

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held at 7.09 pm on Tuesday 13 February 2024 at Leaffield Village Hall**

**Present:** Cllrs Jeremy Russ, Richard Stammers and Kevin Ward  
Clerk – Anne Ogilvie

**Absent:** Cllrs Tom Butler, Luke Caunt

**Members of Public:** OCC/WODC Cllr Liam Walker (from item 046), WODC Cllr Colin Dingwall,  
two members of the public

**026. To elect a Chairman of the meeting**

Cllr Stammers was proposed by Cllr Russ and seconded by Cllr Ward.  
It was **resolved** to elect Cllr Stammers as the Chairman of the meeting.

**027. Welcome from the Chairman**

Cllr Stammers welcomed everyone to the meeting.

**028. To receive apologies for absence**

Apologies were received from Cllr Butler and Cllr Caunt.

**029. To approve and sign the minutes of the Council meeting on 10 January 2024**

It was **resolved** to approve the minutes of the Council meeting on 10 January 2024. The minutes were signed by the Chairman of the meeting.

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

None.

**031. 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 the Standing Orders, this will not exceed fifteen minutes in total and five minutes per person***

A member of the public raised concerns about the construction of the holiday park development at the Leaffield Technical Centre.

**032. To consider moving item 6 on the agenda to follow item 16 on the agenda**

Cllr Stammers proposed moving item 6 on the agenda to follow item 16 on the agenda.  
It was **resolved** to move item 6 on the agenda to follow item 16 on the agenda.

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

The Clerk's report was received and noted.

The request regarding the creation of more dead hedges in the burial ground from the hedgelaying group was noted. The Clerk will respond to the group.

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

The action report was received and noted.

**035. Playground – To receive quotations for the replacement fence and gates for the enclosed playground and agree actions**

The quotations for the replacement fence and gates for the enclosed playground were considered.

It was **resolved** to defer the replacement fence and gates for the enclosed playground to the next financial year, 2024-2025.

**036. Village Hall – To receive an update regarding the CIO from the Village Hall Management Committee and agree actions**

The written report regarding the CIO from the Village Hall Management Committee and the actions required by the Parish Council were noted.

**037. Village Hall – To consider the quotations received from solicitors regarding the new Village Hall lease and agree actions**

It was **resolved** to suspend Financial Regulation 11.1.h to obtain three quotations as the work required is of a specialist nature.

It was **resolved** to instruct Wellers Hedley to act on the Council's behalf with regards to the new Village Hall lease, at a cost of £1,200.

It was **resolved** to instruct Wellers Hedley to act on the Council's behalf with regards to the land registration of the playing field, Village Hall and Pavilion, at a cost of £950.

It was **resolved** to fund these works from the legal/audit/land registry budget, with the remaining funds coming from the general reserves.

**038. Village Hall – To receive an update regarding the Village Hall drainage issues and agree actions**

An update regarding the Village Hall drainage issues was received.

It was **resolved** that the Parish Council would undertake the necessary Village Hall drainage works. It was **resolved** to obtain quotations for the works for consideration by Council.

**039. Village Hall Car Park – To receive quotations for the replacement car park barriers and agree actions**

The quotations for the replacement car park barriers were considered.

It was **resolved** to defer the replacement car park barriers to the next financial year, 2024-2025.

It was **resolved** to obtain quotations for the removal of the existing car park barriers for safety reasons.

**040. Football Club changing facilities – To receive an update regarding options for the Football Club changing facilities and agree actions**

The update report regarding options for the Football Club changing facilities was received.

The issue regarding funding a standalone building from available grants was noted. It was noted that a discussion had taken place with the Village Hall Management Committee regarding the inclusion of changing facilities within their extension plans.

The Council raised concern regarding the upcoming expiry of the current planning approval for the temporary portacabins. It was **resolved** to request information from the Football Club regarding their plans for the portacabins and whether they had requested an extension of the current planning approval.

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

It was noted that a quotation for verge posts in Lower End had been requested from OCC, but had not been received yet.

**042. To consider installing cycle hoops and agree actions**

Types of cycle hoops, installation methods and potential places for installation were considered.

It was **resolved** to delegate authority to the Clerk to arrange the purchase of individual cycle hoops, agree places for installation and organise the installation.

**043. Churchyard wall repairs – To receive quotations for the churchyard wall repairs and agree actions**

The quotations for the churchyard wall repairs were considered.

It was **resolved** to appoint Eaglestone Outdoor Solutions to undertake the phase two churchyard wall repairs, including additional stone, at a cost of £5,830.

It was noted that the churchyard wall budget, churchyard wall repair EMR and the churchyard maintenance EMR would be used to fund these works.

**044. To consider contacting local colleges and organisations to offer them usage of the internal churchyard and burial ground walls for stonewalling training and agree actions**

It was **resolved** to contact local colleges and organisations to offer them usage of the internal churchyard and burial ground walls for stonewalling training.

**045. To receive the 2023 baseline habitat survey report for the churchyard and burial ground and agree actions**

The 2023 baseline habitat survey report for the churchyard and burial ground was received and noted.

**046. To agree the reduction in height or removal of the monolith tree in the churchyard (part of the contracted tree works)**

It was **resolved** to have the monolith tree reduced in height to 4-5 ft, and have the remainder of the trunk removed from the churchyard.

Cllr Walker entered the meeting.

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

OCC Cllr Walker

- Thanked the residents who organised and took part in the recent litter pick.
- Advised that the FixMyStreet website has been updated to prevent multiple reports of the same issue, and resolve some issues regarding flytipping reporting.
- Noted that the initial meeting of the Wilderness Festival forum would take place on Thursday

The Council reminded Cllr Walker that the warning sign in Lower End near the Church has not been moved.

WODC Cllr Dingwall

- Advised that two sites in the parish had been noted to be included in the Local Plan for housing.
- Advised that it is planned to bring some of the functions currently managed by Publica back into WODC's direct management.

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

**24/00146/HHD** – Erection of single and two storey extensions, construction of a dormer window on existing north roof slope and installation of a roof light to south roof slope – The Cottage, 28 Lower End, Leaffield  
It was **resolved** not to comment on this application.

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

**23/01422/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  
Licence issued 22/01/24

**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

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

The finance update to 31 January 2024 was reviewed.

As of 31 January 2024: receipts were £75,021.75, payments were £44,939.18, and the balance was £85,513.66.

It was **resolved** to approve the bank reconciliation to 29 January 2024.

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

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

The budget update to 31 January 2024 was reviewed. It was noted that extra columns have been added to show funds which have been allocated from budgets, but not yet paid. It was agreed include these columns in future reports.

It was noted that 54% of the budget had been spent, and there were no new issues.

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

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

It was noted that as of 31 January 2024:

Earmarked reserves - £3,626 had been used, and £21,033.74 remained.

General reserves - £717.32 had been used, and £38,130.23 remained.

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

It was noted that Council was aware that some of the general reserves would need to be used in the near future to fund required works which had not been budgeted for.

**053. 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 Water	Pavilion water	£17.19
Castle Water	Pavilion water	£14.26
EE	Council mobile phone	£16.79
Ionos	Website and email	£30.00
Ionos	Website and email	£30.00
Roseland Saddlery	Verge posts – Village Green	£924.00
House of Flags	Flagpole maintenance (part)	£274.00

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

House of Flags	Flagpole maintenance (remainder)	£273.99
Future Nature WTC	Habitat survey	£810.60
Wellers Hedley	Lease – Football portacabin	£780.00
Parish Online	Annual renewal	£76.80
Logs Unlimited	Village Hall, playground, Village Green works	£1,615.92
Anne Ogilvie	Administration reimbursement	£17.83
Anne Ogilvie	Net salary – P11	personal
HMRC	PAYE and NI – P11	personal
LGPS	Employer/employee pension	personal

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

It was noted that the following receipts had been received:

Community Gym	Rent – January-March	£325.00
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**054. To instruct the bank signatories to approve the payments**

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

**055. To review and approve the Sickness and Absence Policy**

It was **resolved** to approve the Sickness and Absence Policy.

**056. To review and approve the Training and Development Policy**

It was **resolved** to approve the Training and Development Policy.

**057. To review and approve the Disciplinary and Grievance Policy**

It was **resolved** to approve the Disciplinary and Grievance Policy.

**058. To review and approve the Equal Opportunities Policy**

It was **resolved** to approve the Equal Opportunities Policy.

**059. To review and approve the Health and Safety Policy**

It was **resolved** to approve the Health and Safety Policy.

**060. To review and approve the Privacy Notice**

It was **resolved** to approve the Privacy Notice.

**061. To review and approve the Privacy Notice – staff, councillors, role holders**

It was **resolved** to approve the Privacy Notice – staff, councillors, role holders.

**062. To review and approve the Document Storage, Retention and Destruction Policy**

To review and approve the Document Storage, Retention and Destruction Policy.

**063. To review and approve the Co-option Policy**

It was **resolved** to approve the Co-option Policy.

**064. To review and approve the Business Continuity Policy**

It was **resolved** to approve the Business Continuity Policy.

**065. To review and approve the Security Incident Response Policy**

It was **resolved** to approve the Security Incident Response Policy.

**066. To review and approve the Privacy Policy**

It was **resolved** to approve the Privacy Policy.

- 067. To review and approve the Requests for Information Policy**  
It was **resolved** to approve the Requests for Information Policy.
- 068. To review and approve the Grants and Donations Policy**  
It was **resolved** to approve the Grants and Donations Policy.
- 069. To review and approve the Freedom of Information Scheme**  
It was **resolved** to approve the Freedom of Information Scheme.
- 070. To review and approve the Staff Recruitment and Retention Policy**  
It was **resolved** to approve the Staff Recruitment and Retention Policy.
- 071. To review and approve the Expenses Policy**  
It was **resolved** to approve the Expenses Policy.
- 072. To review and approve the Gifts and Hospitality Register Guidelines**  
It was **resolved** to approve the Gifts and Hospitality Register Guidelines.
- 073. To review and approve the Reserves Policy**  
It was **resolved** to approve the Reserves Policy.
- 074. To review and approve the Data Protection Policy**  
It was **resolved** to approve the Data Protection Policy.
- 075. To review and approve the Dignity at Work Policy**  
It was **resolved** to approve the Dignity at Work Policy.
- 076. To review and approve the Internet Banking Payment Procedure**  
It was **resolved** to approve the Internet Banking Payment Procedure.
- 077. To review and approve the Internal Financial Control Policy**  
It was **resolved** to approve the Internal Financial Control Policy.
- 078. To review and approve the Debit Card Policy**  
It was **resolved** to approve the Debit Card Policy.
- 079. To write a letter authorising the Clerk to obtain copies of and/or obtain legal documents pertaining to Leafield Parish Council held by Lee Chadwick Solicitors**  
It was **resolved** to write the letters required to authorise the Clerk to obtain copies of legal documents pertaining to Leafield Parish Council and to obtain the legal documents pertaining to Leafield Parish Council held by Lee Chadwick Solicitors.
- 080. To consider renewing the annual CFO membership from 01 April 2024 and agree actions**  
It was **resolved** to renew the annual CFO membership from 01 April 2024.
- 081. To consider the current meeting structure and agree actions**  
It was **resolved** to defer this item to the next meeting.
- 082. Correspondence Register – to receive the register and agree actions**  
The correspondence register was received and noted.  
It was **resolved** to approve the request from the Oxfordshire Family History Society to survey the graves in the churchyard.  
It was **resolved** to reply to the response received from Robert Courts' office regarding water issues.  
It was noted that the Wilderness Festival will be holding a residents' forum meeting on 15 February.
- 083. To receive items for information only**  
It was noted that the Clerk would be on annual leave on 16 February.
- 084. 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**  
- None requested.  
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.

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

Tuesday 12 March 2024, 7.00 pm, at Leaffield Village Hall.

The meeting was closed at 8.43 pm.

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

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