESOLVED** to accept the quote (previously circulated).

13. Village Matters

- a. **Highway and Traffic Issues**

- i. **Speedwatch** – to receive a progress report

- The Council confirmed that the Report for the last month had been received.

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

- The Council reported that the data from the Telraam device, showing the levels, speeds and nature of traffic on Bicester Road was discussed and Cllr Hackett undertook to investigate accessing the data recorded by the three SIDs in the village as the Telraam devices do not cover all the roads in Launton.

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

The Council acknowledged and noted the holding response from OCC in respect of the issue of installing a 20mph reminder sign in The Glades.

iv. To discuss the issue of car parking on Station Road and at the Crossroads.

The Council confirmed that problems had been reported to the PC regarding dangerous parking and pavements being obstructed at the crossroads end of Station Road and Blenheim Drive. It was further reported that a vehicle had been seen reversing out of Station Road into Blackthorn Road in violation of Highway Code rule 201. The Council agreed to request the Locum Clerk to ask OCC for a site meeting with highways officers to discuss options to address the issues that had been reported to the PC.

v. To discuss parking on Bicester Road near the shop and the amount of traffic coming through the village, and not adhering to the 20mph speed limit.

The Council reported that parking around the Costcutter shop on Bicester Road sometimes caused problems. It had been reported that a vehicle had collided with a car parked opposite the shop but it was unclear what the cause had been. It was agreed that this should be discussed with OCC highways officers when a meeting could be arranged.

b. Village upkeep – to receive a report

To discuss grass cutting at the bottom of West End, including the turning circle.

The Council **RESOLVED** to purchase three new litter bins to replace failed or inadequate ones. The Council agreed to procure a Futuro (matching the one outside Costcutter) near the War Memorial for £468.00; a Sherwood, like the ones on West End, on Sycamore Road for £503.00; and a larger Supertrim bin at £208.00 to replace the small one near the Bull bus shelter.

The Council also **RESOLVED** to approve Stephen Gray's quotation of £350.00 for cutting the rural verges, which he would do around the end of July or August.

The Council confirmed that with the 20mph limit on Station Road moving further out to include the new development, the Council agreed to request the Locum Clerk to ask Calber to cut the grass on the extra area that is now within the village speed limit.

The Council reported that the SID near the church is becoming obstructed by the adjacent hedgerow. The Council requested the Locum Clerk to ask Peter Deeley to trim back the hedge as soon as possible

i. To discuss grass cutting at the bottom of West End, including the turning circle.

The Council agreed to request the Locum Clerk to ask Calber to include the area from 57 West End down to, and including, the turning circle in their grass-cutting schedule.

ii. To discuss who has responsibility for drainage ditches in the lane at the bottom of West End.

The Council indicated that reports had been received that a tree is blocking the drainage ditch and that a culvert beneath the access entrance to the stables building is blocked. Cllr Hackett agreed to ask Tracy Sutton, the OCC countryside access officer, for advice about drainage ditch maintenance responsibilities.

c. To consider ways of removing the build-up of rubbish near the station road bridge

The Council indicated that reports had been received that rubbish is building up on land near the old road near the new Station Road bridge. The Council agreed to request the Locum Clerk to contact CDC to ask them to look into this, as it is reportedly on private land and may not actually be rubbish, but if it is it should be dealt with.

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

The Council reported that M&J had taken over the ground works from Agetur who have gone into liquidation.

- M&J contacted some residents in Station Road notifying them that they will be closing the road for 4 days in August.
- They also confirmed that the traffic lights which are there will be moved down Station Road towards Grange Farm and extended up as far as a Parishioner's stables.
- A Parishioner is having a meeting with the M&J on Monday 6 July and will report back to the Council.
- The Council agreed that they could defer discussion regarding this matter until the next meeting as the proposed closure is from 8 August until 12 August.
- Parishioners also expressed their concern regarding a very wide ditch and that the fencing installed between the path and the ditch is too small and could be dangerous.

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 reported that a Parishioner had contacted the Council requesting to hold a gathering on the green open space area in The Glades and it was agreed that the Locum Clerk respond to this by requesting for more details of the nature of the event and ask whether considering it further at the August meeting would be acceptable.

15. Attendance at Meetings and Reports from meetings / courses

a. CDC Parish Liaison meeting

The Council reported that the meeting had been postponed to an unknown future date.

b. OALC Councillor Forum – monthly

It was confirmed that none of the Councillors were able to attend.

16. Reports

a. Chair's Report

- The Chair of Launton PC, Cllr Jackie Webber reported that the storage for Launton PC's items kept in the Parish Hall had been arranged with Boxx Storage.
- Cllr Webber went on to say that she had attended a Bicester Motion stakeholder meeting and reported that they were hoping to do much building on the site, including housing.
- Cllr Webber confirmed that she had tried to attend the OALC AGM online, but had not been let into the meeting!
- Cllr Webber also expressed her thanks to Peter Cox for use of his premises for meetings while the Parish Hall was closed.

b. Clerk's Report

There was nothing further to report.

17. Items for information or next Agenda only – all items for the next agenda to be submitted to the Locum Clerk by Thursday, 23 July 2026. The Council noted this information.

18. Date of next meeting – Thursday, 6 August 2026 – Ordinary Meeting of Launton Parish Council. The Council noted the date and the change in venue.

The meeting closed at 21.01.

Signed

Dated

DRAFT