

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held at 7.00 pm on Tuesday 13 January 2026 at Leaffield Village Hall**

**Present:** Cllrs Tom Butler, Adam Compton, Richard Shuttlewood  
OCC Cllr Field-Johnson, WODC Cllr Marsh, WODC Cllr Walker (from item 032)  
Clerk – Anne Ogilvie

**Absent:** Cllr Luke Caunt

**Members of Public:** Two

**001. Welcome from the Chair**

Cllr Butler welcomed everyone to the meeting.

**002. To receive apologies for absence**

Apologies were received from Cllr Caunt.

**003. To approve and sign the minutes of the Council meeting on 11 November 2025**

It was **resolved** to approve the minutes of the Council meeting on 11 November 2025. The minutes were signed by the Chair.

**004. To note that the meeting on 02 December 2025 did not take place**

It was noted that the meeting due to be held on 02 December 2025 did not take place due to an insufficient number of councillors.

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

None.

**006. 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 various issues regarding the Village Green including the condition of some of the posts, and a wet area by the school.
- A member of the public advised that he had replaced some of the dead whips in the car park. The Council thanked him for this work.
- The Council was advised that the Community Gym is planning to undertake some renovations to the toilet areas in the Pavilion.

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

OCC Cllr Field-Johnston:

- Advised that he has reported the flooding on the north part of Witney Lane to Highways.
- Noted that OCC will be discussing and setting their budget in February.
- Noted the cost of flag removal.

WODC Cllr Walker:

- Advised that WODC are working on their budget for next year.
- Advised that there is a fire service consultation open until 20 January.
- Advised that there are plans to build houses on the Woodford Way car park site.
- Noted that the elections in May 2026 will be going ahead.

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

The Clerk's report was received and noted.

It was noted that the Council will advise residents of the trees due to be felled this year following the tree survey.

**Recreation and Leisure**

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

The action report was received and noted.

It was noted that the leaning vertical pole on the agility trail had been removed as it had broken under the ground, and the area made safe.

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

No report had been received from the Village Hall Management Committee.

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

No report had been received from the Village Hall Management Committee.

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

No report had been received from the Village Hall Management Committee.

It was noted that the Village Hall had received a quotation for door replacement of £11k.

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

The last update from Questgates on 17 November 2025 was noted.

It was noted that the Financial Ombudsman had advised the Council that it was unable to help with the Council's complaint, as the Council was not an eligible complainant.

**Parish Maintenance**

**014. Tree works – To consider new tree planting and agree actions**

Advice regarding suitable tree types was noted.

Quotations for new trees were considered.

It was **resolved** to contract Town & Country Trees Ltd to plant a Norway maple on the Village Green at a cost of circa £250, and to plant one each of a lime, hornbeam and oak on the playing field at a cost of circa £800.

It was **resolved** to use funds from the Village Green EMR to cover the cost of the new tree on the Village Green.

**015. Village Green – To consider repairing damaged areas of road surface on the Village Green and agree actions**

It was **resolved** to withdraw this motion.

**016. Salt and grit – To consider purchasing salt and grit for the parish and agree action**

It was **resolved** not to purchase salt and grit for the parish.

**017. Salt and grit – To consider purchasing a manual snow pusher and agree actions**

It was **resolved** to purchase a manual snow pusher, cost circa £50 plus delivery.

**Community**

**018. To consider the issue of parking on pavements and roads, and requesting traffic calming measures for areas of the village, and agree actions**

The issue of parking on pavements and roads, and requesting traffic calming measures for areas of the village was considered.

It was **resolved** to create a list of the issues.

It was **resolved** to contact OCC Highways Engagement regarding the issues.

**019. To consider having the runoff water from the leak on Witney Lane independently tested, and agree actions**

It was noted that this is no longer required.

**Churchyard and Burial Ground**

**020. To review the burial ground fees and agree actions**

The burial ground fees were considered.

It was **resolved** not to change the burial ground fees.

**021. To consider quotations for the removal of the dead pine tree in the walled copse and agree actions**

Quotations for the removal of the dead pine tree in the walled copse were considered.

It was **resolved** to contract Treotech Arboricultural Services to undertake the felling of the dead pine tree, leaving the timber in situ, at a cost of £1,170.

**Planning**

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

**25/03094/HHD** – Erection of a double garage – Long Acres, The Ridings, Leaffield

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

**25/02413/S73** – Variation of condition 1 to allow increase in ridge height and discharge of conditions 2 (materials), 3 (window and door details) and 8 (landscaping scheme) all of planning permission 25/00578/FUL (part retrospective – Malt House, Witney Lane, Leaffield)

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

It was **resolved** to raise three concerns: 1 – subversion of the planning process; 2 – the adverse impact to the Conservation Area; 3 – the large number of objections and concerns raised by the local community.

**023. 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

Appeal dismissed – 12 December 2025

**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

Approved – 21 November 2025

**25/02314/S73** – Variation of condition 2 of permission 25/01571/S73 to confirm the removal of several trees required to facilitate the development – Red House, Witney Lane, Leaffield

Approved – 13 November 2025

**25/02057/FUL** – Demolition of existing B8 storage unit and erection of class E studio together with associated works – Land and building at E430573 N216096, Little Langley, Leaffield

Awaiting decision

**25/02422/HHD** – Erection of garden room and demolition of existing outbuilding – 3 Brooks Row, Leaffield

Approved – 03 December 2025

**25/02257/FUL** – Erection of a replacement temporary cabin to be used as changing rooms for Leaffield Football Club – The Pavilion, Lower End, Leaffield

Approved – 23 December 2025

**25/02657/S73** – Variation of condition 2 of permission 25/01571/S73 to allow the inclusion of ground floor door and first floor window at the rear within the timber link, and inclusion of small conservation style rooflight at the rear – Red House, Witney Lane, Leaffield

Approved – 23 December 2025

**25/02175/FUL** – Erection of porch over new entrance to side elevation and instalment of sliding doors with canopy above to front elevation – New Village Hall, Lower End, Leaffield

Approved 31 October 2025

**25/02830/HHD** – Refurbishment works to include provision of new vehicular access with new entrance gates and parking area, changes to some windows and doors, re-routing of foul drainage currently running beneath barn, conversion of first floor loft to bedroom and Byre to external room. Alteration of existing garage to relocate entrance and associated landscaping works – Church Farm, Witney Lane, Leaffield

Under consideration

**25/02831/LBC** – Refurbishment works to include provision of new vehicular access with new entrance gates and parking area, changes to some windows and doors, re-routing of foul drainage currently running beneath barn, conversion of first floor loft to bedroom and Byre to external room. Alteration of existing garage to relocated entrance and associated landscaping works – Church Farm, Witney Lane, Leaffield

Under consideration

**Action Plan and Budget**

**024. To consider the draft budget for 2026-2027 and agree actions**

The draft budget for 2026-2027 was considered.

It was **resolved** to approve the following budget for 2026-2027 – anticipated receipts £2,303; payments £74,654.

**025. To approve the precept for 2026-2027**

It was **resolved** to set the precept for 2026-2027 at £72,351.

**Administration and Finance**

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

The finance update to 31 December 2025 was reviewed.

As of 31 December 2025: receipts were £72,412.38, payments were £56,656.86, and the balance was £95,207.05.

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

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

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

The budget update to 31 December 2025 was reviewed.

It was noted that 61% of the budget had been used to 31 October 2025.

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

**028. Reserves update – To review and approve the reserve**

It was noted that as of 31 December 2025:

Earmarked reserves: used - £7,852.66, remaining - £41,839.23.

General reserves: used - £125.30 plus £4,121.82 VAT, remaining - £27,328.90.

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

**029. 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:		
Ionos	Website/email	£35.45
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Castle Water	Pavilion water	£14.16
Eaglestone Outdoor Sol	Churchyard wall repairs	£5,520.00 C'yard & wall repairs EMR
UK Debt Man Office	PWLB loan repayment	£1,180.80
Anne Ogilvie	Administration reimbursement	£30.55
Anne Ogilvie	Net salary – P9	personal
HMRC	PAYE/NI – P9	personal
LGPS	Employer/employee pension – P9	personal
It was <b>resolved</b> to approve the following payments:		
Churchill Surfacing	Car park repairs	£1,200.00
RPM Ltd	Playground repairs	£288.00
Pampered Paddocks	Playground works, hedge trimming	£752.40
Eyelid Productions	Website support	£100.00
Anne Ogilvie	Administration reimbursement	£33.82
Anne Ogilvie	Net salary – P10	personal
HMRC	PAYE/NI – P10	personal
LGPS	Employer/employee pension – P10	personal

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

It was noted that the following receipts had been received:

Peter Smith & Son	Burial ground fees	£160.00
Donation	Leafield Fete – telephone box	£75.00
Peter Smith & Son	Burial ground fees	£550.00

**030. 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.

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

The training options report was noted.

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

A verbal update from Cllr Compton was received and noted.

WODC Cllr Walker entered the meeting and gave his report. He advised that:

- there is a plan for housing on the Woodford Way car park.
- there is a fire service consultation currently taking place.
- there is a new booking system to use OCC's Waste Centres and residents will need to bring proof of address to avoid the £25 non-resident charge to use the facilities.
- there is a meeting this week to discuss station capacity at Charlbury.

**033. To approve the revised delegation arrangements to the Clerk**

It was **resolved** to approve the revised delegation arrangements to the Clerk.

**034. OCC LGPS pension**

**a) To acknowledge receipt and understanding of the results schedule**

It was **resolved** to acknowledge receipt and understanding of the results schedule.

**b) To confirm acknowledgement (or otherwise) of the contribution rate of payment from 01 April 2026**

It was **resolved** to acknowledge the contribution rate of payment of 19.9% from 01 April 2026.

**c) To provide and comments about the Council's result**

There were no comments about the Council's result.

**035. To consider options for the format of council meetings and agree actions**

It was **resolved** to keep meeting on a monthly basis.

It was **resolved** to cover administration matters, Village Hall matters, operational matters and some finance matters on a bimonthly basis.

It was **resolved** to concentrate on community issues at the opposing bimonthly meetings.

**Communications**

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

The correspondence register was received and noted.

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

It was noted that the Internal Financial Check needs to take place by March. It was agreed that Cllr Compton would undertake the check.

**Meetings**

**038. 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 were requested.

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.

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

Tuesday 10 February 2026, 7.00 pm, at Leafield Village Hall

**Confidential**

**040. To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during consideration of the following item**

It was **resolved** under Section 1(2) of the Public Bodies (Admission of Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during consideration of the following item.

**041. To consider staff matters and agree actions**

The report following the Clerk's appraisal was considered and noted.

It was **resolved** to approve a salary increase from SCP29 to SCP30 to be backdated to September 2025.

The meeting was closed at 8.59 pm.

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

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

DRAFT