

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.04 pm on Tuesday 14 April 2026 at Leaffield Village Hall

Present: Cllrs Tom Butler, Luke Caunt, Adam Compton, Richard Shuttlewood
WODC Cllr Walker (from item 113)
Clerk – Anne Ogilvie

Absent: None

Members of Public: Two

097. Welcome from the Chair

Cllr Butler welcomed everyone to the meeting.

098. To receive apologies for absence

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

099. To approve and sign the minutes of the Council meeting on 10 March 2026

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

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

None.

101. 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*

Members of the public asked about the positioning of the speed indication device.

102. To receive reports from County and District Councillors

None.

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

The Clerk's report was received and noted.

It was **resolved** to defer the planting of the new trees to the autumn due to the change of price of the trees from the contractor.

Recreation and Leisure

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

The action report was received and noted.

It was noted that quotes had been requested for equipment repairs and more soil to infill the shrinkage around some of the safety surfaces.

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

It was noted that revised quotations had been requested for new equipment.

Fundraising was discussed, and it was **resolved** to hold a Fete in the summer. It was noted that insurance cover would need to be checked and an event risk assessment would be required.

106. Playground – To consider a request regarding crowdfunding to raise funds for new playground equipment and agree actions

A request regarding crowdfunding to raise funds for new playground equipment was considered.

It was **resolved** to set up a crowdfunding account. The Clerk would work with Cllr Compton to agree the most suitable for the Council's needs.

It was **resolved** to delegate authority to the Clerk to set up fundraisers.

It was **resolved** to delegate authority to the Clerk to manage the crowdfunding account.

107. Playground – To consider amending the Playground Refurbishment Working Group TOR and agree actions

It was **resolved** to amend the Playground Refurbishment Working Group TOR to include fundraising activities.

It was noted that Cllr Caunt would draft the rewording, to come back to Council for approval.

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

It was noted that the Village Hall had arranged an electrical inspection. It was noted that the Pavillion and Village Hall electrical systems are connected.

It was noted that the new lease for the Village Hall has been agreed and needs to be signed by both parties.

Highways Issues

109. To review the list of highways issues discussed at previous meetings and agree actions

The list of highways issues was considered and amended.

It was **resolved** to send the amended list to OCC Highways.

Emergency Planning

110. To consider emergency planning options for the parish and agree actions

It was agreed to encourage people to sign up to the appropriate vulnerable persons' lists.

It was **resolved** to find out what schemes are available for vulnerable people and to put these on the website.

Parish Maintenance

111. To consider setting up a Working Group to manage the speed indication device, to consider terms of reference of the Working Group, to consider battery charging and changing arrangements, and agree actions

It was **resolved** to set up a Speed Indication Device Working Group.

It was **resolved** to create a draft Terms of Reference for the Working Group.

It was **resolved** to contact the insurer for advice regarding insurance cover for members of the working group charging batteries in their own homes.

It was **resolved** to create a risk assessment for the working group.

It was **resolved** that Cllr Butler would be the lead councillor on the Speed Indication Device Working Group.

112. To consider purchasing new batteries for the speed indication device and agree actions

It was **resolved** to purchase four batteries for the speed indication device from Elan City, cost approx. £65 per battery.

It was **resolved** to fund the battery purchase from the speed indication devices budget and speed indication device EMRs.

113. To consider a request that the Parish Council part funds a solar powered speed indication device and agree actions

A request that the Parish Council part funds a solar powered speed indication device was considered.

It was **resolved** that the Parish Council does not currently have the funds available to part fund a solar powered speed indication device.

WODC Cllr Walker entered the meeting.

He advised that WODC is going to merge the Uplands and Lowlands Planning Committees.

He provided an update regarding the plan for housing on the Woodway car park.

He noted that there has been an increase in flytipping, and reminded the meeting that this can be logged on FixMyStreet.

Planning

114. 26/00590/HHD – Formation of a new vehicular access and parking area together with associated landscaping works and provision of garden stores – Hudson Cottage, The Green, Leafield

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

115. 26/00660/S73 – Variation of condition 10 of planning permission 25/02057/FUL to extend operational hours – Land and Building at E430573 N216096, Little Langley, Leafield

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

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

None.

117. To receive an update of previous planning applications and appeals

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

In progress

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

Approved – 31 March 2026

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, Leaffield

Approved – 31 March 2026

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

Approved – 31 March 2026

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, Leaffield
Awaiting decision

Administration and Finance

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

The finance update to 31 March 2026 was reviewed. It was noted that these were provisional figures pending the end of year audit work completion.

As of 31 March 2026: receipts were £73,447.38, payments were £79,481.73, and the balance was £73,417.18. It was **resolved** to approve the bank reconciliation to 31 March 2026.

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

119. Reserves update – To review and approve the reserves

It was noted that as of 31 March 2026 (provisional figures pending the end of year audit work completion):

Earmarked reserves remaining - £31,840.95

General reserves remaining - £41,576.23

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

120. 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
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Castle Water	Pavilion water	£20.07
Bitdefender	Antivirus renewal	£44.99
OPFA	Annual membership	£50.00

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

WODC	Garden waste collection – churchyard	£52.50
Pampered Paddocks	Grass cutting – March	£550.80
CIlr Butler	Expenses – key cutting	£10.00
WODC	Non-domestic rates – Pavilion	£482.03
WODC	Commercial bin collection	£494.00
OALC	Training – Listed Buildings	£66.00
Anne Ogilvie	Administration reimbursement	£32.25

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

It was **resolved** to note the following receipts:

Wilderness Festival	Bursary	£550.00
WODC	Precept – 1 st half	£36,175.50
Community Gym	Rent – April – June	£325.00

121. 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.

122. To consider training options and agree actions

The training options report was noted.

Communications

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

The correspondence register was received and noted.
It was **resolved** not to renew the CFO membership.

124. To receive items for information only

It was noted that the Clerk will be on annual leave for one week in April.

Meetings

125. 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 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.

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

Tuesday 12th May 2026, 7.00 pm, at Leaffield Village Hall – Annual Council Meeting

The meeting was closed at 8.44 pm.

Signed: _____ Date: _____

DRAFT