

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.00 pm on Tuesday 10 June 2025 at Leaffield Village Hall

Present: Cllrs Tom Butler, Adam Compton, Richard Shuttlewood
WODC Cllr Marsh
Clerk – Anne Ogilvie

Absent: Cllr Luke Caunt

Members of Public: Four

196. Welcome from the Chair

Cllr Caunt was absent, Cllr Butler welcomed everyone to the meeting.

197. To note the resignation of the Chair and elect a new Chair of the Council

It was noted that Cllr Caunt had resigned as Chair of the Council.

The election for a new Chair was led by Cllr Butler.

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

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

198. To receive the Acceptance of Office from the Chair

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

199. To note the resignation of the Vice-Chair and elect a new Vice-Chair of the Council

It was noted that Cllr Shuttlewood had resigned as Vice-Chair of the Council.

It was **resolved** to defer the election of a new Vice-Chair of the Council to the next council meeting.

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

It was noted that this motion was not required as a Vice-Chair had not been elected.

201. To receive apologies for absence

Apologies were received from Cllr Caunt, OCC Cllr Field-Johnson and WODC Cllr Walker.

202. To approve and sign the minutes of the Council meeting on 13 May 2025

It was **resolved** to approve the minutes of the Council meeting on 13 May 2025. The minutes were signed by the Chair.

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

None.

204. 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 a rose bush opposite the Village Hall entrance overhanging the pavement.

205. To receive reports from County and District Councillors

WODC Cllr Marsh

- Advised that the Local Plan policy review consultation was open for comment.

- Advised that the District Councils' Local Government Reorganisation plan consultation was open for comment.

OCC Cllr Field-Johnson

- A written report from Cllr Field-Johnson was received and noted.

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

The Clerk's report was received and noted.

It was noted that the area behind the Village Hall had become overgrown. The Clerk was asked to obtain a quotation for vegetation removal.

It was noted that a tree had come down along the playing field boundary. The Clerk was asked to obtain a

quotation for removal of the fallen tree.

The Clerk provided an update regarding the car which had been left in the car park. It was **resolved** to contact WODC to request the cost of the process of removal and to start the process if applicable.

Recreation and Leisure

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

The action report was received and noted.

208. Playground – To receive an update regarding the playground refurbishment plans and agree actions

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

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

The Village Hall representative advised that the CIO cannot progress until the lease has been agreed.

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

It was agreed that the Clerk would copy the Village Hall representative and solicitor into communications with the Council's solicitor.

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

The Village Hall representative advised that a plan has been created to meet the needs of the Pre-school and the Village Hall which will not require an extension to the Hall.

212. Village Hall – To consider the drains issue behind the Village Hall and agree actions

The report and quotation regarding the blocked drains behind the Village Hall from Central Drains were considered.

It was noted that the Village Hall would be responsible for the works listed in Option 3.

It was noted that the Council would be responsible for the works listed in Options 1 or 2.

It was **resolved** to suspend Financial Regulation 5.9, as Central Drains carried out the previous works to the Village Hall drainage system and has the historical knowledge and experience to competently carry out the required works.

It was **resolved** to contract Central Drains to carry out Option 1 of the drainage repair works quote, at a cost of £2,200.

It was **resolved** to investigate surveyor options to obtain an accurate plan of the Council's playing field land boundaries.

213. Village Hall – To consider a donation request from the Village Hall towards their insurance premium and agree actions

The donation request from the Village Hall towards their insurance premium was considered. It was noted that the sum listed was higher than that listed in the Grants and Donations Policy.

It was **resolved** to suspend the Grants and Donations Policy for this request.

It was **resolved** to give a donation of £1,298.85 to the Village Hall to cover the insurance premium.

It was **resolved** to fund this donation from the Village Hall repairs earmarked reserve.

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

It was noted that the Clerk had been asked to supply a new set of photographs, which had been taken and sent.

It was **resolved** to contact the Financial Ombudsman regarding the last complaint sent to AXA Insurance and their response, and the length of time this claim has been unresolved.

215. To consider installing a noticeboard on the Village Green and agree actions

The Council considered installing a noticeboard on the Village Green.

It was noted that there is a noticeboard on the village shop, part of which could be used by the Parish Council.

Cllr Compton offered to investigate and determine whether the noticeboard could be refurbished for Parish Council use.

Parish Maintenance

216. To consider options for the horse chestnut tree near The Old Chapel on the Village Green and agree actions

It was noted that the Clerk will be meeting with a tree contractor on 11 June to discuss options for the horse chestnut. A report will be brought to the next meeting.

217. To consider removing the brambles on the Village Green by The Old Chapel and agree actions

It was **resolved** to contract Pampered Paddocks to remove the brambles on the Village Green by The Old Chapel, at a cost of £279.

218. To consider amending the grass cutting scheme for the Village Greens and agree actions

Requests from residents to amend the grass cutting scheme for the Village Greens were considered. It was noted that the Council was in the first year of a three-year grass cutting contract for the Village Greens. It was **resolved** not to amend the grass cutting scheme for the Village Greens.

Churchyard and Burial Ground

219. To consider a quotation for churchyard wall repairs and agree actions

A quotation for the churchyard wall repairs was considered. It was **resolved** to request information from the contractor regarding the price increase compared to the contracted price for the previous works.

Planning

220. 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, Leaffield
It was **resolved** to respond to the appellant's appeal case and to comment on the water and sewage issues in the area.

221. 25/01063/HHD - Single storey front extension, proposed cladding the north elevation of the first floor – Fairspear Farm, Fairspear Road, Leaffield
It was **resolved** not to comment on this application.

222. 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

To consider whether to make any further written comments regarding the application

It was **resolved** to comment further on this application, for consideration by the WODC Uplands Planning Committee.

To consider sending a Council representative to the WODC Uplands Planning Committee when the application is considered, and to agree any statement to be made by the representative

It was **resolved** to send a Council representative to the WODC Uplands Planning Committee when the application is considered.

It was **resolved** to agree a statement to be made by the Council representative to the WODC Uplands Planning Committee.

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

None.

224. 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

25/00414/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, Leaffield
Approved – 23 May 2025

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

25/01083/HHD – Garage conversion, two storey rear extension and extended drop kerb – 7 Fairspear Road, Leafield
Under consideration

Administration and Finance

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

The finance update to 31 May 2025 was reviewed.

As of 31 May 2025: receipts were £35,587.50, payments were £9389.79, and the balance was £105,649.24.

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

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

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

The budget update to 31 May 2025 was reviewed.

It was noted that 10% of the budget had been used to 31 May 2025.

It was noted that the CCTV budget line is overbudget due to changing the mobile phone access.

It was noted that the grass cutting open area line is overbudget due to changes in the grass cutting schedule and contract prices subsequent to the budget decision making.

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

227. Reserves update – To review and approve the reserve

It was noted that as of 31 May 2025:

Earmarked reserves: used - £1,044, remaining - £48,687.89

General reserves: used - £765.23, remaining - £29,321.41

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

228. 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	£17.65
Ionos	Website/email	£33.60
Wel Medical	Defibrillator pads	£150.36
ICO	Data protection fee	£52.00

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

Glasdon	Bench for playground	£702.00
Pampered Paddocks	Grass cutting	£1,228.80
Pampered Paddocks	Bench installation	£42.30
Anne Ogilvie	Administration reimbursement	£31.70
Anne Ogilvie	Net salary – P3	personal
HMRC	PAYE/NI – P3	personal
LGPS	Employer/employee pension – P2 remainder	personal
LGPS	Employer/employee pension – P3	personal

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

It was noted that the following receipts had been received:

None.

229. 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.

230. To consider training options and agree actions

The training options report was noted.

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

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

232. To consider offering financial support to fund driving tests for Village Bus volunteer drivers and agree actions

Offering financial support to fund driving tests for Village Bus volunteer drivers was considered.

It was **resolved** not to offer financial support to fund driving tests for Village Bus volunteer drivers due to the amount of funds required for this project.

233. To review the portfolio holders in the 2025-2026 Action Plan and agree actions

The portfolio holders in the 2025-2026 Action Plan were reviewed and changes made.

It was **resolved** to approve the new portfolio holders in the 2025-2026 Action Plan.

234. To review and approve the Staffing Committee Terms of Reference

The Staffing Committee Terms of Reference was reviewed. It was agreed to remove reference to a maximum number of committee members.

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

235. To review and approve the Lead Councillor Terms of Reference

It was **resolved** to approve the Lead Councillor Terms of Reference.

Communications

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

The correspondence register was received and noted.

It was **resolved** to delegate authority to the Clerk to respond to the email from a resident regarding the Village Greens.

It was **resolved** to approve the use of the Village Green for the Annual Village Green Sale on 07 September 2025.

237. To receive items for information only

It was noted that Pampered Paddocks will be asked to carry out weedkilling works on the churchyard and burial ground paths.

Meetings

238. 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

- To provide an overview of options for the Lychgate memorial
- To consider purchasing benches for the Village Green
- To receive an update from the Village Green Working Group

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.

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

Tuesday 08 July 2025, 7.00 pm, at Leaffield Village Hall

The meeting was closed at 9.22 pm.

Signed: _____

Date: _____