

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.01 pm on Tuesday 11 June 2024 at Leaffield Village Hall

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

Absent: Cllr Tom Butler, Cllr Jeremy Russ

Members of Public: WODC Cllr Paul Marsh, four members of the public

208. Welcome from the Chair

Councillors agreed that Cllr Caunt would Chair the meeting in the absence of Cllr Butler.
Cllr Caunt welcomed everyone to the meeting.

209. To receive apologies for absence

Apologies were received from Cllrs Butler and Russ.

210. To approve and sign the minutes of the Council meeting on 14 May 2024

It was **resolved** to approve the minutes of the Council meeting on 14 May 2024. The minutes were signed by the Chair.

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

None.

212. 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 advised that the path to the church had been hand weeded.

213. To receive reports from County and District Councillors

WODC Cllr Marsh:

- Advised that the new District term had commenced, but it had been quiet due to the General Election.
 - Advised that the next consultation for the new Local Plan would take place after the General Election.
- No report was received from OCC/WODC Cllr Walker.

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

The Clerk's report was received and noted.

OCC Highways had requested the Council's view with regards to painting white (no parking) lines at the Hatching Lane Junction on Lower End. The Council decided that it would not support this action.

Recreation and Leisure

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

The action report was received and noted.

It was noted that the brambles are beginning to encroach the enclosed playground. The Clerk will cut the brambles back during the next playground inspections.

216. Playground refurbishment project – To consider the playground refurbishment project and agree actions

There was no update regarding the playground refurbishment project.

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

A representative from the Village Hall Management Committee advised that the CIO is progressing.
It was noted that the Council had received a copy of the new constitution.

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

There was no update regarding the Village Hall extension plans.

219. Village Hall – To reconsider the resolution 2024-103 "To retain the principal terms of the current lease in the new Village Hall lease" and "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"

It was **resolved** to suspend Standing Order 7a regarding the reversal of resolutions.

It was **resolved** to rescind the following resolutions “To retain the principal terms of the current lease in the new Village Hall lease” and “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”.

220. To agree the principal terms of the new Village Hall lease with the Village Hall Committee and agree actions

It was **resolved** to hold a meeting with the Village Hall Committee to agree the principal terms of the new Village Hall lease.

221. To consider the quotations for the Village Hall drainage works and agree actions

It was noted that six contractors had been contacted to provide a quotation for the Village Hall drainage works and two quotations had been received.

It was **resolved** to seek a further quotation for the Village Hall drainage works.

222. To consider the grant request from the Village Hall and agree actions

It was **resolved** to give a donation of £1,231.00 to the Village Hall. It was noted that this donation would come from general reserves.

223. Village Hall Car Park – To receive further quotation information for the creation of a tarmacked surface from the car park entrance to the Village Hall and agree actions

Further information had been received from one supplier. The costs of the work were considered.

It was **resolved** to reconsider the option of creating a path from the end of the existing tarmac to the Pavilion.

It was **resolved** that the Clerk would obtain further information and clarification from suppliers regarding the path option.

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

It was noted that a planning application to extend the time the portacabins are permitted to be in situ had been submitted by the Football Club, and is on the LPA portal to allow comment.

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

Car damage:

An update was received regarding the car damage. The door and damaged blockwork have been replaced.

When the blockwork has dried, the repaired internal walls will be plastered and painted.

Subsidence claim:

A response has been received from Questgates. The tree barrier quotation has been sent to AXA, they have responded to queries from AXA, and are waiting for instructions from AXA on how to proceed.

The Clerk has contacted the Claims Dept for an update. The Clerk has been advised that the Claims Dept has requested an urgent update from AXA.

It was **resolved** to submit a complaint to the insurer regarding the lack of progress of the subsidence claim.

Churchyard and Burial Ground

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

The draft documents had not been completed. This motion will be added to a future agenda when the draft documents have been completed.

It was noted that the Council needs to obtain professional advice regarding the swale drainage.

It was **resolved** to contact the CDS Group to obtain professional advice regarding the swale drainage.

227. Path maintenance – To consider path maintenance advice from the contractor and agree actions

The contractor has advised that an alternative to using herbicide on the paths would be to hand weed them.

The contractor advised that they do not have the capacity to undertake hand weeding of paths.

It was **resolved** to permit the contractor to use herbicide as per the maintenance contracts.

228. Biodiversity – To reconsider the baseline habitat survey received in January 2024 and agree actions

It was **resolved** to reconsider the baseline habitat survey received in January 2024.

Proposals from Cllr Caunt were considered.

It was **resolved** to create a plan to manage the cherry laurel, to be actioned by Cllr Caunt.

It was **resolved** to investigate the feasibility of creating a small area of low nutrient substrate habitat and report to Council if an opportunity is identified, to be actioned by Cllr Caunt.

It was **resolved** to create and carry out a plan for three to five water containers to be placed around the site, to be actioned by Cllr Caunt.

It was **resolved** to find a bird expert to advise on bird box options, to be actioned by Cllr Caunt.

It was **resolved** to develop a simple annual plan to engage the community with biodiversity in the churchyard.

229. Training – To consider ICCM training for Cllr Shuttlewood and agree actions

It was **resolved** in principle for Cllr Shuttlewood to undertake ICCM's Cemetery Management and Compliance training. A suitable date is required.

230. Noticeboard – To consider installing a noticeboard in the burial ground and agree actions

It was **resolved** to obtain quotations for a noticeboard with metal legs for the burial ground.

Community

231. To consider the request for the Leaffield Garage and Car Boot Sale to use the Village Green on Sunday 08 September 2024 and agree actions

It was **resolved** to grant permission for the Leaffield Garage and Car Boot Sale to use the Village Green on Sunday 08 September 2024 dependent on the weather and state of the Village Green, on receipt of their public liability certificate and risk assessments, and an agreement to make good any damage to the Green.

Planning

232. Planning application 24/01136/S73

Variation of condition 2 of permission 22/00571/FUL to allow changes to roof height of new dwellings – 49 Lower End, Leaffield

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

233. Planning application 24/01176/S73

Variation of condition 4 to planning permission 22/01226/FUL to allow the portacabins to remain in situ for a further two years – The Pavilion, Lower End, Leaffield

It was **resolved** to comment that the Council fully supports this application.

234. Planning application 24/01144/HHD

Erection of a detached log cabin / summerhouse – Ivy House, The Ridings, Leaffield

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

235. Planning application 24/00716/HHD

Proposed external works to include demolition of existing outbuildings, erection of single storey side extension, stone canopy over front door, timber cladding to existing side extension, rear roof lights, replacement double glazed windows and formation of vehicular access to property – Red House, Witney Lane, Leaffield

It was **resolved** to comment on this application.

It was **resolved** to raise concerns about the safety of the vehicular access from the site.

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

None.

237. 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 include the widening of Greenwich Lane – Land west of Greenwich Lane, Leaffield

Awaiting decision

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

Approved – 29/05/24

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

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

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

Approved – 23/05/24

24/01019/HHD – Works to include demolition of walling to create vehicular access onto the highway and provision of parking area – 2 Witney Lane, Leaffield

Under consideration

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
Under consideration

238. To note that WING has submitted a report objecting to outline planning application 24/00842/OUT and agree actions

It was noted that WING had submitted a report objecting to outline planning application 24/00842/OUT. It was noted that the Council had no comment on the report and application at this time. It was **resolved** to include a motion on the next agenda to consider the report and planning application. It was **resolved** to create a link from the Council’s website to the WING website to allow easy access for residents to view the report.

Administration and Finance

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

The finance update to 31 May 2024 was reviewed. As of 31 May 2024: receipts were £35,872.67, payments were £10,819.06, and the balance was £104,795.43. It was **resolved** to approve the bank reconciliation to 29 May 2024. It was **resolved** to approve the finance update.

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

The budget update to 31 May 2024 was reviewed. It was noted that 7% of the budget had been used to 31 May 2024. It was **resolved** to approve the budget update.

241. Reserves – To review and approve the reserves

It was noted that as of 31 May 2024:
Earmarked reserves - £3,705.00 had been used; £36,843.74 remained.
General reserves - £1,200.00 had been used; £37,993.08 remained.
It was **resolved** to approve the reserves update.

242. 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	£14.95
Castle Water	Pavilion water	£15.45
Ionos	Website and email	£30.00
ICO	Data protection fee	£35.00
UK Debt Mgt Office	PWLB loan repayment – burial ground	£1,209.36

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

T & C Trees Ltd	Sycamore	£600.00
Ubico Ltd	Grass cutting – April	£626.35
Logs Unlimited	Grass cutting – cyard, bgrnd, playgnd, path	£590.40
Logs Unlimited	Fence post replacement	£68.40
WODC	Litter/dog bin emptying	£261.14
SLCC	Clerk membership (part)	£150.92
Anne Ogilvie	Administration reimbursement	£77.05
Anne Ogilvie	Net salary – P3	personal
HMRC	PAYE and NI – P3	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:

Peter Smith & Son	Burial fees	£550.00
Peter Smith & Son	Burial fees	£250.00

Co-op Bank

Interest – 05 April 2024

£4.67

It was **resolved** to approve the Clerk's overtime request to cover burials, to be reviewed in six months.

243. 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.

244. To consider insurance options for the Council

The Council considered insurance options.

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

245. To review and approve the Lead Councillor terms of reference

It was **resolved** to approve the Lead Councillor terms of reference.

246. To consider the Council's projects and priorities for 2024-2025 and agree actions

It was **resolved** that Cllr Stammers would review and prioritise the project list and circulate to Councillors for comment.

It was **resolved** to approve the prioritised project list at the next council meeting.

Communications

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

The correspondence register was received and noted.

- A concern had been raised by a resident regarding parking on the pavement by the school. The Council acknowledged the issue, but noted that this was not in the Council's control to manage. It was suggested that TVP Neighbourhood Police team could be contacted, and OCC via FixMyStreet.

248. To receive items for information only

The Clerk will be on annual leave for a week in June, July and August.

Meetings

249. 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

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.

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

Tuesday 16 July 2024, 7.00 pm, at Leaffield Village Hall.

The meeting was closed at 9.05 pm.

Signed: _____

Date: _____