

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.00 pm on Tuesday 09 April 2024 at Leaffield Village Hall

Present: Cllrs Tom Butler, Jeremy Russ, Richard Stammers and Kevin Ward
Richard Shuttlewood from item 091
Clerk – Anne Ogilvie

Absent: Cllr Luke Caunt

Members of Public: Four members of the public

086. Welcome from the Chairman

Cllr Butler welcomed everyone to the meeting, and thanked Mark McCappin for attending to speak on behalf of the Windrush Infrastructure Neighbourhood Group.

087. To receive apologies for absence

Apologies were received from Cllr Caunt, and OCC/WODC Cllr Walker.

088. To approve and sign the minutes of the Council meeting on 13 February 2024

It was **resolved** to approve the minutes of the Council meeting on 13 February 2024. The minutes were signed by the Chairman.

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

None.

090. To consider the co-option of a new councillor

A co-option application had been received from Richard Shuttlewood.

Cllr Butler proposed co-opting Richard Shuttlewood as a councillor. He was elected by a show of hands.

It was **resolved** to elect Richard Shuttlewood as a councillor until the next council election.

091. To consider moving items 7 and 8 on the agenda to precede item 6 on the agenda

Cllr Butler proposed moving items 7 and 8 on the agenda to precede item 6 on the agenda.

It was **resolved** to move items 7 and 8 on the agenda to precede item 6 on the agenda.

092. To receive a short presentation from the Windrush Infrastructure Neighbourhood Group regarding the proposed house building in north Witney

Mark McCappin gave a short presentation on behalf of the Windrush Infrastructure Neighbourhood Group (WING) regarding the proposed house building in north Witney. He advised that the group had last met in March and they had a membership of seven parishes. Documents covering four areas of concern are being created and will be circulated to all relevant parishes for feedback.

093. To consider supporting a parish council collaboration group regarding the Witney West End Link and agree actions

It was **resolved** to support the parish council collaboration group, WING.

It was **resolved** that Cllr Stammers would represent the Council on WING, and be the link councillor.

094. 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 asked whether any further works would be undertaken on the Village Green to reduce vehicle damage, following the installation of the verge posts.

095. To receive reports from County and District Councillors

No reports from County and District Councillors had been received.

096. To receive and comment on the Clerk's report

The Clerk's report was received and noted.

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

The action report was received and noted.

It was noted that a fence post had been damaged at the side entrance of the enclosed playground. The Clerk advised that a contractor had provided a repair cost of £57.

It was **resolved** to approve the quote of £57 from Pampered Paddocks to repair the fence post at the side entrance of the enclosed playground.

It was noted that the wetpour edge of the basketswing area had been damaged.

It was **resolved** to infill the edge of the basketswing area with topsoil and seed it.

098. Playground - To consider appointing a contractor to carry out playground repair works and agree actions

It was **resolved** to delegate authority to the Clerk to organise minor playground repairs works as required.

099. Playground - To delegate authority to the Clerk to arrange the annual independent playground inspection

It was **resolved** to delegate authority to the Clerk to arrange the annual independent playground inspection by Playsafety Ltd.

100. Playground -To consider retaining Pampered Paddocks as the preferred grass cutting contractor for the playground for this financial year

It was **resolved** to retain Pampered Paddocks as the grass cutting contractor for the playground for this financial year.

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

No update had been received.

102. Village Hall – To receive an update regarding the Village Hall extension plans and agree actions

Cllr Butler gave a report. He advised that three priorities had been raised – the preschool area, for compliance and safeguarding reasons; to create additional space; to add an additional meeting room and changing facilities for the Football Club. When the priorities have been agreed the Village Hall will obtain the services of an architect. Funding will then need to be considered.

103. Village Hall – To consider delegating authority to a working group to agree the principal terms of the new Village Hall lease with the Village Hall Committee and agree action

It was **resolved** not to set up a working group to agree the principal terms of the new Village Hall lease.

It was **resolved** to retain the principal terms of the current lease in the new Village Hall lease.

It was **resolved** to send the original lease to the Council's solicitor and advise that the Council has resolved to retain the principal terms of the current lease for the new Village Hall lease.

104. Village Hall Car Park – To receive quotations for the car park barrier removal and agree actions

It was **resolved** to appoint Kingham Garden Services to undertake the car park barrier removal and disposal at a cost of £650, to be funded from the Village Hall car park budget.

105. Village Hall Car Park – To review the preferred contractor agreement for the Village Hall car park pothole repairs and agree actions

It was **resolved** to approve Churchill Surfacing Contractors Ltd as the preferred contractor for the Village Hall car park pothole repairs for the next three years, potholes to be repaired biannually for a cost of £1000 per time.

This agreement is subject to a variance if the percentage of tarmacked area increases during the period.

106. Village Hall Car Park – To ratify the extra Village Hall car park works to improve the car park surface

It was **resolved** to ratify the extra Village Hall car park works to improve the car park surface for a cost £1000, to be funded from the Village Hall car park EMR.

107. Football Club changing facilities -To receive an update regarding the portacabins and agree actions

It was noted that a letter had been sent to the Trustees requesting an update regarding the planning application extension. It was noted that an email had been received from the Football Club on 05 March advising that the forms to request an extension of the planning approval had been requested from WODC.

108. Pavilion – To receive an update regarding the insurance claims

Subsidence claim – it was noted that readings are still being taken, and that the quotation and information about a root barrier is with the insurer for consideration.

Car damage claim – this claim is being progressed.

109. Pavilion – To note that the insurer has agreed for the car damage repair works to proceed and agree actions
It was noted that the insurer has agreed for the car damage repair works to proceed.

110. Pavilion – To ratify the instruction to the contractor approved by the insurer for the car damage repairs to carry out the works

It was **resolved** to ratify the instruction to the contractor approved by the insurer, G & O Engineers (Building Services) Ltd, to carry out the car damage repairs to the Pavilion, cost £3,100.95. It was noted that the replacement door has been ordered.

111. Environment – To receive the quotation from OCC for verge posts in Lower End and agree actions

The quotation from OCC for verge posts in Lower End, cost £7,950.36, was noted.

It was **resolved** not to proceed with the installation of verge posts in Lower End at the Council's cost.

It was **resolved** to request that OCC undertake the verge post installation for safety reasons, at their cost. It was **resolved** to raise this matter with the County Councillor.

It was **resolved** to advise the residents to raise the matter directly with OCC.

112. Environment – To consider a request to clear the overgrown path near the school and agree actions

It was **resolved** to undertake an investigation of the area and determine the most suitable course of action.

It was **resolved** that Cllr Russ would liaise with the school and report back to the Council.

113. Churchyard and Burial Ground – To ratify the renewal of the Garden Waste Licence

It was **resolved** to ratify the renewal of the Garden Waste Licence, cost £50, to be funded from the Churchyard Maintenance EMR.

114. Planning application

24/00632/FUL – Demolition of the existing garage, bungalow, associated buildings and hardstanding.

Construction of five dwellings with associated works – Wychwood Garage, Fairspear Road, Leafield

It was **resolved** not to comment on this application.

115. Planning – To comment on any planning applications received before the date of the meeting

24/00777/HHD – Formation of new ground floor window opening to east elevation of existing domestic dwelling – New House, 31 Lower End, Leafield

It was **resolved** not to comment on this application.

116. 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, Leafield

Awaiting decision

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, Leafield

Withdrawn – 06/03/24

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, Leafield

Approved – 28/03/24

117. To receive an update regarding potential housing sites in the Local Plan 2041 and agree actions

It was noted that appendix 1 of the Local Plan Consultation Summary Report 2024 listed three potential housing sites:

Land east of Greenwich Lane, Land at Fairspear Road (0.3 ha), and Land north-east of Fairspear Road (0.29 ha).

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

The finance update to 06 April 2024 was reviewed.

As of 06 April 2024: receipts were £325.00, payments were £0.00, and the balance was £80,066.82.

It was **resolved** to approve the bank reconciliation to 31 March 2024.

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

It was noted that the PWLB loan balance as of 31 March 2024 was £34,400.

119. Reserves – To review and approve the reserves

It was noted that as of 01 April 2024

Earmarked reserves - £20,993.74

General reserves - £58,748.08

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

120. Reserves – To agree the earmarked and general reserves for the financial year

The reserves report was considered.

It was **resolved** to transfer funds from the general reserves to earmarked reserves to cover works ordered in 2023/24 unpaid and/or incomplete at the end of that financial year.

Village Hall Carpark EMR	£2,000	To cover car park works in March 2024
Village Hall legal work	£2,150	To cover land registration and lease work
Churchyard wall repairs	£5,130	To cover phase 2 works arranged in February 2024
Playing field	£75	To cover March mowing of enclosed playground

It was **resolved** to move the funds in the Speed Indication Device EMR, £1,800 to general reserves, and close the Speed Indication Device EMR.

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

Payee	Reason	Gross Payment
It was resolved to ratify the following payments:		
Castle Water	Pavilion water	£16.27
Castle Water	Pavilion water	£17.19
EE	Council mobile phone	£16.79
Ionos	Website and email	£30.00
WODC	Waste bin collection	£261.14
OALC	Annual membership	£195.68
OALC	Training day	£84.00
Leaffield Village Hall	Hall hire	£64.00
CFO	Annual membership	£55.00
OPFA	Annual membership	£47.00
Anne Ogilvie	Administration reimbursement	£9.89
Anne Ogilvie	Net salary – P12	personal
HMRC	PAYE and NI – P12	personal
LGPS	Employer/employee pension	personal

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

T & C Trees	Tree works	£1,500.00
Logs Unlimited	Grass cutting – churchyard, playground	£486.00
WODC	Green waste licence	£50.00
Churchill Surfacing	Village Hall car park works	£2,400.00
WODC	Pavilion business rates 2024-2025	£459.08
WODC	Chargeable household waste collection	£442.00
Anne Ogilvie	Administration reimbursement	£8.53
Anne Ogilvie	Net salary – P1	personal
HMRC	PAYE and NI – P1	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:

HMRC	VAT 126 refund	£1,766.25
Co-op Bank	Interest	£4.05
EE	Mobile phone refund	£3.47
Community Gym	Rent – April – June	£325.00

122. 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.

123. To receive the report of the internal financial check carried out on 05 March 2024 and agree actions

The report of the internal financial check carried out on 05 March 2024 was received. No issues had been

raised.

It was **resolved** that no actions are required.

124. To note the date, time, venue and format of the Annual Parish Meeting and agree actions

It was noted that the Chairman will be hosting the Annual Parish Meeting on Thursday 18 April, 7.00 pm at Leafield Village Hall. The agenda has been posted on the noticeboard, and uploaded to the website. Local groups and organisations have been invited.

125. To consider a grant request from West Oxfordshire Community Transport and agree actions

It was **resolved** to give a donation of £1000 to West Oxfordshire Community Transport, to be funded from general reserves.

126. To review and approve the 2024-2025 Action Plan

It was **resolved** to defer the review and approval of the 2024-2025 Action Plan to the Annual Council Meeting.

127. Correspondence Register – to receive the register and agree actions

The correspondence register was received and noted.

It was **resolved** to send an item about the OCC Flood Risk Management Fund to LWO.

128. To receive items for information only

None.

129. 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.

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

Annual Council Meeting on Tuesday 14 May 2024, 7.00 pm, at Leafield Village Hall.

131. To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of the following item

It was **resolved** under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of the following item.

132. To consider and approve the Pension Discretionary Policy

It was **resolved** to approve the Pension Discretionary Policy.

It was **resolved** to review the policy on a biennial basis starting in June 2026.

The meeting was closed at 8.38 pm.

Signed: _____

Date: _____