

LEAFIELD PARISH COUNCIL

Minutes for the Parish Council Meeting Held at 7.03 pm on Tuesday 13 May 2025 at Leaffield Village Hall

Present: Cllrs Luke Caunt, Adam Compton, Richard Shuttlewood
OCC Cllr Field-Johnson, WODC Cllr Walker (from item 135)
Clerk – Anne Ogilvie

Absent: Cllr Tom Butler

Members of Public: Three

124. To elect the Chair of the Council

Councillors agreed that Cllr Caunt would run the election of Chair of the Council.

Cllr Caunt was proposed by Cllr Shuttlewood and seconded by Cllr Compton. He was elected by a show of hands.

It was **resolved** to appoint Cllr Caunt as the Chair of the Council.

125. To receive the Acceptance of Office from the Chair

Cllr Caunt signed the Acceptance of Office in the presence of the Clerk.

126. Welcome from the Chair

Cllr Caunt welcomed everyone to the meeting.

127. To elect the Vice-Chair of the Council

Cllr Shuttlewood was proposed by Cllr Caunt and seconded by Cllr Compton. He was elected by a show of hands.

It was **resolved** to appoint Cllr Shuttlewood as the Vice-Chair of the Council.

128. To receive the Acceptance of Office from the Vice-Chair

Cllr Shuttlewood signed the Acceptance of Office in the presence of the Clerk.

129. To receive apologies for absence

Apologies were received from Cllr Butler and WODC Cllr Marsh.

130. To approve and sign the minutes of the Council meeting on 15 April 2025

It was **resolved** to approve the minutes of the Council meeting on 15 April 2025. The minutes were signed by the Chair.

131. To receive an update regarding the councillor vacancies

The Clerk advised that no applications for the councillor vacancy had been received.

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

None.

133. 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 reported concerns about an hedge opposite the Village Hall entrance overhanging the pavement.

134. To receive reports from County and District Councillors

OCC Cllr Field-Johnson

- Cllr Field-Johnson introduced himself as the Leaffield's new county councillor following the recent election (and boundary change). He advised that he was working on three main issues: improving the roads; the current state of the local rivers, and HGV traffic.

Cllr Field-Johnson was asked for an update on the road repairs scheduled for Fairspear Road due to take place this year.

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

The Clerk's report was received and noted.

The Clerk advised that the Council needs to replace the pads in both defibrillators before July.

WODC Cllr Walker entered the meeting.

Report from WODC Cllr Walker

- Cllr Walker advised that the Local Plan Review Scrutiny meeting due to take place in May has been cancelled.
- Cllr Walker gave the details of the Service of Thanksgiving for Gill Hill, a former District Councillor.

Cllr Field-Johnston left the meeting.

Annual Matters

136. To review existing committees and review their terms of reference

It was **resolved** to retain the following existing committee:

- Internal Committee

It was **resolved** to approve the Terms of Reference for the Internal Committee.

137. To create new committees and agree their terms of reference

It was **resolved** to create the following new committee:

- Staffing Committee

It was **resolved** that draft Terms of Reference for the Staffing Committee would be presented to the Council for review and approval at the next meeting.

138. To appoint members to serve on the committees

It was **resolved** to appoint the following members to serve on the committees:

- Internal Committee: Cllr Butler, Cllr Caunt, Cllr Compton
- Staffing Committee: Cllr Butler, Cllr Caunt, Cllr Compton, Cllr Shuttlewood

139. To review existing working groups and review their terms of reference

It was **resolved** to retain the following existing working groups:

- Burial Ground Administration
- Churchyard Maintenance
- Community Telephone Box
- Playground Refurbishment
- Village Green Maintenance

It was **resolved** to approve the Terms of Reference for the following working groups:

- Burial Ground Administration
- Churchyard Maintenance
- Community Telephone Box
- Playground Refurbishment
- Village Green Maintenance

140. To create new working groups and agree their terms of reference

It was **resolved** that no new working groups were required to carry out Council business.

141. To appoint members to serve on the working groups

It was **resolved** to appoint the following members to serve on the working groups:

- Burial Ground Administration – Cllr Shuttlewood
- Churchyard Maintenance – Cllr Caunt, Cllr Compton
- Community Telephone Box – Cllr Shuttlewood
- Playground Refurbishment – Cllr Caunt
- Village Green Maintenance – Cllr Compton

142. To appoint lead councillors and agree their terms of reference

It was **resolved** to appoint the following lead councillors:

- Finance, Governance, Health and Safety – Cllr Butler
- Planning and Environment – Cllr Compton
- Bereavement Services – Cllr Shuttlewood

- Village Assets – Cllr Caunt
 - Media, Events and Community Engagement: Communications – Vacant
 - Media, Events and Community Engagement: Village Hall – Cllr Caunt
- It was noted that a Lead Councillor terms of reference needs to be created and approved.

143. To consider moving items 52 and 50 on the agenda to precede item 20 on the agenda

Cllr Caunt proposed moving items 52 and 50 on the agenda to precede item 20 on the agenda.
It was **resolved** to move items 52 and 50 on the agenda to precede item 20 on the agenda.

144. Football Club – To consider a request from the Football Club for the Parish Council to be the second applicant for the changing room project, to be submitted to the OFA, and agree actions

A Football Club representative requested that the Parish Council be the second applicant for the changing room project funding request, to be submitted to the OFA.

The Council requested that the Football Club provide the Council with a copy of the application form, terms and conditions, or grant funding pack, so that the Council can understand the commitments and guarantees linked to being the second applicant.

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

The Village Hall representative advised that their solicitor is progressing the paperwork.

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

The Village Hall representative advised that their solicitor is progressing the paperwork.

147. Village Hall – To receive an update regarding the Village Hall extension plans and agree actions

The Village Hall representative advised that the Hall is keen to sign the contract with the architect, and then look at grant funding options. She advised that they are required to undertake various surveys.

The representative also advised that there was a problem with the drains, and a contractor had been contacted.

148. To review delegation arrangements with external committees and other local authorities

It was noted that OCC have delegated authority to the Council to install and use a speed indication device (LGA 1972 s101).

149. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

It was noted that the following arrangements (including legal agreements) are in place:

- Village Hall – lease with Village Hall trustees
- Pavilion – part is rented to the Community Gym
- Leaffield Football Club – has a licence for two portacabins on the Village Hall car park
- Leaffield Football Club – has permission to use the playing field for football matches and practices
- St Michael and All Angels Church, Leaffield – the Council has responsibility for the management of the closed churchyard

150. To review the representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint Council representatives as appropriate

It was **resolved** to appoint the following Council representatives:

- Village Hall Committee – Cllr Caunt
- Village Hall Extension Committee – Cllr Caunt

151. To review and approve the inventory of land owned or maintained by the Council

It was **resolved** to approve the following inventory of land owned or maintained by the Council:

Owned

- Village Greens – centre of Leaffield
- Playing field and car park - adjacent to the Village Hall, Lower End
- Entrance access to the playing field and the Village Hall, Lower End
- Burial ground – adjoining St Michael and All Angels Churchyard, Leaffield

Maintained

- Churchyard – St Michael and All Angels, Leaffield
- Land mowed as per mowing schedule – Witney Lane, Buttermilk Lane

152. To review and approve the asset register

It was **resolved** to approve the asset register.

153. To review and approve the delegation arrangements to the Clerk

It was **resolved** to approve the following scheme of delegation to the Clerk:

- As listed in the approved Standing Orders;
- As listed in the approved Financial Regulations;
- As listed in the employment contract;
- As listed in the job description;
- As listed in approved policies and procedures;
- To arrange the annual independent playground safety inspection;
- To manage the Civic Protocol Procedure and liaise with local organisations as required;
- To purchase parish maintenance consumables and supplies as required for repairs, maintenance, and health and safety
- To purchase administration consumables and supplies as required for council administration;
- To purchase replacement parts and consumables for the defibrillators as required;
- To manage and co-ordinate burials in the burial ground;
- To manage and co-ordinate memorials in the burial ground;
- To allow the purchase, within the agreed budget for that type of expenditure, of any items below £500 excluding VAT (this line to be reviewed in November 2025).

154. To approve and adopt the Standing Orders

It was **resolved** to adopt the Standing Orders.

155. To approve and adopt the Financial Regulations

It was **resolved** to adopt the Financial Regulations.

156. To review and approve the Council's complaints procedures

It was **resolved** to approve the Complaints Procedure.

It was **resolved** to approve the Compliments and Complaints Form.

It was **resolved** to approve the Habitual or Vexatious Complaints Policy.

157. To review and approve the dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment procedures

It was **resolved** to approve the dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment procedures.

158. To approve the Councillor Code of Conduct

It was **resolved** to approve the Councillor Code of Conduct.

159. To review and approve the Council's insurance policy and renewal agreement

It was noted that the Council currently has a policy with Gallagher and is unable to change insurer due to an open claim. The last premium was £5,353.51. The policy is due for renewal on 01 October 2025. It was noted that the Council has entered a Long Term Agreement until 30 September 2026.

It was **resolved** to approve the Council's insurance policy and renewal agreement.

160. To review and approve the Council and staff subscriptions and memberships to other bodies

It was **resolved** to approve the following Council and staff subscriptions and memberships to other bodies:

- OALC (Oxfordshire Association of Local Councils)
- SLCC (part) (Society of Local Council Clerks)
- ICO (Information Commissioner's Office)
- BRAMM (British Register of Accredited Memorial Masons)
- ICCM (Institute of Cemetery and Crematorium Management)
- OPFA (Oxfordshire Playing Field Association)
- Open Spaces Society
- Parish Online

161. To review and approve the maintenance and administration contracts and agreements, and agree actions

It was **resolved** to approve the following maintenance and administration contracts and agreements:

- Ionos	Webhosting and email
- Bitdefender	Antivirus software
- WODC/Ubico	Litter and dog bin emptying – Village Hall
- WODC	Chargeable waste collection – Village Hall
- Castle Water	Pavilion water supply
- RPM Ltd	Playground repairs
- Microsoft	Office 365 – council computer
- Playsafety Ltd	Annual independent playground inspection
- Moore	External auditor
- Low Voltage UK Ltd	CCTV contract/repairs/upgrades
- Eyelid Productions	Website support
- WODC	Green waste licence – churchyard
- Churchill Surfacing	Carpark surface repairs
- Pampered Paddocks	Grass cutting – general areas LTA
- Pampered Paddocks	Grass cutting – playground
- Pampered Paddocks	Grass cutting – churchyard LTA
- Pampered Paddocks	Grass cutting – burial ground LTA
- Wel Medical	Defibrillator consumables
- Elan City Ltd	SID parts and maintenance
- Clerk	Mobile phone (part)
- Town and Country Trees	Tree maintenance
- Jenks Oxford	Tree safety assessment

162. To review and approve the Scheduled Payments List and suppliers for the year to May 2026

It was **resolved** to approve the following Scheduled Payments List and suppliers for the year to May 2026:

- Ionos	Webhosting and mailboxes	Monthly
- Bitdefender	Antivirus software	Annually
- WODC/Ubico	Litter and dog bin emptying – Village Hall	Bi-annually
- WODC	Chargeable waste collection - Village Hall	Bi-annually
- Castle Water	Pavilion water supply	Monthly
- Microsoft	Office 365 – council computer	Annually
- Playsafety Ltd	Annual independent playground inspection	Annually
- Moore	External auditor	Annually
- Eyelid Productions	Website support	Annually
- WODC	Green waste licence – churchyard	Annually
- Clerk	Salary	Monthly
- HMRC	PAYE and NI	Monthly
- Gallagher	Insurance	Annually
- OALC	Annual membership	Annually
- SLCC	Clerk membership (part)	Annually
- OPFA	Membership	Annually
- ICCM	Membership	Annually
- Open Spaces Society	Membership	Annually
- ICO	Annual registration	Annually
- Parish Online	Membership	Annually
- Clerk	Administration reimbursement	Monthly
- Clerk	Mobile phone (part)	Monthly

163. To approve the direct debits and standing orders for the year to May 2026

It was **resolved** to approve the following direct debits and standing orders for the year to May 2026:

- Castle Water	Pavilion water supply	Monthly	Direct debit
- Clerk	Net salary	Monthly	Standing order
- HMRC	PAYE and NI	Monthly	Direct debit

It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2025.
The Statement was signed by the Chair and the Clerk.

172. To approve and sign the Accounting Statements for the year ending 31 March 2025

It was noted that the RFO had signed the Accounting Statements.

It was **resolved** to approve the Accounting Statements for the year ending 31 March 2025.

The Accounting Statements were signed by the Chair.

173. To set the date for the commencement of the Exercise of Public Rights

The Clerk advised that this period needs to be 30 working days and include the first ten working days of July.
The Clerk proposed 03 June 2025 as the commencement date, with the end date being 14 July 2025. These dates were checked for compliance.

It was **resolved** to approve 03 June 2025 as the commencement date of the Exercise of Public Rights, with the end date being 14 July 2025.

174. To consider the internal auditor arrangement for the current financial year and agree actions

The internal auditor arrangement for the current financial year was considered.

It was **resolved** to retain the services of the current internal auditor, Theresa Goss, for the current financial year.

175. To approve grants and donations for the year to 31 March 2026

It was **resolved** to follow the Grants and Donations Policy for the year to 31 March 2026.

176. To review and approve the bank mandate.

The bank mandate was reviewed.

It was **resolved** to approve the bank mandate.

Recreation and Leisure

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

The action report was received and noted.

It was noted that some wetpour edges had been damaged this week. It was noted that a long term solution for the wetpour edges is required.

It was noted that brambles are starting to encroach the enclosed playground. The Clerk will cut these back during playground inspections.

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

CLlr Caunt reported that the refurbishment plans would be brought to Council over the summer.

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

It was noted that no updates had been received.

Planning

180. Planning – 25/00578/FUL – Demolition of existing dwelling and erection of replacement dwelling including new vehicular access (part retrospective) – Malt House, Witney Lane, Leaffield

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

181. Planning – 25/01083/HHD - Garage conversion, two storey rear extension and extended drop kerb – 7

Fairspear Road, Leaffield

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

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

None.

183. To receive an update of previous planning applications

23/01422/FUL – Development of seven houses and a two storey block of four flats and associated works to include the widening of Greenwich Lane – Land west of Greenwich Lane, Leaffield

Awaiting decision

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

25/00261/HHD – Demolition of existing balcony and bin store. Erection of two storey extension – 4 Malthouse Court, Witney Lane, Leafield
Approved – 02 April 2025

25/00414/HHD – Demolition of existing outbuildings, erection of two storey side extension, associated external works and formation of vehicular access to property – Red House, Witney Lane, Leafield
Under consideration

25/00454/FUL – Erection of open fronted all purpose agricultural barn (retrospective) – Leafield Pig Farm, Purrants Lane, Leafield
Approved – 16 April 2025

25/00565/HHD – Erection of a single storey side and rear extensions to replace existing lean-to and conservatory – Church Row, Witney Lane, Leafield
Approved – 16 April 2025

25/00558/S73 – Variation of condition 2 of planning permission 24/00716/HHD to allow repositioning of vehicular access within site, together with associated works and landscaping – Red House, Witney Lane, Leafield
Approved – 29 April 2025

Administration and Finance

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

The finance update to 30 April 2025 was reviewed.

As of 30 April 2025: receipts were £35,587.50, payments were £5,184.21, and the balance was £109,854.82.

It was **resolved** to approve the bank reconciliation to 30 April 2025.

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

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

The budget update to 30 April 2025 was reviewed.

It was noted that 7% of the budget had been used to 30 April 2025, some of these being annual payments due at the beginning of the financial year.

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

186. Reserves update – To review and approve the reserve

It was noted that as of 30 April 2025:

Earmarked reserves total – £49,691.89

General reserves total - £29,709.84

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

187. 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:		
Castle Water	Pavilion water	£16.99
Ionos	Website/email	£30.00
Screwfix	Graffiti remover	£16.99

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

WTG Consultants	Internal audit 24/25	£150.00
Pampered Paddocks	Grass cutting	£1,404.00
RPM Ltd	Playground equipment repairs	£732.00
Oxfordshire CCTV	Remote access changes	£144.00
Tom Butler	Signage	£30.95
Anne Ogilvie	Administration reimbursement	£32.30
Anne Ogilvie	Net salary – P2	personal
HMRC	PAYE/NI – P2	personal
LGPS	Employer/employee pension – P2	personal

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

It was noted that the following receipts had been received:

WODC	£35,260.50	Precept – April
Village Hall	£2.00	Rent – two years

188. To instruct the bank signatories to approve the payments

It was **resolved** that the Clerk will enter the bank payments, and Cllrs Butler and Caunt will authorise the payments.

189. To consider training options and agree actions

The training options report was noted.

It was **resolved** to approve the Clerk to attend the SLCC National Conference 2025 and the SLCC Practitioners' Conference 2026.

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

It was **resolved** to defer this motion until the next meeting.

191. To consider funding driving tests for Villager Bus volunteers and agree actions

It was noted that volunteer bus drivers are needed by the Villager Bus, but that some volunteers would need to pass an extra driving test.

It was **resolved** to add a motion to the next agenda to consider offering to help fund driving tests for some Villager Bus volunteers.

Communications

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

The correspondence register was received and noted.

193. To receive items for information only

A request was made for the Village Fete to be held on the Village Green. This was agreed in principle by the Council. The Council will be sent more details about the event.

Meetings

194. 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 for the next agenda 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.

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

Tuesday 10th June 2025, 7.00 pm, at Leaffield Village Hall

The meeting was closed at 9.22 pm.

Signed: _____

Date: _____