

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held at 7.00 pm on Tuesday 13 August 2024 at Leaffield Village Hall**

**Present:** Cllrs Tom Butler, Jeremy Russ, Richard Shuttlewood, Richard Stammers  
Clerk – Anne Ogilvie

**Absent:** Cllr Luke Caunt, Cllr Adam Compton

**Members of Public:** Five members of the public  
WODC Cllr Marsh, WODC/OCC Cllr Walker

**296. Welcome from the Chair**

Cllr Butler welcomed everyone to the meeting.

**297. To receive apologies for absence**

Apologies were received from Cllr Caunt.

**298. To approve and sign the minutes of the Council meeting on 24 July 2024**

It was **resolved** to approve the minutes of the Council meeting on 24 July 2024. The minutes were signed by the Chair.

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

Cllr Shuttlewood declared an interest in item 313.

**300. 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***

Two members of the public gave their views on planning application 24/01869/FUL.

A member of the public raised concern about moles in the churchyard.

A member of the public asked questions about the speed indication device and its sitings.

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

Report from OCC/WODC Cllr Walker

- Advised that a speedwatch group had been established in Leaffield, but was disbanded due to a lack of volunteers.

- Noted that due to the lack of a 5 year housing land supply, planning appeals have been lost.

- Noted that following the disbandment of Publica, there would be cost implications from redundancies.

Report from WODC Cllr Marsh

- Noted that the Publica change would take place in two phases.

- Advised the Council that although it does not have the power to force an application to be heard by WODC's planning committee, a request from the PC can add weight to the decision as to whether an application is decided by delegated authority or the planning committee.

**302. To consider moving items 14 and 12 on the agenda to precede item 7 on the agenda**

Cllr Butler proposed moving items 14 and 12 on the agenda to precede item 7 on the agenda.

It was **resolved** to move items 14 and 12 on the agenda to precede item 7 on the agenda.

**303. Planning - Planning application 24/01869/FUL**

Erection of 9 dwellings including affordable homes, with new access and footpath, carports, parking, landscaping, and all enabling works, together with new allotments and dedicated parking – Land adjoining Greenwich Lane, Leaffield

It was **resolved** to object to this application.

Concern was noted regarding public comments about the previous application which had been removed from the portal, the extension into the AONB, water issues, and the planning application on adjacent land.

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

**304. Community - To consider concerns about speeding in the village and the use of the SID, and agree actions**

It was **resolved** to investigate the Community Speedwatch scheme and options for purchasing a radar gun.

It was **resolved** to rotate the SID every two months, around the following locations: Fairspear Road, The Ridings, Lower End and Witney Lane.

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

The Clerk's report was received and noted.

**Recreation and Leisure**

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

The action report was received and noted.

**307. 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.

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

The report received from the Village Hall was noted. A three phase approach to the works has been agreed.

**309. 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 the Council and Village Hall would agree the principal terms of the new lease by the end of August.

**310. Village Hall – To ratify approval for building owner approval to allow the Village Hall to apply for a grant for wall insulation, and solar panels and batteries**

It was **resolved** to ratify approval for building owner approval to allow the Village Hall to apply for a grant for wall insulation, and solar panels and batteries.

**311. Pavilion – To receive an update regarding the insurance claims**

Subsidence claim:

It was noted that the Council had received £50 for inconvenience, and a response following the complaint made to AXA.

It was noted that an update from Questgates had been received, stating that they were waiting further instruction AXA.

It was **resolved** to advise AXA that the Council understood and agreed with Questgates queries regarding instructions from AXA.

**312. Village Hall car park – To consider replacing the car park barriers and agree actions**

It was **resolved** to investigate planting hedging and trees to replace the car park barriers.

It was **resolved** to investigate installing rocks to replace the car park barriers.

**Planning**

**313. Planning application 24/01750/HHD**

Raise roof height and insertion of front dormers and rear rooflights to create first floor ancillary accommodation. Provision of external staircase. Alterations to boundary walling and widening of vehicular access – Sperrings, Witney Lane, Leaffield

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

**314. OCC – Proposed Definitive Map Modification Order – Leaffield Footpath no 3**

It was **resolved** not to comment on this modification order.

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

None.

**316. 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

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

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

Awaiting decision

**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, Leaffield  
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, Leaffield  
Under consideration

**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  
Approved – 07/08/24

**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 – Leaffield Technical Centre, Langley, Witney  
Under consideration

**24/01663/HHD** – Erection of a summer house (retrospective) – Long Acre, The Ridings, Leaffield  
Under consideration

**24/01751/HHD** – Erection of a detached garden office – Sperrings, Witney Lane, Leaffield  
Under consideration

**317. To consider the WODC Community Infrastructure Levy (CIL) Draft Charging Schedule consultation and agree actions**

It was **resolved** to comment that the Council requests that PCs receive a higher proportion of CIL for larger developments which would have a greater impact on the community.

**Administration and Finance**

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

The finance update to 31 July 2024 was reviewed.

As of 31 July 2024: receipts were £36,997.67, payments were £20,857.80, and the balance was £95,881.69.

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

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

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

The budget update to 31 July 2024 was reviewed.

It was noted that 18% of the budget had been used to 31 July 2024.

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

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

It was noted that as of 31 July 2024:

Earmarked reserves - £3,705.00 had been used; £38,443.74 remained.

General reserves - £2,509.00 had been used; £36,331.21 remained. It was noted that £9,668.80 of general reserves had been allocated to cover the Village Hall drainage works. It was noted that the general reserve position would be reviewed during the 2025/2026 budget process.

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

**321. 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    | £15.46        |
| Ionos  | Website and email | £30.00        |

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

|                  |  |           |
|------------------|--|-----------|
| Logs Unlimited   | Grass cutting – cyard, b grnd, plygrnd, path | £833.40   |
| G & O Bldg Servs | Pavilion door repairs                        | £3,721.14 |
| Anne Ogilvie     | Administration reimbursement                 | £41.28    |

|              |                           |          |
|--------------|---------------------------|----------|
| Anne Ogilvie | Net salary – P5           | personal |
| HMRC         | PAYE/NI – P5              | 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 | £325.00 |
|---------------|------|---------|

**322. 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.

**323. To consider training options and agree actions**

The training options report was noted.

It was **resolved** to book a place on “Leading your Council” training for Cllr Butler, on 09 January 2025, in Oxford, at a cost of £60.

**324. To consider the insurance pre-renewal questionnaire and agree actions**

It was **resolved** that the Clerk would check and modify the document if required, and submit it to Gallagher.

**Communications**

**325. Correspondence Register – to receive the register and agree actions**

The correspondence register was received and noted.

- It was **resolved** to ask the Football Club to write an article for LWO about the issues of dog mess on the playing field, and discuss whether it would be possible to fence off the area around the goalposts.

**326. To receive items for information only**

The Football Club’s work tidying up the Village Hall car park was noted. The Clerk will thank the Football Club for their work.

**Meetings**

**327. 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**

No requests received.

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.

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

Tuesday 10 September 2024, 7.00 pm, at Leaffield Village Hall.

The meeting was closed at 8.30 pm.

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

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