**LEAFIELD PARISH COUNCIL**

**Draft Minutes for the Parish Council Meeting**

**Held at 8.23 pm on Wednesday 10 November 2021 at Leafield Village Hall**

**Present:** Cllrs Tom Butler, Luke Caunt and Jeremy Russ  
Clerk – Anne Ogilvie  
WODC Councillors Colin Dingwall and Gill Hill

**Absent:** Cllrs Gina Pearce and Kevin Ward

**Members of Public**: Three

**1. Welcome from the Chairman**Vice-Chairman Caunt chaired the meeting in the absence of the Chairman. He welcomed everyone to the meeting.

**2. To receive apologies for absence**  
Cllr Gina Pearce

**3. To approve and sign the minutes of the council meeting on 13 October 2021**It was **resolved** to approve the minutes of the council meeting on 13 October 2021. The minutes were signed by the Chairman of the meeting.

**4. To receive declarations of interest in items on the agenda**Nil

**5. To receive and comment on Clerk’s report**The Clerk’s report was received and noted.  
It was noted that since the writing of the report:  
- the replacement playground stilts had been installed;  
- a meeting had been held with the Guide Leader to discuss whether the Guides would be able to help with the playground;  
- Janus Conservation had visited the Lychgate as part of their work on the Heritage Statement;  
- the Clerk will be seeking a contractor to look at the Pavilion drainpipe.  
There were no other comments.

**6. To receive reports from District and County Councillors**WODC Councillors  
Cllr Colin Dingwall -   
He noted that WODC has approved £134k of community facility grants. The deadline for grant applications is the end of January.  
He advised that last month WODC approved extra support for women and girls being abused.  
He advised that WODC had won an award for a new affordable housing model.  
Cllr Gill Hill  
She advised that in West Oxfordshire over 90% of businesses are now able to receive superfast broadband.  
She offered to ask Cllr David Harvey to attend a meeting to talk about climate change and action.

OCC Councillor – No report received

**7. Opportunity for the public to speak – *to provide members of the press/public with the opportunity to comment on items on the agenda, or raise items for future consideration. In accordance with Standing Orders, this will not exceed 15 minutes in total and five minutes per person.***A member of the public asked the parish council to support Living Streets, a national charity asking government to authorise the use of zebra markings on side roads.  
A member of the public asked for an update on the Village Green working group. The council advised that the working group is in existence, and that Cllr Russ is the current link.  
A member of the public asked for the parking signs on the Village Green to be updated.  
A member of Sustainable Leafield asked for council comments on their proposal to plant a community orchard on an area of the playing field. The council asked that Sustainable Leafield provide the council with details of their proposal to include statements of intent from the groups that would be involved. When that information has been received, the council will discuss the proposal as an agenda item.  
  
Cllrs Dingwall and Hill left the meeting.  
Two members of the public left the meeting.

**8. To consider moving agenda items 13 and 14 to follow item 26 on the agenda**It was proposed to move agenda items 13 and 14 to follow item 26 on the agenda.  
It was **resolved** to move agenda items 13 and 14 to follow item 26 on the agenda.

**9. Budget update – to review and approve the current year budget update**The budget update to 31 October 2021 was reviewed. 42% of the budget has been spent.  
It was noted that the update now shows the position of receipts as well as payments.  
It was **resolved** to approve the current year budget update.

**10. Reserves –to review the reserves**.  
It was noted that at 31 October 2021 the general reserve level was £24,737.41 and the earmarked reserve level was £36,681.20.  
It was **resolved** to approve the reserve levels.

**11. Finance update – to review and approve finance update**The finance update to 29 October 2021 had been circulated to council.  
As of 29 October 2021: receipts were £64,893.86, payments were £58,293.34, and the balance was £91,557.23.  
The bank reconciliation and bank statement for October were reviewed.  
It was **resolved** to approve the finance update.  
It was **resolved** to approve the bank reconciliation to 29 October 2021.

**12. Payments and receipts – to review and approve current payments, to note current receipts**

**Payee Reason Payment Power to spend  
 inc VAT**

It was **resolved** to ratify the following payments:  
Ionos Web hosting October - November £6.00 LGA 1972 s142  
Barriers Direct Bollards for Village Hall car park £192.17 Road Traffic Regulation Act  
 1984 s57(1)(b)

It was **resolved** to approve the following payments:  
KGS Burial ground mowing – August £85.10 LGA 1972 s214(2)

KGS Burial ground mowing – September £171.42 LGA 1972 s214(2)

KGS Chuchyard mowing – September £421.42 LGA 1972 s215

OALC Training – planning £60.00 LGA 1972 s111

Churchill Surfacing Village Hall carpark pothole repairs £1,200.00 Road Traffic Regulation Act  
Contractors 1985 s57(1)(b)

RPM Ltd Playground repairs £708.00 Public Health Act 1875 s164

RPM Ltd Playground repairs £624.00 Public Health Act 1875 s164

Anne Ogilvie Administration reimbursement £3.21 LGA 1972 s111

Anne Ogilvie Clerk salary – P8 Personal LGA 1972 s112, s151

HMRC PAYE & NI – P8 Personal LGA 1972 s112, s151

**Receipts received**OCC Councillor priority fund £1,000.00

**13. To instruct bank signatories to approve payments**It was **resolved** that Cllr Pearce will enter the bank payments, and Cllr Caunt will approve the payments.

**14. To ratify the application to the OCC Councillor Priority Fund for works to the red phone box**It was **resolved** to approve the application which had been sent to the OCC Councillor Priority Fund for works to the red phone box. A grant of £1000 has been received.

**15. To review and approve the Security Incident Response Policy**It was **resolved** to approve the Security Incident Response Policy.

**16. To review and approve the Privacy Policy**It was **resolved** to approve the Privacy Policy.

**17. To review and approve the Freedom of Information Scheme**It was **resolved** to approve the Freedom of Information Scheme.

**18. To review and approve the Risk Assessment**It was **resolved** to approve the Risk Assessment.

**19. Playground**

**19.1 To receive regular playground inspection reports and agree actions**The playground inspection reports were reviewed. It was noted that no new issues had been reported.

**19.2 To receive update regarding current repairs**It was noted that the slide end panel had been replaced.  
It was noted that the replacement stilts have been installed.

**19.3 To consider purchasing new item of play equipment to replace removed item in the enclosed playground**It was **resolved** to defer this item to the February 2022 council meeting.

**20. Pavilion – to receive update regarding insurance claims and agree actions**The council have been informed that the insurer has instructed a solicitor.

**21. Village Hall Carpark - to consider quotations for surface works to the entranceway of the Village Hall carpark**It was **resolved** to defer this item to the next meeting, as only one contractor had provided a quotation for the works.

**22. Grass cutting and maintenance**

**22.1 To review and approve the General Area grass cutting specification for 2022**It was agreed to increase the mowing frequency of the grass areas from the flagpole to the school to match the large area of Village Green.  
It was agreed to remove the playing field from the specification, and create a separate contract, if required, in the future.  
It was agreed to note that herbicides should be used on a minimal basis, if required.  
It was **resolved** to approve the General Area grass cutting specification for 2022 with the above modifications.

**22.2 To review and approve the Churchyard grass cutting specification for 2022**It was agreed to note that herbicides should be used on a minimal basis, if required.  
It was **resolved** to approve the Churchyard grass cutting specification for 2022 with the above modification.

**22.3 To review and approve the Burial Ground grass cutting specification for 2022**It was agreed to note that herbicides should be used on a minimal basis, if required.  
It was **resolved** to approve the Burial Ground grass cutting specification for 2022 with the above modification.

**23. Speed indication devices – to consider options and quotations for speed indication devices and agree actions**It was noted that only one quotation had been received.  
It was **resolved** to request quotations for 1No portable solar SID with fixings to enable it to be moved as required.

**24. Burial Ground – to consider response to DEFRA “*Consultation on Amendments to the Environmental Permitting (England and Wales) Regulations 2016 as applied to Groundwater Activities and related Surface Water Discharge Activities”* and agree actions**The council noted their concerns regarding these proposals and the affect this could have on future burials.  
It was **resolved** to delegate authority to the Clerk to work in consultation with the Burial Ground Administration Working Group to respond to the consultation to DEFRA and to make a representation to NALC.  
It was **resolved** that the Burial Administration Working Group investigate the implications to the burial ground if the council has to follow the proposed conditions for exempt “small-scale” cemeteries, and reports to council.

**25. 20 mph speed limit**

**25.1 To consider requesting a 20 mph speed limit zone for Leafield as part of the OCC scheme**It was **resolved** to request a 20 mph speed limit zone for Leafield as part of the OCC scheme.

**25.2 To request support for the 20 mph speed limit zone from OCC Councillor Walker**It was **resolved** to request support for the 20 mph speed limit zone from OCC Councillor Walker.

**26. To review and approve the draft Action Plan for 2022-23 and agree actions**It was **resolved** to appoint the following lead councillors:  
Finance, Governance, Health and Safety – Cllr Pearce  
Planning and Environment – Cllr Russ  
Bereavement Services – Cllr Ward  
Village Assets – Cllr Caunt  
Media, Events and Community Engagement – Cllr ButlerIt was **resolved** to move the bus shelter regeneration into “future projects”.  
It was **resolved** to delegate authority to the Clerk to complete the actions for the burial ground, churchyard, Lychgate and Pavilion.  
It was **resolved** to approve the Action Plan for 2022-23.

**27. To consider the draft budget for 2022-23 and agree actions**The council considered and discussed the draft budget for 2022-23.  
It was **resolved** to hold an informal budget meeting before the budget is agreed at the December council meeting.

**28. Planning -   
21/03578/LBC –** Installation of various replacement windows – Pratts Cottage, The Green, Leafield  
The council had no comment on this application.

**29. To comment on any planning applications received before date of meeting**Nil

**30. To receive update of previous planning applications**  
**21/02869/S73** – The Leazings, Witney Lane, Leafield - Variation of condition 2 of planning permission  
21/00836/FUL to allow a reduced sized rebuild of the milking shed together with changes to fenestration   
Approved – 04 November 2021  
**21/02953/HHD** – Sunnybank, The Green, Leafield – Rear two storey extension and single storey extension  
Approved – 19 October 2021  
**21/03034/HHD** – 73 Lower End, Leafield – Proposed double garage  
Under consideration  
**21/02888/LBC –** Replacement roof covering using the original slates where possible and to replace all windows with new solid wood framed double glazed units – The Leazings, Witney Lane, LeafieldUnder consideration  
**21/03257/FUL –** Erection of three agricultural buildings – Fairspear Hill Farm, Fairspear Road, Leafield -   
Under consideration  
**21/03327/HHD –** Erection of first floor link from main bedroom in the cottage to annex, using cladding for the walls and imitation stonesfield slate for the roof – Vine Cottage, 99 Lower End, Leafield   
Under consideration

**31. Correspondence Register – to receive register and agree actions**The correspondence register was received and noted.

**32. To receive items for information only**Nil

**33. To receive requests for items for the next agenda, and note that motions for inclusion on the next agenda and background papers (including quotations) must be received by the Clerk at least one week before the next meeting**Items requested for next agenda:  
- Village Green working group update  
- Village carpark gate update  
- Community engagement survey  
It was noted that motions for inclusion on the next agenda and background papers (including quotations) must be received by the Clerk at least one week before the next meeting.

**34. To confirm date, place and time for the next meeting**It was **resolved** to hold the next meeting of the council on Wednesday 08 December 2021 at 8.15 pm, at Leafield Village Hall.

The meeting was closed at 10.36 pm.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_