

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.00 pm on Wednesday 24 July 2024 at Leaffield Village Hall

Present: Cllrs Tom Butler, Luke Caunt, Adam Compton (from item 264), Richard Shuttlewood
Clerk – Anne Ogilvie

Absent: Cllr Jeremy Russ, Cllr Richard Stammers

Members of Public: One member of the public

251. Welcome from the Chair

Cllr Butler thanked everyone for attending this extra meeting.

252. To receive apologies for absence

Apologies were received from Cllrs Russ and Stammers, and WODC Cllr Marsh.

253. To approve and sign the minutes of the Council meeting on 11 June 2024

It was **resolved** to approve the minutes of the Council meeting on 11 June 2024. The minutes were signed by the Chair.

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

Cllr Shuttlewood declared an interest in item 278.

255. To note the resignation of Cllr Ward and receive an update regarding the vacancy process

The Council noted the resignation of Cllr Ward and thanked him for his work as a councillor.

It was noted that the Notice of Vacancy had been published, and electors had had until 16 July to request an election. An election had not been requested, so the Council's co-option process has started. The vacancy has been posted on the website and noticeboard, with a closing date of 15 August.

256. To co-opt a new member to the Council

An application form had been received from Adam Compton.

Adam Compton was proposed by Cllr Butler and seconded by Cllr Shuttlewood.

He was voted to become a member of the Council by a show of hands.

It was **resolved** to co-opt Adam Compton as a member of the Council.

257. 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

None.

258. To receive reports from County and District Councillors

No reports received.

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

The Clerk's report was received and noted.

It was noted that electrical works will be carried out in the churchyard from the end of July into August.

Recreation and Leisure

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

The action report was received and noted.

It was noted that some work is needed on the toddler multiplay unit. It was agreed to wait until the annual inspection report has been received, and add these works to any required following the inspection.

261. Playing field – To consider the request from the Football Club to undertake maintenance on some areas of the playing field and car park, and install steps to the portacabin, and agree actions

It was **resolved** to approve the installation of steps to the portacabin.

It was **resolved** to approve the maintenance on areas of the playing field and car park, subject to agreement with the Clerk following the meeting. It was noted that the Football Club would need permission from the pre-school before undertaking works to the hedge by the pre-school.

262. Playing field – To consider a request from the Football Club to install a dugout and agree actions

It was **resolved** to approve the installation of a dugout on the concrete pad area.

263. Playing field – To consider a request for the playing field to be used from Thursday 08 August to Sunday 11 August to host a bike night and a beer festival, and agree actions

It was **resolved** to approve the Football Club to use the playing field from Thursday 08 August to Sunday 11 August to host a bike night and a beer festival, subject to receipt of suitable insurances, risk assessment, information required and agreement to make good the field after use. It was noted that suitable toilet facilities need to be confirmed.

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

The report received from the Village Hall was noted.

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

The report received from the Village Hall was noted.

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

It was **resolved** that Cllr Butler would contact the Village Hall regarding the requirements and proposals for the new lease.

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

It was **resolved** to appoint Central Drains Ltd to undertake the Village Hall drainage works, at a cost of £9,668.80. It was **resolved** to use general reserves to cover the cost of the works.

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

The information from the contractor was considered.

It was **resolved** to appoint Churchill Surfacing Contractors Ltd to create a tarmacked path from the car park entrance to the Pavilion, at a cost of £3,300. It was **resolved** to use permeable tarmac.

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

It was noted that the planning application to extend the time period for the portacabins to remain in situ had been approved. This extension provides approval for the portacabins to remain on site until 12 July 2026.

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

Car damage:

The repair work has been completed.

Subsidence claim:

It was noted that updates had been requested, that the complaint had been submitted as agreed at the June council meeting, and that Gallagher have also submitted a complaint to AXA.

Churchyard and Burial Ground

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

The professional advice and quotation was noted.

It was **resolved** to request more information about the proposed works on the quotation received.

It was **resolved** to obtain further quotations for work to help resolve the drainage issues in the burial ground.

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

It was **resolved** that Cllr Shuttlewood would produce the draft revised burial ground regulations, and a one page summary for the burial ground and website.

273. Churchyard bench – To consider purchasing a new bench for the churchyard and agree actions

It was **resolved** to purchase a new bench for the churchyard.

It was **resolved** to delegate authority to the Clerk to purchase a new hardwood bench for the churchyard, costing a maximum of £300.

274. Burial ground noticeboard – To consider options for a new noticeboard and agree actions

Councillors considered a one bay noticeboard option.

It was **resolved** to obtain quotations for a one bay noticeboard for the burial ground.

Community

275. To consider the Traffic Sensitive Streets Review Consultation (OCC) and agree actions

It was **resolved** not to comment on the Traffic Sensitive Streets Review Consultation.

Planning

276. Planning application 24/01693/S73

Variation of condition 19 of permission 22/03408/FUL to allow the removal of the restriction on the 8 x barn style cabins that prevent them from being used as permanent occupation or as a primary place of residence – Leafield Technical Centre, Langley, Witney

It was **resolved** to object to this application, regarding the extent of the area proposed to be subject to unrestricted residential occupation.

It was **resolved** to request the Council's s106 request be reconsidered if the LPA approves the application.

It was **resolved** to request that this application be considered by the Planning Committee.

277. Planning application 24/01663/HHD

Erection of a summer house (retrospective) – Long Acre, The Ridings, Leafield

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

278. Planning application 24/01751/HHD

Erection of a detached garden office – Sperrings, Witney Lane, Leafield

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

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

None.

280. 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, Leafield

Awaiting decision

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

Under consideration

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

Withdrawn – 25/06/24

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

Not yet decided

24/01136/S73 – Variation of condition 2 of permission 22/00571/FUL to allow changes to roof height of new dwelling – 49 Lower End, Leafield

Under consideration

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, Leafield

Approved – 12/07/24

24/01144/HHD – Erection of a detached log cabin / summerhouse – Ivy House, The Ridings, Leafield

Approved – 04/07/24

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, Leafield

Under consideration

281. To consider supporting both the aims and the approach of the Witney Infrastructure Neighbourhood Group (WING)
It was **resolved** to support both the aims and the approach of the Witney Infrastructure Neighbourhood Group (WING).

282 To consider endorsing the “North Witney Housing Development Challenges and Interventions (Version 2 – May 2024)” report prepared by WING
It was **resolved** to completely endorse the “North Witney Housing Development Challenges and Interventions (Version 2 – May 2024)” report prepared by WING.

Administration and Finance

283. Finance update – To review and approve the finance update, to review and approve the bank reconciliation
The finance update to 30 June 2024 was reviewed.
As of 30 June 2024: receipts were £36,672.67, payments were £16,056.35, and the balance was £100,358.14.
It was **resolved** to approve the bank reconciliation to 28 June 2024.
It was **resolved** to approve the finance update.

284. Budget update – To review and approve the budget update
The budget update to 30 June 2024 was reviewed.
It was noted that 14% of the budget had been used to 30 June 2024.
It was noted that the chargeable waste bin line will be slightly overbudget by the end of the year.
It was **resolved** to approve the budget update.

285. Reserves – To review and approve the reserves
It was noted that as of 30 June 2024:
Earmarked reserves - £3,705.00 had been used; £36,843.74 remained.
General reserves - £1,252.00 had been used; £39,148.98 remained.
It was **resolved** to transfer burial income, £1,600, from general reserves to the burial earmarked reserve.
It was **resolved** to approve the reserves update.

286. 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	£18.16
Ionos	Website and email	£30.00
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Village Hall	Donation	£1,231.00
Ubico Ltd	Grass cutting – May	£684.37
Logs Unlimited	Grass cutting, cyard, bgrnd, playgrnd, path	£590.40
Anne Ogilvie	Administration reimbursement	£47.65
Anne Ogilvie	Net salary -P4	personal
HMRC	PAYE/NI – P4	personal
LGPS	Employer/employee pension	personal

It was **resolved** to approve the following payments:
Ubico Ltd Grass cutting – June £409.86

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

It was noted that the following receipts had been received:
E Taylor Burial fees £800.00

287. 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.

288. To consider the Council’s projects and priorities for 2024-2025 and agree actions

The project and priority list for 2024-25 was reviewed and amendments made.
It was **resolved** to approve the amended project and priority list for 2024-25.

289. To consider training options and agree actions

The training options report was noted.

290. To consider OALC’s proposal to increase the annual membership fee and agree actions

It was **resolved** to review the proposal when more information had been received from OALC.

291. To note that the annual physical asset inspection is due and agree actions

It was **resolved** that Cllr Butler would undertake the annual physical asset inspection.

Communications

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

The correspondence register was received and noted.
- It was agreed that Rich Weinhold would refurbish the blue bench in the churchyard.

293. To receive items for information only

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

Meetings

294. 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.

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

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

The meeting was closed at 8.24 pm.

Signed: _____

Date: _____