

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.00 pm on Tuesday 10 September 2024 at Leaffield Village Hall

Present: Cllrs Tom Butler, Adam Compton (from item 334), Richard Shuttlewood, Richard Stammers
Clerk – Anne Ogilvie

Absent: Cllr Luke Caunt, Cllr Jeremy Russ

Members of Public: Two members of the public
WODC Cllr Marsh

329. Welcome from the Chair

Cllr Butler welcomed everyone to the meeting.

330. To receive apologies for absence

Apologies were received from Cllr Caunt and Cllr Russ.

331. To approve and sign the minutes of the Council meeting on 13 August 2024

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

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

None.

333. 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 discussed options for the churchyard bench refurbishment with the Council.

Cllr Compton entered the meeting.

334. To consider moving item 7 on the agenda to precede item 6 on the agenda

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

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

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

The Clerk's report was received and noted.

It was **resolved** to order a pallet of salt bags from OCC.

336. To receive reports from County and District Councillors

Report from WODC Cllr Marsh

Noted that WODC are in the process of responding to the NPPF consultation.

Report from OCC/WODC Cllr Walker

No report received.

Recreation and Leisure

337. Playground – To consider the annual independent playground inspection report and agree actions

The annual independent playground inspection report was received and noted.

It was noted that a quotation had been obtained for works required.

338. Playground – To consider the quotation for playground repairs following the receipt of the annual independent playground inspection report

The quotation from RPM Ltd, for £1,620, for repair works to the trim trail, rotaweb, junior multiplay unit, rocker, basket swing and toddler multiplay unit was considered.

It was **resolved** to approve the quotation from RPM Ltd for playground repairs, at a cost of £1,620.

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

The action report was received and noted.

It was noted that there is a worn step on the toddler multiplay unit.

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

The Village Hall representative advised that the CIO is due to be finalised on 19 September 2024.

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

The report from the Village Hall was noted. It was noted that the Village Hall will send the agreed proposal to the Council.

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

The principal terms of the new Village Hall lease were discussed with the Village Hall representative.

It was **resolved** that the agreed terms will be circulated to councillors for review, and to the Village Hall.

It was **resolved** that, when agreed, the terms will be sent to the council's solicitor.

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

The update regarding the insurance claims was noted.

It was noted that the £50 compensation payment had been received.

Community

344. To consider the Community Speedwatch scheme and agree actions

It was noted that TVP had been contacted regarding setting up a scheme, but no response had been received.

It was **resolved** to contact TVP again, and if no response is received, to escalate the request.

Planning

345. Planning application 24/02089/HHD

Erection of single storey rear garage extension and construction of attached pergola – Greenviews, 41 Lower End, Leaffield

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

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

NPPF consultation – comment by 24 September

It was **resolved** to support WODC's comments on the NFFP consultation.

347. To receive an update of previous planning applications

23/01442/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 associated 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

23/01136/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

24/01693/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

24/01320/FUL – Demolition of existing bungalow. Erection of a dwelling with attached garage, associated driveway and landscaping – 3 Langley, Witney

Under consideration

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

Approved – 22 August 2024

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

Approved – 23 August 2024

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, Leafield

Under consideration

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, Leafield

Under consideration

Administration and Finance

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

The finance update to 31 August 2024 was reviewed.

As of 31 August 2024: receipts were £37,047.62, payments were £27,072.29, and the balance was £89,717.20.

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

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

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

The budget update to 31 August 2024 was reviewed.

It was noted that 22% of the budget had been used to 31 August 2024.

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

350. Reserves – To review and approve the reserves

It was noted that as of 31 August 2024:

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

General reserves - £5,609.95 had been used; £32,516.17 remained.

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

351. 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	£15.45
--------------	----------------	--------

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

SLCC Enterprises	National Conference (part)	£46.50
Logs Unlimited	Grass cutting – yard, b grnd, plygrnd, path	£590.40
Central Drains	Village Hall drainage works	£11,602.56
Playsafety Ltd	Annual playground inspection	£216.00
OALC	Training	£72.00
Eaglestone Outdoor	Churchyard wall repair – part payment	£4,000.00
Ubico Ltd	Grass cutting – July	£728.86
Kingham Garden Ser	Car park barrier removal	£705.00
Anne Ogilvie	Administration reimbursement	£30.60
Anne Ogilvie	Net salary – P6	personal
HMRC	PAYE/NI – P6	personal
LGPS	Employer/employee pension – P6	personal

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

It was noted that the following receipts had been received:

AXA	Compensation	£50.00
-----	--------------	--------

352. 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.

353. To consider training options and agree actions

The training options report was noted.

354. To consider the subscription proposal from OALC and agree actions

It was **resolved** to approve the subscription proposal from OALC.

355. To review and approve the insurance quotation for 2024-2025 from Gallagher

It was **resolved** to renew the insurance for 2024-2025 with Gallagher, at a cost of £5,353.51.

It was **resolved** to investigate and query the subsidence exclusion.

356. To receive the asset inspection report from Cllr Butler and agree actions

The asset inspection report was received from Cllr Butler.

It was noted that the War Memorial plaques are deteriorating.

It was noted that new signage is required on the defibrillator cabinets. It was **resolved** to delegate authority to the Clerk to purchase new defibrillator cabinet signage.

It was noted that some areas of the churchyard walls are covered in ivy. It was **resolved** to ask the current churchyard walling contractor if he can remove the ivy on the churchyard walls.

357. To review the internal auditor quotations and agree actions

The internal auditor quotations were reviewed.

It was **resolved** to appoint Theresa Goss as the internal auditor for 2024-2025, at a cost of £300.

358. To consider signing up to the Oxfordshire Councils' Charter

It was **resolved** to sign up to the Oxfordshire Councils' Charter.

Communications

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

The correspondence register was received and noted.

360. To receive items for information only

It was noted that defibrillator use training will be organised for the community.

Meetings

361. 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

- To cover the cost of defibrillator training for the community
- CCTV options for the village
- Village Hall car park hedging
- Draft action plan and budget for 2025-2026
- Insurance update
- Village Hall business proposals and funding requests

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.

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

Tuesday 08 October 2024, 7.00 pm, at Leaffield Village Hall.

The meeting was closed at 8.20 pm.

Signed: _____

Date: _____