

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.00 pm on Tuesday 12 August 2025 at Leaffield Village Hall

Present: Cllrs Tom Butler, Luke Caunt, Adam Compton, Richard Shuttlewood
WODC Cllr Marsh
Clerk – Anne Ogilvie

Absent: None

Members of Public: Two

289. Welcome from the Chair

Cllr Butler welcomed everyone to the meeting.

290. To receive apologies for absence

Apologies were received from OCC Cllr Field-Johnson, and WODC Cllr Walker.

291. To approve and sign the minutes of the Council meeting on 08 July 2025

It was **resolved** to approve the minutes of the Council meeting on 08 July 2025. The minutes were signed by the Chair.

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

None.

293. 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.

294. To receive reports from County and District Councillors

OCC Cllr Field-Johnson

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

WODC Cllr Walker

- Advised there had been very little activity at the District Council.

- Noted that the land west of Greenwich Lane application had been approved at the planning committee, with the Grampian condition attached.

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

The Clerk's report was received and noted.

Recreation and Leisure

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

The action report was received and noted.

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

A report was presented by Cllr Caunt. Cllr Caunt will be working with the Clerk to obtain quotations from suppliers.

298. Playground – To consider the annual independent safety inspection report and agree actions

The annual independent safety inspection report was considered.

It was **resolved** to obtain quotations for the required works.

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

There was no update regarding the CIO.

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

There was no update regarding the new Village Hall lease.

301. Village Hall – To receive an update regarding the Village Hall building works and agree actions

There was no update regarding the Village Hall building works.

302. Village Hall – To consider a request from the Village Hall that the Parish Council be named as the applicant for the planning application required for the Village Hall building works and agree actions

It was noted that WODC offer a 50% fee reduction and free pre-application advice on proposals to Councils, for applications submitted for the Council's own works.

It was **resolved** to suggest to the Village Hall that they request a 50% discount from WODC as they are a community organisation, and offer a letter of support from the Parish Council.

303. Pavilion – To receive an update regarding the subsidence insurance claim and agree actions

It was noted that no updates had been received.

304. 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 advised that no response had been received from the DVLA regarding the application for the car owner's information. It was **resolved** that the Clerk would contact WODC to request they obtain the car owner's information from the DVLA on the Council's behalf.

Parish Maintenance

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

A report was received from Cllr Compton.

He advised that the Working Party will be undertaking maintenance works on the posts around the Village Green.

He advised that he will be obtaining indicative costs for repairs to the noticeboard near the Village Green.

306. To consider requests from the Community Speedwatch Group and agree actions

Requests from the Community Speedwatch Group were considered.

It was **resolved** to purchase four signs, circa £60 each, for the Community Speedwatch Group.

307. Duty of Care Tree Survey – To consider the Duty of Care tree survey report and agree actions

The Duty of Care tree survey report was considered.

It was **resolved** to obtain quotations for the high and medium level works.

It was **resolved** to obtain quotations for the low level works next year.

It was noted that the Clerk will be contacting Jenks Oxford Ltd for clarification on a number of matters on the tree survey report.

It was **resolved** to add a tree planting plan to September's agenda.

308. Duty of Care Tree Survey – To consider a quotation to remove the ivy, brambles and epicormic growth to allow re-inspection of the specific trees listed in the Duty of Care tree survey, and agree actions

A quotation from Pampered Paddocks for £180 to remove the ivy, brambles and epicormic growth to allow re-inspection of the specific trees listed in the Duty of Care tree survey was considered.

It was **resolved** to contract Pampered Paddocks to remove the ivy, brambles and epicormic growth to allow re-inspection of the specific trees listed in the Duty of Care tree survey at a cost of £180.

309. Duty of Care Tree Survey – To consider a quotation from Jenks Oxford to re-inspect and carry out climbing inspections, as listed in the Duty of Care tree survey, and agree actions

A quotation from Jenks Oxford Ltd for £825 to re-inspect and carry out climbing inspections, as listed in the Duty of Care tree survey was considered.

It was **resolved** to contract Jenks Oxford Ltd to re-inspect and carry out climbing inspections, as listed in the Duty of Care tree survey at a cost of £825.

310. Duty of Care Tree Survey – To request a supportive minute from the PCC regarding tree works required in the churchyard following the Duty of Care tree survey, required by the Diocese as supporting documentation in the permission request for tree works within the churchyard

It was **resolved** to request a supportive minute from the PCC regarding tree works required in the churchyard following the Duty of Care tree survey, required by the Diocese as supporting documentation in the permission request for tree works within the churchyard.

311. Duty of Care Tree Survey - To instruct the Clerk to obtain permission from WODC to undertake tree works, for the trees that are within the Conservation Area

It was **resolved** to instruct the Clerk to obtain permission from WODC to undertake tree works, for the trees that are within the Conservation Area.

312. Duty of Care Tree Survey - To instruct the Clerk to request permission from the Diocese for tree works within the churchyard

It was **resolved** to instruct the Clerk to request permission from the Diocese for tree works within the churchyard.

Community

313. To consider a request that the Parish Council purchase a wildlife camera that can be loaned out to parishioners and agree actions

A request that the Parish Council purchase a wildlife camera that can be loaned out to parishioners was considered.

It was **resolved** that the Council would consider donating funds to a charity or limited company for a wildlife camera that could be loaned out to parishioners.

314. To consider a request for an occasional pop-up pizza van and agree actions

A request for an occasional pop-up pizza van was considered.

It was noted that there was concern that the van could take trade from the pub.

It was **resolved** to suggest that the pop-up pizza van could operate on a Monday, Tuesday or Sunday evening.

315. To consider a request for extra road markings to improve safety and agree actions

A request for extra road markings to improve safety near the Vicarage was considered.

It was **resolved** that Cllr Butler would speak to the member of the public and accept their offer to collate information for the Council. It was noted that the request, with supporting information, would then be passed to OCC Highways.

316. To consider the 2025 Wilderness Festival direction signage and agree actions

The 2025 Wilderness Festival direction signage was considered.

It was **resolved** to contact the Wilderness Festival regarding traffic issues in Leaffield, including the shuttle buses.

Planning

317. 25/01564/HHD – Alterations to exterior fenestration of the main house and annexe, removal of existing oil tank and surrounding wall enclosure and formation of new terrace/courtyard garden areas

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

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

None.

319. 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

Approved – 27 July 2025

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

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

Approved – 22 July 2025

25/01346/HHD – Erection of a single storey extension – 1 Brooks Row, Leaffield

Under consideration

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

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

Under consideration

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

Under consideration

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

Under consideration

Administration and Finance

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

The finance update to 31 July 2025 was reviewed.

As of 31 July 2025: receipts were £35,912.50, payments were £19,674.91, and the balance was £95,689.12.

It was **resolved** to approve the bank reconciliation to 29 July 2025.

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

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

The budget update to 31 July 2025 was reviewed.

It was noted that 23% of the budget had been used to 31 July 2025.

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

322. Reserves update – To review and approve the reserve

It was noted that as of 31 July 2025:

Earmarked reserves: used - £1,004, remaining - £48,687.89

General reserves: used - £125.30 plus £1,430.02 VAT, remaining - £28,856.32.

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

323. 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	£17.56
Ionos	Website/email	£35.45
UK Debt Mgt Office	PWLB – Burial ground loan repayment	£1,190.32

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

Playsafety Ltd	Annual playground inspection	£220.80
Pampered Paddocks	Grass cutting	£1,215.60
Jenks Oxford Ltd	Tree inspection	£1,014.00
Anne Ogilvie	Administration reimbursement	£49.09
Anne Ogilvie	Net salary – P5	personal
HMRC	PAYE/NI – P5	personal
LGPS	Employer/employee pension – P5	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 July – September	£125.00
Community Gym	Rent July – September	£200.00

324. 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.

325. To consider training options and agree actions

The training options report was noted.

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

It was noted that this action is ongoing.

327. To review and approve the IT Policy (deferred from July meeting)

It was **resolved** to approve the IT Policy.

328. To note the Local Government Pay Agreement 2025/26 paycales, to be backdated to 01 April 2025

The Local Government Pay Agreement 2025/26 paycales, to be backdated to 01 April 2025, were noted.

329. To note the receipt and publication of the External Auditor Report and Certificate 2024-2025

The receipt and publication of the External Auditor Report and Certificate 2024-2025 was noted. It was noted that the Report and Certificate had been published on the website.

330. To note the publication of the Notice of Conclusion of Audit 2024-2025

The publication of the Notice of Conclusion of Audit 2024-2025 on the website and noticeboard was noted.

Communications

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

The correspondence register was received and noted.

332. To receive items for information only

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

Meetings

333. 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

Motions requested for next agenda:

- Car park – the next stage of the car park project
- Village pond – to consider the creation of village pond
- New tree planting
- Tree works

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.

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

Tuesday 09 September 2025, 7.00 pm, at Leaffield Village Hall

It was noted that two councillors will be unable to attend the December meeting, therefore a new date for the meeting will be required.

The meeting was closed at 8.52 pm.

Signed: _____

Date: _____