

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.00 pm on Tuesday 08 July 2025 at Leaffield Village Hall

Present: Cllrs Tom Butler, Luke Caunt, Adam Compton, Richard Shuttlewood
WODC Cllr Marsh (from item 255)
WODC Cllr Walker (from item 258)
Clerk – Anne Ogilvie

Absent: None

Members of Public: Two

240. Welcome from the Chair

Cllr Butler welcomed everyone to the meeting.

241. To elect a new Vice-Chair of the Council

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

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

The Acceptance of Office was signed by Cllr Caunt in the presence of the Clerk.

243. To receive apologies for absence

Apologies were received from OCC Cllr Field-Johnson.

244. To approve and sign the minutes of the Council meeting on 10 June 2025

It was **resolved** to approve the minutes of the Council meeting on 10 June 2025. The minutes were signed by the Chair.

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

Cllr Shuttlewood declared an interest in item 271.

246. 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.

247. To receive reports from County and District Councillors

OCC Cllr Field-Johnson

- A written report from Cllr Field-Johnson was received and noted.

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

The Clerk's report was received and noted.

The Clerk was asked to advise the insurance broker that a complaint will be made to the Financial Ombudsmans regarding the pavilion subsidence issue.

Recreation and Leisure

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

The action report was received and noted.

250. Playground – To receive an update regarding the playground refurbishment plans and agree actions

An update was received from Cllr Caunt. Views and suggestions have been received from residents. A report will be presented to Council at the next council meeting.

251. To consider moving items 12 to 21 on the agenda to precede item 11 on the agenda

Cllr Butler proposed moving items 12 to 21 on the agenda to precede item 11 on the agenda.

It was **resolved** to move items 12 to 21 on the agenda to precede item 11 on the agenda.

252. Pavilion – To request an update regarding the subsidence insurance claim and agree actions

The update was received and noted.

253. Playing field – To consider a request to hold a Beer Festival on 15 and 16 August, and agree actions

It was **resolved** to approve the request to hold a Beer Festival on 15 and 16 August on the playing field, subject to the Council receiving a copy of the public liability insurance and a risk assessment.

254. To consider moving item 13.2 on the agenda to follow item 41 on the agenda

Cllr Butler proposed moving item 13.2 on the agenda to follow item 41 on the agenda.

It was **resolved** to move item 13.2 on the agenda to follow item 41 on the agenda.

255. To consider quotations for an accurate boundary plan of the playing field and agree actions

Quotations and indicative prices for a survey to create an accurate boundary plan of the playing field were considered. It was noted that the Council had been advised that it may be difficult to ascertain the precise boundary.

It was **resolved** not to undertake a survey to create an accurate boundary plan of the playing field.

WODC Cllr Marsh entered the meeting.

256. Village Hall car park – To receive an update regarding the removal of the car left in the Village Hall car park and agree actions

The Clerk reported that process to request the owner information from the DVLA had been undertaken. The Council will be in a position to proceed with the process to arrange the removal of the vehicle when that information has been received from the DVLA. It was noted that the DVLA may refuse the request, in which case WODC will make the request on behalf of the Council.

A report was received from WODC Cllr Marsh:

- That the Local Government Reorganisation process is ongoing
- That the Local Plan 2041 consultation is live
- That a car parking strategy is being released by WODC – Witney will retain its free parking, there are no plans to create more car parks in the District.

Parish Maintenance

257. To consider options for the horse chestnut tree near The Old Chapel on the Village Green and agree actions

Options for the horse chestnut tree near The Old Chapel on the Village Green were considered.

It was **resolved** to remove the horse chestnut tree near The Old Chapel on the Village Green, as the tree has grown beyond the conditions stipulated by the insurer for continued coverage, despite being cut back from time to time. The professional advice received by the Council was that the tree has suffered due to these works, and would continue to decline.

It was **resolved** to suspend Financial Regulation 5.9, as the Council chose to use a preferred contractor to undertake the works.

It was **resolved** to contract Town and Country Trees Ltd to remove the tree at a cost of £700. It was noted that Town and Country Trees Ltd would act as the Council's agent and submit the notice to WODC regarding the tree, as it is in a Conservation Area.

It was **resolved** to plant a new tree in the area, further away from the neighbouring houses. It was **resolved** to ask OCC if they would supply and plant the tree.

It was **resolved** to contact the local homeowner regarding the Council's decisions.

258. To consider the salt bag and salt bin options from OCC and agree actions

It was **resolved** not to request salt bags this autumn.

It was noted that the Clerk will check the levels of the salt bins in the parish and report the levels to OCC.

WODC Cllr Walker entered the meeting.

He had advised that he had nothing to report regarding the District Council.

259. To receive an update from the Village Greens Working Group and agree actions

A report was received from Cllr Compton. He advised that he will be organising a Working Party event in September.

260. To consider purchasing benches for the Village Greens and agree actions

The purchase of new benches for the Village Green and possible locations were considered.

It was **resolved** to delegate authority to the Clerk to purchase up to two benches from Wealden Benches, cost circa £595 per bench, to be delivered to Cllr Compton's residence. Cllr Compton will liaise with residents regarding the quantity and placement of benches.

Churchyard and Burial Ground

261. To consider a quotation for the churchyard wall repairs following receipt of further information and agree actions

The quotation for the churchyard wall repairs was considered following receipt of further information.

It was **resolved** to contract Eaglestone Outdoor Solutions to undertake the third phase of the churchyard wall repairs at a cost of £4,560. It was noted that this contractor undertook the previous stage of the churchyard wall works, and that it had not been possible to obtain any other comparable quotes.

262. To review the options for the Lychgate war memorial plaque and agree actions

The Lychgate war memorial report was reviewed.

It was **resolved** to try to source contractors to carve new memorial panels.

Community

263. To consider a response to the Local Government Reorganisation engagement surveys and agree actions

It was **resolved** not to respond to the Local Government Reorganisation engagement surveys.

Recreation and Leisure

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

The update from the Village Hall Management Committee representative was noted.

265. Village Hall – To receive an update regarding the new Village Hall lease and agree actions

It was noted the Village Hall's solicitor was now in receipt of the draft lease, and would be working on it in July.

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

The Village Hall representative advised that designs for the interior works are being created.

267. Village Hall – To consider a quotation to remove the nettles and overgrown vegetation from behind the Village Hall and agree actions

A quotation to remove the nettles and overgrown vegetation from behind the Village Hall was considered.

It was **resolved** to contract Pampered Paddocks to remove the nettles and overgrown vegetation from behind the Village Hall at a cost of £56.

Planning

268. 25/01346/HHD – Erection of a single storey extension – 1 Brooks Row, Leafield

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

269. 25/01448/FUL – Demolition of the existing garage and erection of a dwelling with parking and amenity space, with new access and parking to the existing dwelling – Wychwood Place, The Ridings, Leafield

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

270. 25/01418/HHD – Erection of a fence above a dry stone wall (retrospective) – Pinewood, 89 Lower End, Leafield

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

The Council noted concern that the fence does not blend with the street scene, and is not in keeping with the character and appearance of property boundaries in this section of the Conservation Area.

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

25/01522/S73 – Variation of condition 2 of planning permission 24/01750/HHD to allow an increase of roof height by 0.3m – Sperrings, Witney Lane, Leafield

Cllr Shuttlewood had declared an interest in this item, left the meeting, and left the room.

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

Cllr Shuttlewood re-entered the room and rejoined the meeting.

25/01571/S73 – Variation of condition 2 of permission 25/00414/HHD to allow alterations to the two storey extensions to include a timber-link to the main dwelling – Red House, Witney Lane, Leafield

It was **resolved** to delegate any Council response to the Clerk, as the Council had not had time to consider this application before the meeting.

272. 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

APP/D3125/W/24/3357979 (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

Not yet decided

25/00578/FUL – Demolition of existing dwelling and erection of replacement dwelling including new vehicular access (part retrospective) – Malt House, Witney Lane, Leaffield

Approved – 13 June 2025

25/01083/HHD – Garage conversion, two storey rear extension and extended drop kerb – 7 Fairspear Road, Leaffield

Approved – 18 June 2025

APP/D3125/W/25/3363971 (24/01689/FUL) (Appeal) – 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

Not yet decided

25/01063/HHD – Single storey front extension, proposed cladding of north elevation of the first floor – Fairspear Farm, Fairspear Road, Leaffield

Under consideration

273. To consider responding to the Local Plan 2041 consultation and agree actions

It was **resolved** to comment about policy DM26 with regards to windfall housing, that the Council is concerned how specific housing need will be determined, that priority for housing be given to local people, that local infrastructure and public transport options be taken into consideration.

Administration and Finance

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

The finance update to 30 June 2025 was reviewed.

As of 30 June 2025: receipts were £35,587.50, payments were £14,687.96, and the balance was £100,351.07.

It was **resolved** to approve the bank reconciliation to 27 June 2025.

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

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

The budget update to 30 June 2025 was reviewed.

It was noted that 17% of the budget had been used to 30 June 2025.

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

276. Reserves update – To review and approve the reserve

It was noted that as of 30 June 2025:

Earmarked reserves: used - £1,044, remaining - £48,687.89

General reserves: used - £125,30 plus £1,124.89 VAT, remaining - £28,836.45

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

277. 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	£4.21
Castle Water	Pavilion water	£21.20
Ionos	Website/email	£33.60
Village Hall	Donation – insurance	£1,298.85

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

ICCM	Memorial management training	£186.00
Pampered Paddocks	Grass cutting	£1,348.20
WODC	Litter/dog bin emptying	£261.14
SLCC	Membership fee	£142.00
Anne Ogilvie	Administration reimbursement	£39.32
Anne Ogilvie	Net salary – P4	personal
HMRC	PAYE/NI – P4	personal
LGPS	Employer/employee pension – P4	personal

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

It was noted that the following receipts had been received:

None.

278. To instruct the bank signatories to approve the payments

It was **resolved** that the Clerk will enter the bank payments, and two signatories will authorise the payments.

279. To consider training options and agree actions

The training options report was noted.

It was noted that the Clerk will attend the NALC Legal Update.

280. To receive an update regarding the insurance review and agree actions

It was noted that this action is ongoing.

281. To review the working group memberships and agree actions (requested at May council meeting)

The working group memberships were reviewed.

It was **resolved** to add Cllr Butler to the Burial Ground Administration Working Group.

282. To review and approve the IT Policy

It was **resolved** to defer this motion to the next meeting.

283. To consider the Letter of Engagement for the 2025-2026 internal auditor and agree actions

The Letter of Engagement for the 2025-2026 internal auditor from Theresa Goss was considered.

It was **resolved** to agree the terms and costs set out in the letter from Theresa Goss.

Communications

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

The correspondence register was received and noted.

285. To receive items for information only

It was noted that the Clerk will be on annual leave for one week in July.

Meetings

286. To receive requests for items for the next agenda, and note that motions for inclusion on the next agenda and background papers must be received by the Clerk at least one week before the next meeting

No motions requested for the next agenda.

It was noted that motions for inclusion on the next agenda and background papers must be received by the Clerk at least one week before the next meeting.

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

Tuesday 12 August 2025, 7.00 pm, at Leaffield Village Hall

The meeting was briefly adjourned to allow Councillors to view the fallen tree on the side of the playing field.
The meeting was resumed.

288. To consider a quotation to remove the fallen tree from the playing field and agree actions

Councillors had viewed the fallen tree, and **resolved** not to remove it from the side of the playing field.

The meeting was closed at 8.59 pm.

Signed: _____

Date: _____

2025/35

Signed:

Date: