

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held at 8.15 pm on Wednesday 10 January 2024 at Leaffield Village Hall**

**Present:** Cllrs Tom Butler (Chairman), Luke Caunt, Jeremy Russ, Richard Stammers and Kevin Ward  
Clerk – Anne Ogilvie

**Absent:** Nil

**Members of Public:** OCC/WODC Cllr Liam Walker, WODC Cllr Colin Dingwall, three members of the public

**001. Welcome from the Chairman**

Cllr Butler welcomed everyone to the meeting.

**002. To receive apologies for absence**

None.

**003. To approve and sign the minutes of the Council meeting on 13 December 2023**

It was **resolved** to approve the minutes of the Council meeting on 13 December 2023. The minutes were signed by the Chairman.

**004. To receive declarations of interest from Members regarding items on the agenda**

None.

**005. Opportunity for the public to speak – to provide members of the public/press 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 fifteen minutes in total and five minutes per person**

Jane Digby advised that only one person has volunteered to join the Playground Refurbishment Working Group, and that she will be rerunning the advert in February. She also advised that the Guides will be running a village survey as part of their Take Action Award.

**006. To receive reports from District and County Councillors**

OCC Cllr Walker

- Advised that OCC is in discussion with a resident regarding the ownership and maintenance of the unclassified track near The Fox.

- Advised that OCC will be moving the warning sign on Lower End near the Church to increase its visibility to motorists.

- Advised that OCC would be setting its budget shortly, proposing to increase the precept by 4.99%.

WODC Cllr Dingwall

- Advised that he had been working with Leaffield Football Club on grant funding and planning permission for their proposed changing room.

- Advised that WODC now have a five year land supply.

**007. To receive and comment on the Clerk's report**

The Clerk's report was received and noted.

The Clerk advised the noticeboard is broken. It was **resolved** to delegate authority to the Clerk to arrange the noticeboard repairs.

The Clerk advised that the draft baseline habitat survey had been received today.

**008. Playground – To receive regular playground inspection reports and agree actions**

The action report was received and noted.

**009. Village Hall – To receive an update regarding the CIO and agree actions (deferred from December 2023 meeting)**

The Council received papers from the Village Hall representative. It was agreed to put the Village Hall CIO matters on the February agenda.

**010. To receive an update regarding the verge posts in Lower End and agree actions**

It was noted that OCC have advised that verge posts would need be purchased and installed by OCC at the

Parish Council's cost. These posts would be 2ft tall and set 18 inches from the road.  
It was **resolved** to request a quotation for verge posts for the verge opposite Hatching Lane from OCC.  
The Council considered purchasing extra verge posts for the Village Green.  
It was **resolved** to purchase a further seventy posts to match the existing.

**011. To receive quotations for the churchyard wall repairs and agree actions**

It was noted that five contractors had been asked to provide a quotation for the second phase of the churchyard wall repairs. It was noted that one quotation had been received.  
It was **resolved** to approach more contractors to obtain at least one more quote.

**012. Planning – To comment on any planning application received before the date of the meeting**

None received.

**013. Planning – To receive an update of previous planning applications**

**23/01442/FUL** – Development of seven houses and a two storey block of four flats and associated works to included the widening of Greenwich Lane – Land west of Greenwich Lane, Leaffield

Awaiting decision

**W/23/01303/PRMA** – New Premises Licence – Wilderness Festival, Festival Grounds, Cornbury Park  
Open for consultation

**23/03087/FUL** – Erection of 9 two storey dwellings with access and footpath, carports, parking, landscaping and all enabling works, together with new allotments and dedicated parking for users – Land adjoining Greenwich Lane, Leaffield

Under consideration

**014. Finance update – To review and approve the finance update, to review and approve the bank reconciliation**

The finance update to 31 December 2023 was reviewed.

As of 31 December 2023: receipts were £74,696.75, payments were £39,775.95, and the balance was £90,315.89..

It was **resolved** to approve the bank reconciliation to 29 December 2023.

It was **resolved** to approve the finance update.

**015. Budget update – To review and approve the budget update**

The budget update to 31 December 2023 was reviewed.

It was noted that 48% of the budget had been spent.

It was **resolved** to approve the budget update.

**016. Reserves – To review and approve the reserves**

It was noted that as of 31 December 2023:

Earmarked reserves - £2,856 had been used, and £21,803.74 remained.

General reserves - £488.99 had been used, and £38,353.56 remained.

It was **resolved** to move the remaining funds in the Lychgate Repairs and Regilding fund to the Churchyard Maintenance fund, and close the Lychgate Repairs and Regilding fund.

It was **resolved** to approve the reserves update.

**017. Payments and receipts – to ratify previous payments, review and approve current payments, to note current receipts**

Payee	Reason	Gross Payment
It was <b>resolved</b> to ratify the following payments:		
Castle Waer	Pavilion water	£16.50
EE	Council mobile phone	£16.79
Ionos	Website and email	£30.00
UK Debt Man Office	PWLB loan repayment	£1,218.88

It was **resolved** to approve the following payments:

RPM Ltd	Playground repairs	£978.00
Eyelid Productions	Annual website support	£100.00
Anne Ogilvie	Administration reimbursement	£14.65
Anne Ogilvie	Net salary – P10	personal

HMRC PAYE and NI – P10 personal  
LGPS Employer/employee pension – P10 personal

It was noted that GPC was used as the power to spend.

It was noted that the following receipts had been received:  
None.

**018. To instruct the bank signatories to approve the payments**

It was **resolved** that the Clerk will enter the bank payments, and Cllrs Caunt and Butler will authorise the payments.

**019. To consider the Internal Auditor agreement of terms and letter of engagement for 2023-2024 and agree actions**

The Internal Auditor agreement of terms and letter of engagement for 2023-2024 from Jane Olds was considered.

It was **resolved** to request that Jane Olds carries out the internal audit for 2023-2024 for a maximum basic fee of £350. The agreement of terms was signed by the Clerk and the Chairman.

**020. To consider the draft Oxfordshire Councils Charter and agree actions**

The draft Oxfordshire Councils Charter was considered.

It was **resolved** not to comment on the draft Oxfordshire Councils Charter.

**021. To consider sending a representative to WODC's Oxfordshire Councils Charter meeting on 06 February and agree actions**

It was **resolved** that the Clerk would represent the Council at WODC's Oxfordshire Councils Charter meeting on 06 February.

**022. Correspondence Register – to receive register and agree actions**

The correspondence register was received and noted.

It was **resolved** to respond to the letter from Robert Courts MP regarding Thames Water issues.

**023. To receive items for information only**

It was noted that the Clerk would be attending the SLCC Practitioners' Conference from 31 January to 01 February.

A councillor advised that the light on the Lychgate is not working. It was noted that this is the PCC's responsibility and they are aware of the issue.

**024. 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**

- Churchyard baseline habitat survey report
- Quotations for the second phase of the Village Hall car park works
- Meeting structure
- Policies and procedures for review
- Update regarding EV Microhubs (March meeting)

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.

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

Tuesday 13 February 2024, 7.00 pm, at Leaffield Village Hall.

The meeting was closed at 9.20 pm.

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

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