

LEAFIELD PARISH COUNCIL
Draft Minutes for the Parish Council Meeting
Held at 8.20 pm on Wednesday 13 April 2022 at Leaffield Village Hall

Present: Cllrs Tom Butler, Jeremy Russ and Kevin Ward
Clerk – Anne Ogilvie
WODC Councillor Gill Hill, OCC Councillor Liam Walker

Absent: Cllr Luke Caunt

Members of Public: Three

1. To elect a Chairman

The resignation of Cllr Caunt as Chairman was noted.

The councillors selected Cllr Butler to preside for the election of a new Chairman.

Cllr Butler called for nominations for the position.

Cllr Butler was proposed by Cllr Russ and seconded by Cllr Ward. He was elected by a show of hands.

It was **resolved** to appoint Cllr Butler as Chairman of the council.

2. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

3. To elect a Vice-Chairman

It was **resolved** not to elect a Vice-Chairman.

4. To receive apologies for absence

Cllr Luke Caunt

5. To approve and sign the minutes of the council meeting on 02 March 2022

It was **resolved** to approve the minutes of the council meeting on 02 March 2022. The minutes were signed by the Chairman.

6. To receive declarations of interest in items on the agenda

Nil

7. To receive and comment on Clerk's report

The Clerk's report was received and noted.

It was noted that the Pavilion would now be subject to business rates, as the Small Business Rates Relief would be transferred to the Burial Ground. The Clerk was asked to request that the Community Gym cover this extra cost for the Pavilion.

8. To receive reports from District and County Councillors

WODC Councillors

Cllr Hill noted that Jubilee Grants were available from WODC.

OCC Councillor

Cllr Walker advised that the HGV diversionary signage re the Burford bridge had been removed.

He advised that Leaffield were scheduled to be included in OCC's 20mph scheme in late 2022/early 2023.

9. 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.

Comments were received on the following:

- Village Green – that works were required to prevent further damage. The Council agreed to include this on the agenda for the next meeting.
- Issue regarding wheelie bin on Parish Council land near the Fox. Cllr Hill agreed to address this matter.
- Trees – that three trees needed pruning. One of these was on OCC land, so it was suggested that the resident report the matter using FixMyStreet. The Council advised that a tree survey had been booked.
- that a resident did not receive the agenda mailshot.
- Rowan tree – that a Rowan tree on the Village Green had died. The resident indicated that they would be

220413

Signed:

Date:

happy to pay for a replacement if the council would provide proper protection for the sapling.
 - Pavilion – a resident requested information from the Parish Council in regards to the current insurance claim.

Cllrs Hill and Walker left the meeting. One member of the public left the meeting.

10. Finance update – to review and approve finance update

The finance update from 01 April to 04 April 2022 had been circulated to council.
 The provisional balance brought forward from 31 March 2022 was £82,793.11.
 As of 04 April 2022: receipts were £325.00, payments were £0.00, and the provisional balance was £83,118.11.
 It was **resolved** to approve the bank reconciliation to 29 March 2022.
 It was **resolved** to approve the finance update.
 It was noted that the PWLB loan balance (ref the Burial Ground) as at 31 March 2022 was £37,600.

11. Reserves –to review and approve the reserves

It was noted that as of 01 April 2022 the general reserve level was £48,965.07 and the earmarked reserve level was £33,828.04. It was noted that these were provisional figures.
 It was **resolved** to approve the reserve levels.

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

Payee	Reason	Payment inc VAT	Power to spend
It was resolved to ratify the following payments:			
Ionos	Web hosting: March-April	£8.40	LGA 1972 s142
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EE	Mobile phone: March	£13.43	LGA 1972 s111
EE	Mobile phone: April	£14.68	LGA 1972 s111
WODC	Green waste licence 22-23	£40.00	LGA 1972 s215
It was resolved to approve the following payments:			
Ubico Ltd	Dog bin emptying Apr 21-Mar 22	£100.13	Litter Act 1983 ss5-6
OPFA	Annual membership	£45.00	LGA 1972 s111
ICCM	Annual membership	£95.00	LGA 1972 s111
Mr Salome-Bentley	Green waste licence 21-22	£35.00	LGA 1972 s215
WODC	Waste collection – Village Hall	£379.60	Litter Act 1983 ss5-6
Pampered Paddocks	Grass cutting – Churchyard, BG	£243.00	LGA 1972 s214(2), s215
Anne Ogilvie	Administration reimbursement	£6.00	LGA 1972 s111
Tom Butler	Jubilee tree reimbursement	£94.50	Public Health Act 1875 s164
Anne Ogilvie	Salary - P1	personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P1	personal	LGA 1972 s112, s151
LGPS	Employer pension - P1	personal	LGA 1972 s112, s151
LGPS	Employee pension - P1	personal	LGA 1972 s112, s151
Anne Ogilvie	Salary – P12 (March 2022)	personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P12 (March 2022)	personal	LGA 1972 s112, s151
LPGS	Employer pension – P12	personal	LGA 1972 s112, s151
LPGS	Employee pension- P12	personal	LGA 1972 s112, s151

Receipts received were noted:

Community Gym	Rent	£325.00
Co-op Bank	Interest	£0.18

13. To instruct bank signatories to approve payments

It was **resolved** that the Clerk will enter the bank payments, Cllr Caunt and ex-Cllr Pearce will authorise the payments.
 It was noted that, currently, payments have to be fully authorised within five days of being entered onto the system.

- 14. Community Engagement Survey – to receive update regarding Community Engagement Survey and agree actions (deferred from December meeting)**
No update was received. It was **resolved** not to defer this item to the next meeting.
- 15. To consider funding request from West Oxfordshire Community Transport**
It was **resolved** to award a grant of £1000 to West Oxfordshire Community Transport, funds to be drawn from General Reserves.
- 16. To consider funding request from Leaffield Platinum Jubilee Committee**
It was **resolved** to award a grant of £375 to Leaffield Platinum Jubilee Committee, funds to be drawn from the VE Day Grant Earmarked Reserve.
- 17. To consider creating an Emergency Plan for the parish and agree actions**
It was **resolved** to defer this item to the June council meeting.
- 18. To review methods of residents communicating with the council**
It was **resolved** to defer this item to the June council meeting.
- 19. Playground**
- 19.1 To receive regular playground inspection reports and agree actions**
The playground inspection reports were received and noted. A quotation had been received for the repairs required.
- 19.2 To consider quotation for repairs to two items of play equipment and agree actions**
It was **resolved** to approve quotation 5858 from RPM Ltd for the repair of one timber stilt (£165), and the removal and making safe of one rope section of the multi-unit (£70).
- 19.3 To consider playground grass cutting quotations and agree actions**
It was noted that quotations had been sought, but only two received.
It was **resolved** to suspend Financial Regulation 11h so that a decision could be made without obtaining further quotations.
It was **resolved** to approve the quotation from Pampered Paddocks for the playground grass cutting for £37.50 per cut.
- 20. To receive updates regarding the Football Club portacabin request regarding grant application and agree actions**
No updates have been received.
- 21. To approve the Jubilee Community Group to use the Village Green for family games on 02 June 2022**
It was **resolved** to approve the Jubilee Community Group to use the Village Green for family games on 02 June 2022, dependent on their holding the correct insurances.
- 22. To receive Pavilion claim update and agree actions**
No updates had been received. Site investigations were ongoing.
- 23. Speed Indication Device – To consider Cllr Butler’s proposal regarding positions for speed indication devices and agree actions**
It was **resolved** to put Cllr Butler’s proposal for locations 1 and 2, plus a location by the church, to OCC and request their approval.
It was **resolved** that the Clerk will request OCC’s delegated authority to install speed indication devices.
- 24. 22/00689/HHD – Erection of single and two storey rear extensions – 6 Fairspear Road, Leaffield – comment by 19/04/22**
The council had no comment on this application.
- 25. To comment on any planning applications received before date of meeting**
It was noted a new submission had been made for 22/00571/FUL – 49 Lower End. It was **resolved** that the council would send its comments to the Clerk, and delegate authority to the Clerk to comment on this application.
- 26. To receive update of previous planning applications**
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, Leaffield

Under consideration

21/03881/S73 – Variation of conditions 2 and 9 of planning permission 21/00836/FUL to allow the use of existing properties combined sewer for storm water drainage

Under consideration

22/00221/HHD – Two storey extension to east elevation. Solar panels fixed to roof on south elevation – Long Acre, The Ridings, Leaffield

Approved – 02 March 2022

22/00011/CM – Importation, levelling and compacting of 10, 470m³ of inert waste soils for the construction of 7 bunds (varying between 186m³ and 7793³) for use by Brize Norton Gun Club at Old Worsham (Asthall) Quarry near Worsham – Disused Quarry, Worsham Lane, Asthall Leigh, Witney

Under consideration

22/00571/FUL – Alterations to existing property to include erection of single storey and first floor rear extensions. Construction of a new dwelling together with associated works and provision of new vehicular accesses to serve existing and new house – 49 Lower End, Leaffield

Under consideration

22/00600/HHD – Erection of a first-floor extension and conversion and extension of loft to create additional living space – 21 Chapel Close, Leaffield

Under consideration

27. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.

28. To receive items for information only

Nil

29. 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:

- To set up a current account with Unity Trust Bank
- To address the Village Green damage issue
- To consider approving the move of a BT pole from a resident's land to Parish Council land

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.

30. To confirm date, place and time for the next meeting

Wednesday 11 May 2022, 8.15 pm, at Leaffield Village Hall.

It was noted that this will be the Annual Council Meeting.

31. To agree date, place and time for the Annual Parish Meeting

It was agreed to hold the Annual Parish Meeting on 25 May 2022 at 8.15 pm, at Leaffield Village Hall.

The meeting was closed at 9.36 pm.

Signed: _____

Date: _____