

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

Present: Cllrs Tom Butler, Luke Caunt, Adam Compton, Richard Shuttlewood
WODC Cllr Walker (from item 081)
Clerk – Anne Ogilvie

Absent: None

Members of Public: Two

070. Welcome from the Chair

Cllr Butler welcomed everyone to the meeting.
He thanked councillors for helping with the water crisis last week.

071. To receive apologies for absence

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

072. To approve and sign the minutes of the Council meeting on 10 February 2026

It was **resolved** to approve the minutes of the Council meeting on 10 February 2026. The minutes were signed by the Chair.

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

Cllr Compton re item 093 (One Wish Dog Foundation request).

074. 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.

075. To receive reports from County and District Councillors

A written report from Cllr Field-Johnson was noted.

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

The Clerk's report was received and noted.

The Clerk was asked to find out whether OALC could provide legal advice linked to the Pavilion insurance claim.

Recreation and Leisure

077. 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 junior multiplay and rotator.

It was **resolved** to give delegated authority to the Clerk to organise the repairs to the junior multiplay and rotator.

078. Playground – To receive an update regarding the playground refurbishment project and agree actions

The update regarding the playground refurbishment project was noted.

079. Village Hall – To receive an update regarding Village Hall matters and agree actions

It was noted that the new lease for the Village Hall is being finalised.

It was **resolved** to authorise any two of the four councillors, in conjunction with the Clerk, to sign the new lease and other paperwork associated with finalising the new lease.

080. Playing field – To consider concerns from the Football Club regarding the condition of the playing field and agree actions

The concerns from the Football Club were noted: pitch condition, moles, dog fouling.

It was **resolved** to ask the Football Club for an update on their grant application to the Football Association regarding pitch improvement.

It was **resolved**, as per a previous resolution, not to take any action regarding the moles on the playing field.

It was **resolved** to advise the Football Club that they can fence off the proposed youth pitch to prevent dogs from accessing that area of the field.

Highways Issues

081. To consider creating a list of highways issues to be sent to OCC and WODC and agree actions

Highway issues were considered.

It was **resolved** to compile a list of issues, which will then be prioritised.

WODC Cllr Walker entered the meeting.

He advised that:

- The District Council had set its budget for next year.
- The green waste permit cost has been frozen.
- The Local Government Reorganisation consultation will end on 26 March.
- The Thames Water issue exposed the vulnerability of sectors of the population when there are problems with the water supply.
- Residents that are classified as “Vulnerable” register for support with Thames Water.

Planning

082. 26/00174/HHD – Creation of vehicle access to facilitate an off street parking space to the front of the property, removal of part of drystone wall, and associated works (part retrospective) – 2 Witney Lane, Leafield

It was **resolved** to support this application, as the parking will remove some vehicles from the road, help to alleviate current highway issues and improve highway safety.

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

None.

084. 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

Approved – 09 February 2026

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

Approved – 10 February 2026

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

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, Leafield

Approved – 11 February 2026

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

Approved – 04 March 2026

26/00127/HHD – Construction of rear outbuilding and garden store. Alterations to rear drystone boundary wall – 23 Lower End, Leafield

Under consideration

26/00281/HHD – Alterations to include changes to layout and fenestration with new pitched roof added to front dormer. Construction of oak framed canopy over front entrance – Stonebank, Witney Lane, Leafield

Under consideration

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

Under consideration

Administration and Finance

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

The finance update to 28 February 2026 was reviewed.

As of 28 February 2026: receipts were £72,897.38, payments were £75,563.08, and the balance was £76,785.83.

It was **resolved** to approve the bank reconciliation to 27 February 2026.

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

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

The budget update to 28 February 2026 was reviewed. It was noted that the virements had been applied to the budget.

It was noted that 84% of the budget had been used to 28 February 2026.

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

087. Reserves update – To review and approve the reserves

It was noted that as of 28 February 2026:

Earmarked reserves: used - £16,432.66, remaining - £41,576.23

General reserves: used - £125.30 plus £4,519.84 VAT, remaining - £27,415.88

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

088. 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	
Castle Water	Pavilion water	£21.77	
Leaffield Village Hall	Grant – new doors	£11,081.15	Budget/EMR
Leaffield Preschool	Grant – wildlife camera	£234.00	
WaterDirect	Bottled water	£1,314.00	General reserves

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

SignWizzard	Community Speedwatch signs	£343.90	
OALC	Annual membership	£252.00	
Anne Ogilvie	Administration reimbursement	£42.40	
Anne Ogilvie	Net salary – P12	personal	
HMRC	PAYE/NI – P12	personal	
LGPS	Employer/employee pension – P12	personal	

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

It was **resolved** to ratify the purchase of bottled water, £1,314, from WaterDirect to support residents following the Thames Water incident causing lack of water in the village. It was **resolved** to use general reserves to cover the cost.

It was noted no receipts had been received.

089. 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.

090. To consider training options and agree actions

The training options report was noted.

It was **resolved** to book a place on OALC's Listed Buildings and Conservation Areas training for the Clerk, at a cost of £55.

091. To consider quotations for an external payroll service and agree actions

Quotations for an external payroll service were considered.

It was **resolved** to contract SALC to provide a payroll service for the Council at a cost of £9 per month plus set up charges.

092. To consider options for the council website, domain and email services and agree actions

Options for the council website, domain (including changing to a .gov.uk domain) and email services were considered.

It was **resolved** not to change from the current website and email provision and to continue to use the leaffieldparishcouncil.org domain.

Communications

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

The correspondence register was received and noted.

It was **resolved** to permit the One Wish Dog Foundation to use the Village Green as a meeting point during a group walk, subject to receipt of insurance and risk assessment documents, and assurance that the Green will be left in good condition.

It was **resolved** not to provide a grant to the One Wish Dog Foundation for a microchip reader.

It was **resolved** not to respond to the Local Government Reorganisation consultation.

094. To receive items for information only

It was noted that the Annual Parish Meeting should be held on or before 01 June.

Meetings

095. 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

It was requested to include a motion on Emergency Planning.

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.

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

Tuesday 14 April 2026, 7.00 pm, at Leaffield Village Hall

The meeting was closed at 8.51 pm.

Signed: _____

Date: _____