

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.02 pm on Tuesday 09 September 2025 at Leaffield Village Hall

Present: Cllrs Tom Butler, Luke Caunt, Adam Compton, Richard Shuttlewood
WODC Cllr Marsh, OCC Cllr Field-Johnson, WODC Cllr Walker from item 345
Clerk – Anne Ogilvie

Absent: None

Members of Public: Four

335. Welcome from the Chair

Cllr Butler welcomed everyone to the meeting.

336. To receive apologies for absence

None.

337. To approve and sign the minutes of the Council meeting on 12 August 2025

It was **resolved** to approve the minutes of the Council meeting on 12 August 2025. The minutes were signed by the Chair.

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

None.

339. 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 public raised two matters for future discussion:

Parking on the pavements

Planning for wildflower areas in the spring

- A representative from the Community Gym spoke about their hopes to expand the gym and make internal changes.

340. To receive reports from County and District Councillors

OCC Cllr Field-Johnson

- Provided an update about Burford bridge.

- Advised that he would attend a meeting next week with Highways and would ask about the resurfacing work on Leaffield's roads.

- Provided an update regarding proposed HGV restrictions in the county.

WODC Cllr Marsh

- Advised there the next council meeting would be at the beginning of October.

- Advised that the preferred site options part of the Local Plan would be out for public consultation at the end of October.

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

The Clerk's report was received and noted.

Recreation and Leisure

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

The action report was received and noted.

It was noted that a quotation for a bolt missing on the Spica had been received.

It was noted that a concrete edging piece had been removed from the basket swing and that areas of wetpour had been removed. The Clerk has had a meeting with a contractor to consider options to make good the area. It was noted that the horizontal rolling log was rotting. A quotation has been requested, and will be received when the Clerk has provided extra information.

It was noted that there was more graffiti in the shelter. The Clerk was requested to purchase more removal spray.

It was noted that rotten timber supports had been removed from the enclosed playground fence for safety. The Clerk was requested to obtain quotations for replacement fencing for the enclosed playground.

343. Playground – To consider quotations for playground repairs and agree actions

A quotation from RPM Ltd to undertake repairs to the agility trail, rotaweb, toddler multiplay unit, rocker platform, Spica and basketswing for a total of £1525 was considered.

It was **resolved** to contract RPM Ltd to undertake repairs to the play equipment at a cost £1525.

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

Cllr Caunt reported that the work to create a quotation pack was ongoing, and that the pack will be sent out shortly.

345. WODC Cllr Walker entered the meeting.

He reported that the District Council has a 5 year plan to invest in the local leisure centres.

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

A written report had been received from the Village Hall Management Committee representative.

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

A written report had been received from the Village Hall Management Committee representative.

It was noted that the solicitor had stated that an agreed schedule of condition was required.

It was **resolved** that Cllr Butler would liaise with the Village Hall to create an agreed schedule of condition.

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

The plans received from the Village Hall Management Committee were considered. A query was raised regarding the proposal to remove the cleaner's cupboard as this houses the CCTV system.

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

The last update from Gallagher on 04 September advised that their last update from QuestGates was in July and that they had requested a new update.

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

It was noted that the car had been removed by the owner.

351. Village Hall car park – To consider the next stage of the car park project and agree actions

Options for the next stage of the car park project were considered. These included burning the weeds off from the car park, extending the tarmac driveway, installing lighting bollards and installing gridded areas in the first set of parking bays.

It was **resolved** to obtain quotations to burn the weeds from the car park and extend the tarmac driveway.

Parish Maintenance

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

A report was received from Cllr Compton.

He advised that an event had been planned for the weekend of 27/28 September to replace damaged posts and resit the existing posts to an upright position.

It was **resolved** to authorise Cllr Compton to purchase topsoil and grass seed needed to fill in a "dip" in the Village Green, and undertake the works.

It was **resolved** to contact Leafield Primary School regarding the ongoing water problem.

353. Tree works – To receive an update regarding the tree works and agree actions

It was noted that the Clerk had requested clarification regarding the numbering of two points on the duty of care survey, and that when this has been resolved the quotation and permission work could commence.

The Clerk reported that a meeting had been held with SSE Distribution on 08 September regarding safety works required on some trees on the Village Green, and that the Council will be obtaining the permission from WODC for the works.

It was noted that the horse chestnut by The Old Chapel is due to be removed on 15 September.

354. To consider new tree planting and agree actions

New tree planting options were considered for the Village Green, churchyard and playing field.

It was **resolved** to request expert advice to find out which trees would be most likely to thrive in the different areas.

It was **resolved** to contact OCC regarding the possibility of them planting trees on the Village Green in consultation with the Council.

Community

355. To consider the 2025 Wilderness Festival traffic movements and agree actions

The 2025 Wilderness Festival traffic movements were considered.

It was **resolved** to contact the Wilderness Festival to request that the Council be included in the distribution list of the traffic management plan for next year.

356. To consider creating a new pond on the Village Green and agree actions

Cllr Shuttlewood proposed that the Council consider creating a new pond on the Village Green.

It was **resolved** that Cllr Shuttlewood would obtain more information about options and costs.

Planning

- 357. 25/01982/RES** – Reserved Matters application pursuant to Outline Planning Permission 22/02437/OUT for access, appearance, landscaping, layout and scale for the erection of a farm workers dwelling and discharge of condition 5 (surface water drainage scheme) – Fairspear Hill Farm, Leaffield
It was **resolved** not to comment on this application.

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

None.

359. To receive an update of previous planning applications

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

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

Approved – 13 August 2025

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, Leaffield

Approved – 22 August 2025

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

Refused – 28 August 2025

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, Leaffield

Approved – 15 August 2025

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, Leaffield

Approved – 28 August 2025

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 – Lower Farm, Witney Lane, Leaffield

Under consideration

Administration and Finance

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

The finance update to 31 August 2025 was reviewed.

As of 31 August 2025: receipts were £35,912.50, payments were £25,247.47, and the balance was £90,116.56.

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

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

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

The budget update to 31 August 2025 was reviewed.

It was noted that 29% of the budget had been used to 31 August 2025.

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

362. Reserves update – To review and approve the reserve

It was noted that as of 31 August 2025:

Earmarked reserves: used - £1,995.66, remaining - £47,696.23.

General reserves: used - £125.30 plus £2,044.67 VAT, remaining - £28,241.67.

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

363. 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:			
Ionos	Website/email	£35.45	
Wealden Benches	Two benches – Village Green	£1,190.00	EMR – Village Green
It was resolved to approve the following payments:			
Central Drains Ltd	Root removal by Village Hall	£2,640.00	
Pampered Paddocks	Grass cutting	£1,047.60	
Pampered Paddocks	Bramble, vegetation clearance	£402.00	
SLCC Enterprises Ltd	National Conference	£138.00	
Anne Ogilvie	Administration reimbursement	£36.06	
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:

None.

It was **resolved** to delegate authority to the Clerk to arrange the installation of the two benches on the Village Green.

It was noted that Cllr Compton will arrange the plaques for the benches.

364. 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.

365. To consider training options and agree actions

The training options report was noted.

366. To consider the 2025 insurance renewal quotation and agree actions

The 2025 insurance renewal quotation from Gallagher was considered.

It was **resolved** to approve the insurance renewal quotation from Gallagher, at a cost of £5,444.47.

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

It was noted that this action is ongoing.

Communications

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

The correspondence register was received and noted.

- It was **resolved** to offer a £50 contribution to the Church's fundraising.
- It was agreed to invite the Cotswold Voluntary Warden to the October council meeting.
- It was agreed to supply feedback to the Wilderness Festival local forum review event.

- It was agreed that Cllr Butler would create and circulate a response to the WING consultation.
- It was agreed that Cllr Butler would talk to the Football Club about football field issues at the meeting regarding their facilities.
- It was agreed to liaise with the Preschool regarding their hedges.
- It was agreed to obtain quotations for trimming the car park hedges.

369. To receive items for information only

None.

Meetings

370. 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: None.

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.

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

Tuesday 14 October 2025, 7.00 pm, at Leafield Village Hall

It was noted that a new date for the December meeting needs to be agreed by Councillors.

The meeting was closed at 9.43 pm.

Signed: _____

Date: _____