

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held at 7.00 pm on Tuesday 10 February 2026 at Leaffield Village Hall**

**Present:** Cllrs Tom Butler, Luke Caunt, Adam Compton  
WODC Cllr Marsh, WODC Cllr Walker (from item 054)  
Clerk – Anne Ogilvie

**Absent:** Cllr Richard Shuttlewood

**Members of Public:** Seven

**042. Welcome from the Chair**

Cllr Butler welcomed everyone to the meeting.

**043. To receive apologies for absence**

Apologies were received from Cllr Shuttlewood

**044. To approve and sign the minutes of the Council meeting on 13 January 2026**

It was **resolved** to approve the minutes of the Council meeting on 13 January 2026. The minutes were signed by the Chair.

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

None.

**046. 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 the public raised various issues regarding the roads and pavements.
- A member of the public raised concern about water from the pumping station exacerbating the pot hole issue in that area.
- A member of the public raised concern regarding water coming from a manhole cover near the church.

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

WODC Cllr Marsh:

- Advised that the Local Government Reorganisation consultation has opened.
- Advised that TVP now have a neighbourhood policing section on their website.

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

The Clerk's report was received and noted.

**Recreation and Leisure**

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

The action report was received and noted.

It was noted that more repair works are required on the agility trail.

It was **resolved** to contract RPM Ltd to carry out repair works, value £1,220, to the agility trail.

It was **resolved** to use funds from the Village Hall Car Park budget to cover this cost, due to lack of funds remaining in the Playing Field and Play Equipment Maintenance budget.

**Parish Maintenance**

**050. To consider options for investigative works on the Village Green with regards to the wet area below the school and agree actions**

It was noted that three quotations had been requested, and two had been received.

It was **resolved** to contract G&O Engineers to undertake investigative works on the wet area below the school on the Village Green, at a cost of £300.

It was **resolved** to delegate authority to the Clerk to authorise further works to a maximum of £1,500. It was noted that works exceeding this cost would need to come back to Council for consideration.

It was **resolved** to use £300 from the Village Green EMR to fund the investigative works.

It was **resolved** to use £750 from the Village Regeneration budget, with the balance coming from general reserves for further works to a maximum cost of £1,500.

**051. To consider quotations for tree works following the tree survey and agree actions**

It was noted that four quotations had been requested and two had been received.

It was **resolved** to contract Treotech Arboricultural Services Ltd to undertake the high and medium works required following the tree survey, at a cost of £5,975.

It was **resolved** to allocate half of the costs to the Churchyard Maintenance EMR.

It was **resolved** to allocate the remainder of the costs to the Tree Survey Maintenance EMR, with the balance coming from the Village Hall Car Park budget.

**Highways Issues**

**052. To consider co-ordinating with other rural villages to request a change in OCC's prioritisation of more urban environments when assessing the impact of issues on road users and agree actions**

It was **resolved** that Cllr Butler would contact other rural villages with the proposal and co-ordinate on behalf of the Council.

**053. To consider a paper listing specific signing and other highway related requests and agree actions**

The list of highway related requests was considered. It was **resolved** to add other items following matters raised by members of the public, and bring this back to Council for further consideration before engaging with WODC and OCC.

**054. To consider creating a database of potholes in the parish reported on FixMyStreet and agree actions**

It was noted that this action is being carried out by WODC Cllr Walker, and it was **resolved** not to duplicate this action.

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

- WODC has approved a housing scheme on Woodford Way car park;
- He was aware that the LPA had approved the planning variation application following enforcement involvement at a property in Witney Lane.

**055. To consider any other suggestions regarding highway matters received from residents and agree actions**

No other suggestions from residents regarding highway matters had been received.

The role of SuperUsers was discussed, and it was agreed to advertise the role to parishioners.

**Planning**

**056. 26/00049/HHD – Alterations to existing dwelling, including changes to fenestration and construction of a single storey extension – 12 Lower End, Leafield**

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

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

**26/00127/HHD** – Construction of rear outbuilding and garden store. Alterations to rear drystone boundary wall – 32 Lower End, Leafield

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

**26/00253/HHD** – Cladding of whole property in red cedar – Pheasant Cottage, 1 Langley, Witney

It was **resolved** to delegate authority to the Clerk to comment on this application, if comments are received from councillors by 16 February.

**058. To receive an update of previous planning applications and appeals**

**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

Awaiting decision

**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, Leafield

Approved – 26 January 2026

**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

Approved – 26 January 2026

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

Under consideration

**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

Approved – 28 January 2026

**25/00039/APPEAL** – Ref 25/01418/HHD – Erection of fence above dry stone wall (retrospective) – Pinewood, 89 Lower End, Leaffield

In progress

**25/02950/HHD** – Erection of detached single storey annexe ancillary to the main dwelling in rear of garden and associated works – 2 Symers Cottage, Fairspear Road, Leaffield

Under consideration

### Administration and Finance

#### 059. Payments and receipts – to ratify previous payments, review and approve current payments, to note current receipts

Payee	Reason	Gross Payment
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It was **resolved** to ratify the following payments:

Ionos	Website/email	£35.45
Castle Water	Pavilion water	£12.23

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

Parish Online	Mapping software	£76.80
Anne Ogilvie	Administration reimbursement	£52.07
Anne Ogilvie	Net salary – P11	personal
HMRC	PAYE/NI – P11	personal
LGPS	Employer/employee pension – P11	personal

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

It was noted that the following receipts had been received:

Leaffield Community Gym Rent: Jan-Mar	£325.00
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#### 060. 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.

#### 061. To consider the budget virement report and agree actions

It was **resolved** to approve the budget virement report, amended to reflect the tree works and Village Green works financial decisions made previously in the meeting.

#### 062. To consider the reserves transfer report and agree actions

It was **resolved** to approve the reserves transfer report, amended to reflect the financial decisions made previously in the meeting.

#### 063. To review and approve the policies and procedures as per appendix 1

It was **resolved** to approve the following policies and procedures:

- Document Storage, Retention and Destruction Policy
- Business Continuity Policy
- Privacy Policy
- Staff Recruitment and Retention Policy
- Expenses Policy
- Gifts and Hospitality Register Guidelines

- Reserves Policy
- Data Protection Policy
- Dignity at Work Policy
- Internet Banking Payment Procedure
- Internal Financial Control Policy
- Debit Card Policy
- Pension Discretionary Policy
- Sexual and General Harassment Policy

**064. To consider a grant request from Leaffield Preschool for a wildlife camera**

It was **resolved** to approve a grant request of £234 from Leaffield Preschool for a wildlife camera, and to use the donation budget line to cover this cost.

**065. To consider a donation request from the Village Hall to contribute to the installation of new aluminium doors**

It was **resolved** to approve a donation request from the Village Hall to contribute to the installation of new aluminium doors.

It was **resolved** to donate £11,081.15, using £2,501.15 from the Village Hall budget and £8,580 from the Village Hall repairs earmarked reserve.

**Communications**

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

The correspondence register was received and noted.

It was noted that Cllr Butler would comment on the base station upgrade installation.

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

It was noted that the Community Speedwatch Group had requested the funds they have been awarded from the Wilderness Festival to be given to the Parish Council.

**Meetings**

**068. 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.

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

Tuesday 10 March 2026, 7.00 pm, at Leaffield Village Hall

The meeting was closed at 8.38 pm.

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

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