

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.00 pm on Tuesday 14 May 2024 at Leaffield Village Hall

Present: Cllrs Tom Butler, Luke Caunt, Richard Shuttlewood and Kevin Ward
Clerk – Anne Ogilvie

Absent: Cllr Jeremy Russ, Cllr Richard Stammers

Members of Public: WODC Cllr Paul Marsh, OCC/WODC Cllr Liam Walker from item 177, one member of the public

133. To elect the Chair of the Council

Cllr Butler was proposed by Cllr Caunt and seconded by Cllr Shuttlewood. He was elected by a show of hands. It was **resolved** to appoint Cllr Butler as the Chair of the Council.

134. To receive the Acceptance of Office from the Chair

Cllr Butler signed the Acceptance of Office in the presence of the Clerk.

135. Welcome from the Chair

Cllr Butler welcomed everyone to the meeting.

136. To elect the Vice-Chair of the Council

It was **resolved** not to elect a Vice-Chair of the Council.

137. To receive the Acceptance of Office from the Vice-Chair

Motion not required as Council had resolved not to elect a Vice-Chair.

138. To receive apologies for absence

Apologies were received from Cllrs Russ and Stammers.

139. To approve and sign the minutes of the Council meeting on 09 April 2024

It was **resolved** to approve the minutes of the Council meeting on 09 April 2024. The minutes were signed by the Chair.

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

None.

141. 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

No comments received.

142. To receive reports from County and District Councillors

WODC Cllr Marsh:

- Introduced himself as the new WODC Cllr for the ward;
- Advised that the Liberal Democrats, Labour and Green groups will continue to work in alliance to run the Council.

143. To review the existing committees and review their terms of reference

It was **resolved** to retain the following existing committee:

- Internal Committee

It was **resolved** to approve the Terms of Reference for the Internal Committee.

144. To create new committees and agree their terms of reference

It was **resolved** that no new committees were required to carry out council business.

145. To appoint members to serve on the committees

It was **resolved** to appoint the following members to serve on the Internal Committee:

- Cllr Butler, Cllr Caunt, Cllr Russ, Cllr Stammers, Cllr Ward

146. To review the existing working groups and review their terms of reference

It was **resolved** to retain the following existing working groups:

- Burial Ground Administration
- Churchyard Maintenance
- Community Telephone Box
- Playground Refurbishment
- Village Green Maintenance

It was **resolved** to approve the Terms of Reference for the following working groups:

- Burial Ground Administration
- Churchyard Maintenance
- Community Telephone Box
- Playground Refurbishment
- Village Green Maintenance.

147. To create new working groups and review their terms of reference

It was **resolved** that no new working groups were required to carry out council business.

148. To appoint members to serve on the working groups

It was **resolved** to appoint the following members to serve on the working groups:

- Burial Administration – Cllr Russ, Cllr Shuttlewood, Cllr Ward, (Clerk)
- Churchyard Maintenance – Cllr Caunt
- Community Telephone Box – Cllr Russ
- Playground Refurbishment – Cllr Caunt
- Village Green Maintenance – Cllr Butler, Cllr Russ

149. To appoint lead councillors and agree their terms of reference

It was **resolved** to appoint the following lead councillors:

- Finance, Governance, Health and Safety – Cllr Butler
- Planning and Environment – Cllr Russ
- Bereavement Services – Cllr Ward
- Village Assets – Cllr Caunt
- Media, Events and Community Engagement: Communications – Cllr Stammers
- Media, Events and Community Engagement: Village Hall – Cllr Caunt.

To note that a Lead Councillor terms of reference needs to be created and approved.

150. To review delegation arrangements with external committees and other local authorities

It was noted that OCC have delegated authority to the Council to install and use a speed indication device (LGA 1972 s101).

151. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

It was noted that the following arrangements (including legal agreements) are in place:

- Village Hall – lease with the Village Hall trustees
- Pavilion – part is rented to the Community Gym
- Leaffield Football Club – has a licence for two portacabins on the Village Hall car park
- Leaffield Football Club – has permission to use the playing field for football matches and practices
- St Michael and All Angels Church, Leaffield – the Council is responsible for the management of the closed churchyard.

152. To review the representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint Council representatives as appropriate

It was **resolved** to appoint the following Council representatives:

- Village Hall Committee – Cllr Caunt
- Village Hall Extension Committee – Cllr Caunt.

153. To review and approve the inventory of land owned or maintained by the Council

It was **resolved** to approve the following inventory of land owned or maintained by the Council:

Owned

- Village Greens – centre of Leafield
- Playing field and car park – adjacent to the Village Hall, Lower End
- Entrance to the playing field and the Village Hall, Lower End
- Burial ground – adjoining St Michael and All Angels churchyard, Leafield

Maintained

- Churchyard – St Michael and All Angels Church, Leafield
- Land mowed as per mowing schedule – Witney Lane, Buttermilk Lane

154. To review and approve the asset register

It was **resolved** to approve the asset register.

155. To review and approve the delegation arrangements to officers

It was **resolved** to approve the following scheme of delegation to the Clerk:

- As listed in the approved Standing Orders;
- As listed in the approved Financial Regulations;
- As listed in the employment contract;
- As listed in the job description;
- As listed in approved policies and procedures;
- To arrange the annual independent playground safety inspection;
- To manage the Civic Protocol procedure and liaise with local organisations as required;
- To purchase parish maintenance consumables and supplies as required for repairs, maintenance, and health and safety;
- To purchase administration consumables and supplies as required for council administration;
- To purchase replacement parts and consumables for the defibrillators as required;
- To manage and co-ordinate burials in the burial ground;
- To manage and co-ordinate memorials in the burial ground.

156. To approve and adopt the Standing Orders

It was **resolved** to adopt the Standing Orders.

157. To approve and adopt the Financial Regulations

It was **resolved** to adopt the Financial Regulations.

158. To review and approve the Council's complaints procedures

It was **resolved** to approve the Complaints Procedure.

It was **resolved** to approve the Habitual or Vexatious Complaints Policy.

159. To review and approve the dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment procedures

It was **resolved** to approve the dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment procedures.

160. To approve the Councillor Code of Conduct

It was **resolved** to approve the Councillor Code of Conduct.

161. To review and approve the Council's insurance policy and renewal agreement

It was noted that the Council currently has a policy with Gallagher and is unable to change insurer due to an open claim. The last premium was £5,268.75. The policy is due for renewal on 01 October 2024. It was noted that the Council has entered a Long Term Agreement until 30 September 2026.

It was **resolved** to approve the Council's insurance policy and renewal agreement.

162. To review and approve the Council and staff subscriptions and memberships to other bodies

It was **resolved** to approve the following Council and staff subscriptions and memberships to other bodies:

- OALC (Oxfordshire Association of Local Councils)
- SLCC (part) (Society of Local Council Clerks)
- ICO (Information Commissioner’s Office)
- BRAMM (British Register of Accredited Memorial Masons)
- ICCM (Institute of Cemetery and Crematorium Management)
- OPFA (Oxfordshire Playing Fields Association)
- Open Spaces Society
- Parish Online
- CFO (Community First Oxfordshire)

163. To review and approve the maintenance and administration contracts and agreements, and agree actions

It was **resolved** to approve the following maintenance and administration contracts and agreements:

- | | |
|-----------------------------------|--|
| - Ionos | Webhosting and mailboxes |
| - Bitdefender | Antivirus software |
| - WODC/Ubico Ltd | Litter and dog bin emptying – Village Hall |
| - WODC | Chargeable waste collection – Village Hall |
| - Castle Water | Pavilion water supply |
| - RPM Ltd | Playground repairs |
| - Microsoft | Office 365 – council computer |
| - Playsafety Ltd | Annual independent playground inspection |
| - Moore | External auditor |
| - Low Voltage UK Ltd | CCTV contract/repairs/upgrades |
| - Eyelid Productions | Website support |
| - WODC | Green waste licence – churchyard |
| - Churchill Surfacing Contractors | Carpark surface repairs |
| - Ubico Ltd | Grass cutting – general areas (LTA) |
| - Pampered Paddocks | Grass cutting – playground |
| - Pampered Paddocks | Grass cutting – churchyard (LTA) |
| - Pampered Paddocks | Grass cutting – burial ground (LTA) |
| - Bannor Electrical Services | Electrical works |
| - Wel Medical | Defibrillator consumables |
| - Elan City Ltd | SID parts and maintenance |
| - Clerk | Mobile phone (part) |
| - Town and Country Trees Ltd | Tree maintenance |

164. To review and approve the Scheduled Payments List and suppliers for the year to May 2025

It was **resolved** to approve the following scheduled payments and suppliers for the year to May 2025:

- | | | |
|----------------------|--|-------------|
| - Ionos | Webhosting and mailboxes | Monthly |
| - Bitdefender | Antivirus software | Annually |
| - WODC/Ubico Ltd | Litter and dog bin emptying – Village Hall | Bi-annually |
| - WODC | Chargeable waste collection – Village Hall | Bi-annually |
| - Castle Water | Pavilion water supply | Monthly |
| - Microsoft | Office 365 – council computer | Annually |
| - Playsafety Ltd | Annual independent playground inspection | Annually |
| - Moore | External auditor | Annually |
| - Eyelid Productions | Website support | Annually |
| - WODC | Green waste licence- churchyard | Annually |
| - Clerk | Salary | Monthly |
| - HMRC | PAYE tax & NI | Monthly |
| - Gallagher | Insurance | Annually |
| - OALC | Annual membership | Annually |
| - SLCC | Clerk membership (part) | Annually |
| - OPFA | Membership | Annually |
| - ICCM | Membership | Annually |

- CFO	Membership	Annually
- Open Spaces Society	Membership	Annually
- ICO	Annual registration	Annually
- Parish Online	Membership	Annually
- Clerk	Administration reimbursement	Monthly
- Clerk	Mobile phone (part)	Monthly

165. To approve the direct debits and standing orders for the year to May 2025

It was **resolved** to approve the following direct debits and standing orders for the year to May 2025:

- Castle Water	Pavilion water supply	Monthly	Direct debit
- Clerk	Net salary	Monthly	Standing order
- HMRC	PAYE tax & NI	Monthly	Direct debit
- UK Debt Management Office	PWLB loan repayment – burial ground	Biannually	Direct debit
- ICO	Annual registration	Annually	Direct debit

166. To determine the time and place of ordinary meetings of the Council and its committees up to and including the next Annual Council Meeting

It was **resolved** to hold ordinary meetings of the Council up to and including the next Annual Council Meeting at 7.00 pm.

It was **resolved** to hold ordinary meetings of the Council up to and including the next Annual Council Meeting at Leaffield Village Hall.

It was **resolved** to approve the following meeting schedule for ordinary meetings of the Council up to and including the next Annual Council meeting:

- Tuesday 11 June 2024
- Tuesday 16 July 2024
- Tuesday 13 August 2024
- Tuesday 10 September 2024
- Tuesday 08 October 2024
- Tuesday 12 November 2024
- Tuesday 10 December 2024
- Tuesday 14 January 2025
- Tuesday 11 February 2025
- Tuesday 11 March 2025
- Tuesday 08 April 2025
- Tuesday 13 May 2025 – Annual Council Meeting

167. To review and approve the Action Plan for 2024-2025

It was **resolved** to approve the Action Plan for 2024-2025.

168. To receive and comment on the RFO's review of the annual accounts to 31 March 2024

The RFO gave a report of the annual accounts to 31 March 2024.

Total receipts were £76,792.05.

Total payments were £52,481.32.

The ending balance at 31 March 2024 was £79,741.82, which formed the opening balance for 2024-2025.

The council spent 62% of the 2023-2024 budget, approved in December 2022.

The council spent £4,666.00 of earmarked reserves.

The council spent £1,009.65 of general reserves.

The internal auditor was Jane Olds.

The council approved the move of £9,355 from general reserves to earmarked reserves in April 2024 to cover budgeted works ordered in 2023-2024 unpaid and/or incomplete at the end of the 2023-2024 financial year.

A councillor commented on the spent budget for 2023-2024 and indicated that the budget for the next financial year should be modified to reflect the actual spend in each budget line.

169. To approve the Statement of Accounts to 31 March 2024

It was **resolved** to approve the Statement of Accounts to 31 March 2024.

The Statement of Accounts was signed by the Chair.

170. To approve the bank reconciliations to 31 March 2024

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

171. To receive and comment on the internal audit report for the year ending 31 March 2024

The internal audit report for the year ending 31 March 2024 was received and noted.

The recommendations from the internal auditor were noted, and the following actions agreed:

- The risk assessment will be modified as required;
 - Councillors will be encouraged to undertake training;
 - The reserves will be reviewed;
 - It was **resolved** to pay the full Homeworking Allowance of £26 per month to the Clerk, to be funded from general reserves for this financial year, and added to the budget for 2025-2026;
 - It was acknowledged that professional advice will be required when the Pavilion insurance claim is settled and repairs/works are agreed, and that this project will have an impact on staff time;
 - Memorial inspections in the churchyard will be progressed;
 - To review the internal audit provision for the next year, as the current internal auditor had undertaken the last three reviews;
 - To undertake a review of effectiveness of internal audit when the external audit has been completed.
- The internal auditor recommendation regarding the purchasing of a .gov.uk domain and reviewing the current website provision was considered. The Council decided not to act on this recommendation.

172. To complete and sign the Annual Governance Statement for the year ending 31 March 2024

The Annual Governance Statement for the year ending 31 March 2024 was completed by the council.

It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2024.

The Statement was signed by the Chair and the Clerk.

173. To approve and sign the Accounting Statements for the year ending 31 March 2024

It was noted that the RFO had signed the Accounting Statements.

It was **resolved** to approve the Accounting Statements for the year to 31 March 2024.

The Accounting Statements were signed by the Chair.

174. To set the date for the commencement of the Exercise of Public Rights

The Clerk advised that this period needs to be 30 working days and include the first ten working days of July.

The Clerk proposed 03 June 2024 as the commencement date, with the end date being 12 July 2024. These dates were checked for compliance.

It was **resolved** to approve 03 June 2024 as the commencement date of the Exercise of Public Rights, with the end date being 12 July 2024.

175. To consider the internal auditor arrangement for the current financial year and agree actions

It was noted the current internal auditor had carried out the last three audits for the council.

It was **resolved** to contract a new internal auditor to undertake the 2024-2025 internal audit.

176. To approve grants and donations for the year to 31 March 2025

It was **resolved** to follow the Grants and Donations Policy to the year ending 31 March 2025.

OCC and WODC Cllr Walker entered the meeting.

177. To receive the report from OCC and WODC Cllr Walker

OCC and WODC Cllr Walker:

- Thanked Cllr Dingwall for his work as a District Councillor, and welcomed Cllr Marsh as a new District Councillor;
- Noted that OCC had signed a lease agreement for a new stadium for Oxford United;
- Noted concerns about the handling of bins by Ubico, and missing bin collections, and advised that he would contact Ubico regarding these;
- Noted that it would be beneficial for the parish if someone were to become a FixMyStreet superuser.

OCC and WODC Cllr Walker left the meeting.

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

The Clerk's report was received and noted.

Recreation and Leisure

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

The action report was received and noted.

It was noted that the damaged fence post at the side entrance of the enclosed playground had been replaced. It was noted that the council is experimenting with topsoil and grass seed on the damaged edges of the safety surfaces.

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

A report had been received from the Village Hall Management Committee. It stated that the CIO was progressing to plan, and that a resolution would be put to all those present at a meeting to be held on 22 May after the Village Hall AGM, which required 75% of those present to agree.

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

A report had been received from the Village Hall Management Committee. It stated that a scope document and terms of reference had been sent to architects, with a closing date for submissions of 10 June 2024.

182. Village Hall – To receive an update regarding the Village Hall drains

The Clerk advised that quotations had been requested from six contractors. Three contractors had expressed an interest in quoting for the works, but no quotes had been received yet.

183. Village Hall – To note the receipt of Terms of Business documents from the solicitor managing the Village Hall lease on behalf of the Council and agree actions

It was **resolved** that Cllr Caunt would consider the Terms of Business documents from the solicitor.

It was **resolved** to delegate authority to the Clerk to sign the Terms of Business documents from the solicitor on council agreement.

184. Village Hall Car Park – To receive quotations for the creation of a tarmacked surface from the car park entrance to the Village Hall and agree actions

Quotations had been received from four contractors. The quotations were considered.

It was **resolved** to request further information from contractors, and bring this motion back to council when appropriate.

185. Village Hall Car Park – To receive quotations for the creation of a tarmacked path from the car park entrance to the Pavilion and agree actions

Quotations had been received from four contractors.

It was **resolved** not to take any action until the council received more information regarding the creation of a tarmacked surface from the car park entrance to the Village Hall.

186. Village Hall Car Park – To note concern raised regarding the dog signage and agree actions

The concern raised regarding the dog signage was noted.

It was **resolved** that Perfect Puppies dog training would be allowed to change the signage which they felt to be inappropriate, and install a similar sign, to approved by the council.

187. Football Club changing facilities – To receive an update regarding the portacabins and agree actions

The Clerk advised that the LPA had acknowledged that a new planning application had been received, which was waiting validation. It had been submitted on the basis that it would amend the condition on the original planning permission to extend the time of the temporary consent.

It was **resolved** to serve a notice on the Football Club that as of 28 June 2024 it would be in breach of its licence obligations if new planning consent is not granted, and that the council reserves its rights to enforce the terms of the licence.

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

An update was received regarding the car damage. The contractor has advised that the repair works are scheduled to take place in the next fortnight.

No update had been received regarding the tree root solution for the subsidence. The last monitoring reading was undertaken in April. This report has not been received.

Churchyard and Burial Ground

189. Burial ground grass – To consider reseeding an area of the burial ground as the grass has died over the winter and agree actions.

A quotation had been received to reseed an area of the burial ground where the grass had died.

It was **resolved** not to reseed the area of the burial ground where the grass had died, until advice has been received regarding the water issue and drainage options

190. Burial ground grass – To consider obtaining professional advice regarding drainage options for the burial ground and agree actions

It was **resolved** to seek professional advice regarding drainage options for the burial ground.

191. Burial ground administration – To consider the burial ground regulations and administration and agree actions

It was **resolved** that Cllr Ward would consider the burial ground regulations and administration and bring the proposals to the June council meeting for consideration.

192. Churchyard maintenance – To consider the grass cutting and maintenance contract for the churchyard and agree actions

The grass cutting and maintenance contract for the churchyard was considered.

It was **resolved** not to change the current grass cutting specification for the churchyard.

It was **resolved** to consider changes to the grass cutting specification for the churchyard for the next year.

It was noted that the council has agreed in its Biodiversity Duties plan that herbicides are not to be used in the churchyard and burial ground. It was **resolved** to ask Pampered Paddocks for options to maintain the paths without using herbicides.

Community

193. To consider a request from the Charity Tractor Run to park the tractors on the Village Green during the tractor run on 09 June 2024 and agree actions

It was noted that Church has requested to use the Village Green on the same day, as part of the Open Gardens event.

It was **resolved** to grant permission for the Charity Tractor Run to park tractors on the Village Green during the tractor run on 09 June 2024, dependent on the weather and state of the Village Green, and receipt of their public liability certificate and risk assessments.

Planning

194. Planning application 24/01019/HHD

Works to include demolition of walling to create vehicular access onto the highway and provision of parking area – 2 Witney Lane, Leafield

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

195. Planning appeal APP/D3125/W/24/3338933 (23/02245/FUL)

Demolition of the existing garage, bungalow, associated buildings and hardstanding. Construction of seven dwellings with associated works – Wychwood Garage, Fairspear Road, Leafield

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

196. To comment on any planning applications received before the date of the meeting

None.

197. 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

24/00487/HHD – Erection of a single storey rear extension and a front porch – 2 Greenwich Lane, Leafield

Under consideration

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

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

Under consideration

24/00777/HHD – Formation of new ground floor window opening to east elevation of existing domestic dwelling – New House, 32 Lower End, Leaffield
Under consideration

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

The finance update to 29 April 2024 was reviewed.

As of 29 April 2024: receipts were £35,068.00, payments were £7,006.01, and the balance was £107,803.81.

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

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

199. Budget update – To review and approve the budget update

The budget update to 30 April 2024 was reviewed.

It was noted that 4% of the budget had been used to 30 April 2024.

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

200. Reserves – To review and approve the reserves

It was noted that as of 30 April 2024:

Earmarked reserves - £3,705.00 had been used; £24,843.44 remained.

General reserves - £0 had been used; £51,193.08 remained.

It was **resolved** to transfer the following from general reserves to earmarked reserves:

- Village Hall - £6,000

- Playground - £4,400

- Churchyard - £1,600

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

201. 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	-£2.92
Ionos	Website and email	£30.00
Bitdefender	Antivirus plus	£39.00

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

ICCM	Annual membership	£100.00
WODC	Council election 2023/24	£200.00
Logs Unlimited	Grass cutting – cyard, bgrnd, playgnd, path	£590.40
WOCT	Donation	£1,000.00
Jane Olds	Internal audit 2023/24	£300.00
Anne Ogilvie	Administration reimbursement	£7.40
Anne Ogilvie	Net salary – P2	personal
HMRC	PAYE and NI – P2	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:

Chadlington PC	Training contribution	£35.00
WODC	Precept – 1 st half	£34,256.00
OALC	Training refund	£36.00
Leaffield Village Hall	Commercial bin contribution	£416.00

202. 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.

203. To consider training options for councillors and the Clerk and agree actions

Training options for councillors and the Clerk were considered.

It was **resolved** to approve the Clerk to attend the 2024 SLCC National Conference and the 2025 SLCC Practitioners’ Conference.

Communications

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

The correspondence register was received and noted.

- Tarmac by the school on the Village Green – It was **resolved** to advise the school that they may remove the existing overgrown grass on the tarmac.
- Flowers on the Village Green – It was noted that the number of daffodils on the Village Green has been increased, and there is an experimental wildflower area. It was noted that proposals for change could be given to Sustainable Leafield.
- Speed indication device – The council has changed its management of the SID, and believes that it does reduce the speed of some vehicles.

205. To receive items for information only

None.

206. 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

- Biodiversity - to revisit the plan
- To agree projects and priorities for 2024-2025
- To review the burial ground regulations and administration
- An update on the burial ground reseeding
- ICCM training for Cllr Shuttlewood
- Noticeboard for the burial ground

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.

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

Tuesday 11 June 2024, 7.00 pm, at Leafield Village Hall.

The meeting was closed at 9.12 pm.

Signed: _____

Date: _____