

# LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 4 June 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 6 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**

A parishioner requested to address the council regarding the Greencore project when we got to item 12.f (see that item for more details)

**4. Reports from District and County Councillors**

CDC Cllr Dr Timothy Faltermeyer attended the meeting, but had no report to deliver and no other Reports were received.

**5. Minutes** – to confirm the Minutes of the Council meeting held on 7 May 2026, previously circulated  
The Council **RESOLVED** that the Minutes from the meetings on 7 May 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

The Council reported that the Speed Indicator Device on Station Road had finally been realigned and the logs and policy approved at the previous meeting were all available on the web site.

**7. Governance and Consultations**

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

The Council reported that no applications had been received and the Clerk's proposed new advert was further discussed. Cllr Jackie Webber agreed to tweaking the proposed advert and forward the document to the other Cllrs for their comments.

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

The Council reported that an application for the role had been received, which was currently being processed and considered.

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

**i. Social Media and Electronic Communication Policy**

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

## 8. Finance

### a. To receive the Finance Report

The Council acknowledged receipt of the above Report and as of 15 May, the Accounts stood at:

|                              |            |
|------------------------------|------------|
| Co-op Current Account        | £53,352.69 |
| Co-op Deposit Account        | £12,466.64 |
| Co-op 35-Day Deposit Account | £86,230.03 |
| Lloyds Parish Hall Account   | £5,182.32  |

#### Outstanding Payments at 15 May

|                                                                 |         | Date Cleared |
|-----------------------------------------------------------------|---------|--------------|
| O2 Mobile May contract                                          | £11.91  | 21/05/26     |
| Castle Water April usage                                        | £22.56  | 26/05/26     |
| Lloyds Bank April charges                                       | £4.25   | 19/05/26     |
| British Gas – Electricity charges since 24 April (off-peak)     | £123.16 | –            |
| British Gas – Electricity charges since 24 April (unrestricted) | £69.54  | –            |

#### Income

|                                |           | Date Cleared   |
|--------------------------------|-----------|----------------|
| Hall Lettings (Co-op Account)  | £147.00   | 21–30/04/26    |
| Hall Lettings (Lloyds Account) | £56.00    | 20/04–11/05/26 |
| Grass cutting grant from OCC   | £1,216.28 | 06/05/26       |

#### Standing Orders to note:

| Date Cleared | Payee and reason        | Budget        | Minute Ref  | Payment |
|--------------|-------------------------|---------------|-------------|---------|
| 05/05/26     | 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 |
|--------------|---------------------------|-----------------------|--------------|-------------|-----------------|
| 21/04/26     | O2 Mobile April contract  | Admin Costs           | 02/04/26 8.d | £11.91      | £11.91          |
| 27/04/26     | Castle Water March usage  | Parish Hall Utilities | 02/04/26 8.d | £25.98      | £28.17          |
| 17/04/26     | EDF Energy March usage    | Parish Hall Utilities | 02/04/26 8.d | £588.30     | £705.96         |
| 20/04/26     | Lloyds Bank March charges | Bank Charge           | 02/04/26 8.d | £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. Statement of Accounts – to consider and approve the Statement of Accounts for the year ending 31 March 2026

The Council **RESOLVED** to confirm the Statement of Accounts.

### d. Assets List – to confirm the assets list for the year 2025/26 and set an appropriate minimum value of assets for the asset register

The Council **RESOLVED** to confirm the assets list for the year 2025/26.

The Council further **RESOLVED** to confirm that the appropriate minimum value of assets purchased by the Parish Council for the register would remain at £100 with the proviso that other items, which were of value, but which had not been purchased by the Council, generally be included at a value of £1.

**e. Internal Audit**

**i. To receive and review the report from the Internal Auditor**

The Council **RESOLVED** to agree to accept and receive the report.

**ii. To consider the appointment of the Internal Auditor for 2026/27**

The Council **RESOLVED** to agree to appoint Catherine Camp for a further year.

**f. AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns

The Council **RESOLVED** to agree to redact the signatures on the web version of the AGAR acknowledging that this was against the Accounts and Audit Regulations, but that it was to protect the signatories from the specific and identifiable threats of identity theft. There was no issue with the full documents being viewed in person.

**g. External Audit** – to consider the 2025/26 AGAR for submission to the External Auditor

**i. Section 1: Annual Governance Statement** – to consider the questions and respond accordingly

The Chairman read the questions out for consideration. The Council **RESOLVED** to agree to all the Governance questions. The Chair signed the form as required; on the advice of the internal auditor.

**ii. Section 2: Accounting Statements** – to consider and agree the accounting statement figures

The Locum Clerk had provided the meeting with the figures, which included the Asset Register. The Council **RESOLVED** to agree the Accounting Statements. The Locum Clerk had signed the form prior to the meeting and the Chair signed the form.

**iii. Electors’ Rights** – to note the dates for the Notice of Public Rights

The Council **RESOLVED** to approve the dates for the Electors’ Rights as Friday, 5 June to Thursday, 16 July. The notice would be posted in accordance with the Regulations.

**iv. Statement of Variance** – to consider the draft Statement of Variance

The Council **RESOLVED** to agree the Statement of Variance for the financial year 2025/26.

**h. Internal Auditor** – to review the effectiveness of the Internal Audit

The Council considered the internal audit’s effectiveness and **RESOLVED** to agree that it had been effective.

**i. Grant Requests** – to consider a grant request from North Oxfordshire Residents Action (NORA)

The Council discussed the application and **RESOLVED** to request more information.

**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  | Ellis Townsend - Spraying and weedkilling in preparation for shrubs or turf laying. To get rid of weeds. Inv. #ERT0275.                         | Village Upkeep & Weed Spraying | 07/05/26<br>14.c     | £150.00     | £150.00         |
| Bank Transfer  | Alchester Tree Services – 5 Poplars pollard back to previous pollarding points. 2 Cherry Trees crown raise and dead wood. Removal of all waste. | Trees/ Landscaping             | 05/03/26<br>12.b.iii | £1,500.00   | £1,800.00       |
| Bank Transfer  | Gill Peacock – Locum Clerk for admin work from 04/05/26 to 29/05/26 (30 Hours)                                                                  | Admin Costs                    | 13/01/26 6           | £675.00     | £675.00         |
| Bank Transfer  | Calber Facilities Management Ltd – Routine grounds maintenance (Inv. CL487314 - May)                                                            | Village Upkeep & Weed Spraying | 09/01/25<br>13.b     | £508.40     | £610.08         |
| Bank Transfer  | Catherine Camp for internal audit                                                                                                               | Audit                          | 16/06/25<br>5.c.ii   | £210.00     | £210.00         |

Debit Card transactions to note:

| Date Cleared | Payee and reason        | Budget        | Minute Ref   | Net Payment | Payment inc VAT |
|--------------|-------------------------|---------------|--------------|-------------|-----------------|
| 13/05/26     | Zoom – May Subscription | Meeting costs | 23/04/25 6.d | £12.99      | £15.59          |

**9. Training**

- a. NALC, OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC  
No further training was considered at this time, but it was noted that Cllr Webber and the new Clerk/RFO, if appointed, would consider attending appropriate training courses when they were available.

**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: 26/01161/TCA**

Proposal: T188 Cherry Tree - Fell - See application for full details

Location: Building 113, Bicester Motion, Skimmingdish Lane, Launton, OX27 8AL

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

**ii. Application Number: 26/01134/TCA**

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

Location: Bicester Motion, Buckingham Road, Bicester

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

**iii. Application Number: 25/02232/OUT**

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** that they would submit the same comments that they had done in October 2025.

**b. To note notices of decision**

**i. Application Number: 24/02924/CCS106E**

Proposal: Confirmation that all Conditions of the Section 106 agreement dated 12 July 2018 (17/01173/OUT) have been discharged/met

Location: 10-22 (even) The Timbers, Launton, Bicester, OX26 5AL

The Council noted the decision

**ii. Application Number: 26/00830/LB**

Proposal: Internal alterations to Building 99 including the replacement of existing floor and re-instatement of an infilled opening

Location: Building 99, Bicester Heritage, Buckingham Road, Bicester, OX27 8AL

The Council noted the decision.

**11. Parish Hall Project**

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

The Council reported that the FCC Communities Foundation had given approval for their grant to be paid, and signature of the formal agreement was expected to be imminent.

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

The Council reported that the Advisory Group had contacted users warning them about the likely closure of the Parish Hall while the works were being carried out and, with FCC's approval, had talked to the selected building contractor. A parishioner commented about possible help with venues for some displaced groups during the works.

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

Cllr Turner reported that BT had responded and he would make contact with them.

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

Cllrs agreed that further discussion regarding this item would be deferred until the parish hall refurbishment works had been completed.

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

The Council discussed the purchase of new plants for outside the Parish Hall and it was **RESOLVED** that Cllr Jackie Hackett could spend up to £100 on new plants, which would be reimbursed by the Council.

The Council reported that the Hall lights had tripped on Tuesday evening (2 June) and as Cllr Jackie Webber was due to meet a representative from Justin Bucknell Electrical on the Wednesday, she agreed to discuss the matter with them.

## **12. Village Matters**

**a. Highway and Traffic Issues**

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

The Council confirmed that reports had been received from the Speedwatch Group for the last two months.

**ii. Speed Indicator Devices** – to receive a report regarding a Telraam device

The Council reported that a Telraam device had been installed at a property on Bicester Road, which was providing very useful data about traffic levels and speeds.

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

Following a request which had been received from an inhabitant of The Glades, it was **RESOLVED** to request that the Locum Clerk look into the possibility of OCC installing 20 mph reminder signs in The Glades similar to those in other residential side roads in the village.

**iv. To consider the purchase of "caution: vehicles turning" sign (or similar wording) to be placed around the vicinity of the entrances to Station Road Bridge.**

The Council **RESOLVED** to request the Locum Clerk to make contact with OCC regarding the installation of "Caution: vehicles turning" or similar warning signs at both (a) the site of the collision reported at the May meeting, at the bottom of the new railway bridge on Station Road, and (b) at the allotment's entrance/exit road on Bicester Road near the Launton roundabout.

**b. Village upkeep** – to receive a report

Cllr Jackie Hackett reported that she had received a quote from Stephen Grey in respect of cutting the rural verges and she also indicated that she would request Ellis Townsend to quote for carrying out some maintenance at Sherwood Close.

**c. To consider purchasing two litter bins with lids** – Sycamore Road and the War Memorial

Cllr Jackie Hackett agreed to expand the range of bins under consideration to include Futuro (outside the Costcutter shop) and a new small bin for near the Bull bus shelter.

**d. To consider renting safe storage space for LPC historical paperwork and files, the clearing of the hall, disposal and removal of old items, and removal van hire to take the items to storage**

The Council agreed that there was a definite need for Launton PC to rent storage space and Cllr Jackie Webber said that she would look into options further.

- e. **To discuss, and if appropriate, approve a request for permission to place a miniature giant statue approximately two feet high at the War Memorial in Launton.**

The Council discussed the above and decided to request a photograph of the statue and defer further consideration until after it's received.

9.22pm: the Council **RESOLVED** to agree to extend the meeting until 9.45pm

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

The Council reported that Agetur, the contractor who had been working on the entrance road to the site, had ceased trading.

- 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 reported that an enquiry had been received about the condition of the Parish Hall roadway and car park and after a discussion about the known responsibilities, Cllr Jackie Webber undertook to look into what could be done to improve the situation by Launton PC and respond.

- 14. Attendance at Meetings and Reports from meetings / courses**

- a. **CDC Parish Liaison meeting** – Wednesday 10 June

The Council reported that the above meeting had been postponed to later in the Summer.

- b. **OALC - OALC Talking Tables Day - 25 June 2026 at Benson Parish Hall**

Cllr Jackie Webber agreed to look into whether she could attend on the date and time.

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

The Council reported that no Cllrs were able to attend this month.

- 15. Reports**

- a. **Chair's Report**

The Chair of Launton PC, Cllr Jackie Webber reported that she had held meetings with the Locum Clerk and Cllr Turner, and was dealing with e-mail and social media. Cllr Webber went on to say that she and Cllr Hackett had attended the firefighters memorial service on behalf of the PC.

- b. **Clerk's Report**

The Locum Clerk had 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 18 June 2026

The Council acknowledged and noted the date.

- 17. Date of next meeting** – Thursday 2 July 2026 – Ordinary Meeting of Launton Parish Council

The Council acknowledged and noted the date.

The meeting closed at 9.41pm.

Signed.....

Dated.....