

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held at 7.00 pm on Tuesday 11 November 2025 at Leafield Village Hall**

**Present:** Cllrs Tom Butler, Luke Caunt, Adam Compton, Richard Shuttlewood  
WODC Cllr Walker  
Charles Winkley – Cotswold National Lands  
Clerk – Anne Ogilvie

**Absent:** None

**Members of Public:** Four

**372. Welcome from the Chair**

Cllr Butler welcomed everyone to the meeting.

**373. To receive apologies for absence**

OCC Cllr Field-Johnson, WODC Cllr Marsh

**374. To approve and sign the minutes of the Council meeting on 09 September 2025**

It was **resolved** to approve the minutes of the Council meeting on 09 September 2025. The minutes were signed by the Chair.

**375. To note that the meeting on 14 October 2025 could not be held due to inquoracy**

It was noted that the meeting due to be held on 14 October 2025 could not take place due to an insufficient number of councillors.

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

None.

**377. 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 the issue of vehicles parking on the roads obstructing traffic.  
- A member of the public gave an update about regarding options for vehicle weight restrictions in the area.

**378. To receive a brief introduction to the role of our local Cotswold National Landscape voluntary parish warden from Charles Hinkley**

Charles Hinkley, our new Cotswold National Landscape voluntary warden, gave a brief summary of his role, and the work being undertaken in the parish.

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

WODC Cllr Walker

- Advised that the Local Plan Spatial Review is out for consultation until December.  
- Noted road closures in the local area.  
- Advised that WODC's planning enforcement team are dealing with an issue in Witney Lane.  
- Advised that Fairspear Road will be closed overnight from 09-14 February 2026 for resurfacing work.

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

The Clerk's report was received and noted.

**Recreation and Leisure**

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

The action report was received and noted.

It was noted that a vertical on the cross chain walk is unstable. It was **resolved** that the Clerk would arrange the repair using delegated authority.

It was noted that some sections of the toddler multiplay unit have damaged paintwork. It was **resolved** that the Clerk would arrange repair works using delegated authority.

**382. Playground – To consider a quotation for the safety surface edges and agree actions**

It was **resolved** to contract Pampered Paddocks to improve the safety surface edges including the removal of

loose rubber matting and loose concrete edges, and filling the gaps with topsoil and reseeding, for a cost of £437.

**383. To consider a quotation for a new roller log and agree actions**

It was **resolved** to give the Clerk delegated authority to determine the works required and action them, in conjunction with Cllr Caunt.

**384. To consider quotations and options for the sections of the agility trail suffering from rot and agree actions**

It was **resolved** to give the Clerk delegated authority to determine the works required and action them, in conjunction with Cllr Caunt.

**385. To receive an update regarding the playground refurbishment plans and agree actions**

An update regarding the playground refurbishment plans was received.

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

It was noted that the Land Registration had been completed. No report had been received from the Village Hall Management Committee.

**387. 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.

It was **resolved** that Cllrs Butler and Caunt would sign the lease on behalf of the Council, along with the Clerk.

It was **resolved** to give authority to the Clerk to agree the final completion of the lease when required.

**388. 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.

**389. Village Hall – To ratify approve for the installation of planters outside the Village Hall**

It was **resolved** to ratify approval for the installation of planters outside the Village Hall.

**390. Football Club – To consider a request from the Football Club to use the Pavilion for hospitality and agree actions**

A request from the Football Club to use the Pavilion for hospitality during football matches was considered.

It was **resolved** not to allow the Football Club to use the Pavilion for hospitality during football matches as the building is not suitable for this type of usage.

**391. Football Club – To consider a request for a second dugout and agree actions**

It was **resolved** to approve the request from the Football Club to install a second dugout.

**392. Football Club – To consider a request for lighting on the playing field and agree actions**

The request from the Football Club to install lighting on the playing field was considered. It was decided that more information was required before a decision could be made.

It was **resolved** to delegate authority to the Clerk to request more information, and make a decision when the required information has been received.

**393. Village Hall Car Park – To consider quotations for hedge trimming and agree actions**

Quotations for hedge trimming were considered. It was noted that three quotations had been requested, and two had been received.

It was **resolved** to contract Pampered Paddocks to undertake the hedge trimming work in the Village Hall car park at a cost of £190.

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

The last update from Questgates on 25 September was noted.

It was noted that the Council has submitted a complaint to the Financial Ombudsman regarding the insurance claim.

**Parish Maintenance**

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

A report was received from Cllr Compton.

He advised he is arranging for a group to resit the dislodged posts around the Village Green.

It was noted that the benches are in storage for the time being until installation issues can be resolved.

**396. To ratify approval for the removal of the fallen tree branch on the Village Green**

It was **resolved** to ratify approval for Pampered Paddocks to remove the fallen tree branch on the Village Green, based on an hourly rate of £28.

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

The update regarding the tree works was received and noted.

**Community**

**398. To ratify the permission for the Football Club to hold a Fireworks Event on the playing field**

It was **resolved** to ratify the permission for the Football Club to hold a Fireworks Event on the playing field.

**399. To consider the issue of parking on pavements and agree actions**

Following the receipt of concerns about vehicle parking during public participation, it was **resolved** to defer this motion to the next meeting and include concerns about vehicle parking on the roads.

**400. To consider planning wildflower areas in the spring and agree actions**

Options for wildflower areas including planters were considered.

It was noted that a member of the public would investigate options and give that information to the Council.

**401. To review the request from the Community Speedwatch Group for the Council to purchase signage (previously agreed at the council meeting on 12 August 2025) following further information about costs**

Costs and sizes of signs were considered.

It was **resolved** to purchase four 300mm x 420mm signs, at a cost per sign of £67.27, plus delivery.

**Churchyard and Burial Ground**

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

It was **resolved** to defer this motion to a future meeting.

**403. To ratify the extension of the churchyard wall repair works, extending repairs to one section**

It was **resolved** to ratify the extension of the churchyard wall repair works, extending repairs to one section at a cost of £960, by the current contractor.

**404. To ratify the agreement of the proposed memorial stone design**

It was **resolved** to ratify the agreement of the proposed memorial stone design.

**Planning**

**405. 25/02422/HHD – Erection of garden room and demolition of existing outbuilding – 3 Brooks Row, Leafield**

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

**406. 25/02557/FUL – Erection of a replacement temporary cabin to be used as changing rooms for Leafield Football Club – The Pavilion, Lower End, Leafield**

It was **resolved** to delegate authority to the Clerk to submit a supportive comment for this application.

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

**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, Leafield

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

**408. To ratify approval of the supportive comment regarding planning application 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, Leafield**

It was **resolved** to ratify approval of the supportive comment sent regarding planning application 25/02175/FUL.

**409. 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 – Leafield 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, Leafield

Not yet decided

**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, Leafield

Approved – 10 September 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, Leafield

Under consideration

**25/02142/HHD** – Erection of single storey extension to east elevation, relocation of existing oil tank and associated landscaping. Remove the existing canopy over the main door and replace it with a metal covered porch and timber sidings – Witney House, Witney Lane, Leafield

Approved – 31 October 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, Leafield

Approved – 31 October 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, Leafield

Awaiting decision

**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, Leafield

Under consideration

### Action Plan and Budget

#### 410. To consider the draft Action Plan for 2026-2027 and agree actions

The projects and priorities list was considered and updated.

It was **resolved** to approve the Action Plan for 2026-2027.

#### 411. To consider the draft budget for 2026-2027 and agree actions

The draft budget for 2026-2027 was considered. It was agreed that councillors would hold a meeting to discuss options for the budget. It was **resolved** to defer the agreement of the 2026-2027 budget to a future meeting.

### Administration and Finance

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

The finance update to 31 October 2025 was reviewed.

As of 31 October 2025: receipts were £71,627.38, payments were £43,441.72, and the balance was £108,637.19.

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

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

#### 413. Budget update – To review and approve the budget update

The budget update to 31 October 2025 was reviewed.

It was noted that 49% of the budget had been used to 31 October 2025.

It was noted that the following lines were overbudget: insurance by £44, large bin by £88.

It was noted that all the closed churchyard budget has been used. It was **resolved** to use the churchyard earmarked reserve to cover the remainder of the churchyard costs for this financial year.

It was noted that the tree work costs will exceed the budget lines. It was **resolved** to use the tree survey/maintenance and churchyard maintenance earmarked reserves to cover the remainder of the tree work costs.

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

#### 414. Reserves update – To review and approve the reserve

It was noted that as of 31 October 2025:

Earmarked reserves: used - £3,004.16, remaining - £46,687.73.

General reserves: used - £125.30 plus £3,304.23 VAT, remaining - £27,307.11.

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

**415. 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	
Ionos	Website/email	£35.45	
Gallagher Insurance	Insurance renewal	£5,444.47	
Microsoft	365 renewal	£84.99	
Castle Water	Pavilion water	£17.56	
Castle Water	Pavilion water	£21.20	
Castle Water	Pavilion water	£17.56	
WODC	Chargeable waste collection	£494.00	
WODC	Emptying litter bin	£261.14	
Pampered Paddocks	Grass cutting	£1,851.60	Budget & C'yard EMR
Pampered Paddocks	Cyard ivy/epicormic removal	£216.00	
Town & Country Trees	Chestnut tree removal	£840.00	
St Michael & All Angels	Donation	£50.00	
Anne Ogilvie	Administration reimbursement	£32.35	
Anne Ogilvie	Net salary – P7	personal	
HMRC	PAYE/NI – P7	personal	
LGPS	Employer/employee pension – P7	personal	
Screwfix	Graffiti remover	£12.99	

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

Pampered Paddocks	Grass cutting	£1,524.60	Budget & C'yard EMR
Moore	External audit	£378.00	
Open Spaces Society	Annual membership	£45.00	
SLCC Enterprises Ltd	Practitioners' Conference	£179.00	
RPM Ltd	Playground equipment repairs	£1,830.00	
Jenks Oxford	Tree report	£990.00	Budget & Tree EMR
Anne Ogilvie	Administration reimbursement	£56.00	
Anne Ogilvie	Net salary – P8	personal	
HMRC	PAYE/NI – P8	personal	
LGPS	Employer/employee pension – P8	personal	

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

It was noted that the following receipts had been received:

WODC	Precept – 2 <sup>nd</sup> half	£35,260.50
Community Gym	Rent	£325.00
Co-op Bank	Interest	£4.37
Co-op Bank	Interest	£125.01

**416. 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.

**417. Banking – To consider savings account options and agree actions**

Savings account options were considered.

It was **resolved** to set up savings accounts with the Hinckley and Rugby Building Society.

It was **resolved** that Cllr Butler, Cllr Caunt and the Clerk would be the signatories.

It was **resolved** to transfer £10,000 to the savings accounts.

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

The training options report was noted.

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

It was noted that this action is ongoing.

**420. To review the delegation arrangements to the Clerk within the Financial Regulations and agree actions**

The delegation arrangements to the Clerk within the Financial Regulation 5.15 were reviewed. It was **resolved** to amend Regulation 5.15 to increase the Clerk's expenditure under delegated authority to £3,000, remove the sections regarding the Clerk's consultation with the Chair and the committee expenditure, and amend the council authorisation to items over £3,000. It was **resolved** to remove the requirement to review the delegation arrangements every six months.

**421. To consider the Review of Effectiveness of the 2024-2025 Internal Audit report and agree actions**

It was **resolved** to approve the Review of Effectiveness of the 2024-2025 Internal Audit report.

**422. To review and approve the risk assessments.**

It was **resolved** to approve the general risk assessment.

It was **resolved** to approve the Christmas Tree risk assessment.

#### **Communications**

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

The correspondence register was received and noted.

- It was agreed to approve the dead hedge proposal for the burial ground.

- It was agreed to publicise OCC's request for information about highways matters needing attention.

- It was **resolved** to ratify the approval for Leafield Primary School's Remembrance Day activity on the Village Green.

- It was agreed to invite Leafield Preschool to submit a grant request for a wildlife camera.

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

It was noted that the Clerk will be on annual leave for one week in November and a fortnight over the Christmas/New Year period.

A discussion was held about modifying the meeting structure, listing routine updates in the Clerk's report, and amending the scheme of delegation to the Clerk. It was suggested that meeting formats could be alternated monthly between operational and administrative focussed meetings, and those with more time set aside for matters of interest to the community, those matters to be considered in more detail at January's meeting.

#### **Meetings**

**425. 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:

- Road surfaces on the Village Green

- Local access only signage

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.

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

Tuesday 2<sup>nd</sup> December 2025, 7.00 pm, at Leafield Village Hall

The meeting was closed at 9.38 pm.

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

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