

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Annual Council Meeting**  
**Held at 7.00 pm on Tuesday 12 May 2026 at Leaffield Village Hall**

**Present:** Cllrs Tom Butler, Luke Caunt, Richard Shuttlewood  
Clerk – Anne Ogilvie

**Absent:** Cllr Compton

**Members of Public:** One

**127. To elect the Chair of the Council**

The outgoing Chair, Cllr Butler, ran the election of Chair of the Council.

Cllr Butler was proposed by Cllr Shuttlewood and seconded by Cllr Caunt. He was elected by a show of hands. It was **resolved** to elect Cllr Butler as the Chair of the Council until the next Annual Council Meeting.

**128. To receive the Acceptance of Office from the Chair of the Council**

The Acceptance of Office from the Chair of the Council was signed by Cllr Butler in the presence of the Clerk.

**129. Welcome from the Chair**

Cllr Butler welcomed everyone to the meeting.

**130. To elect the Vice-Chair of the Council**

Cllr Caunt was proposed by Cllr Shuttlewood and seconded by Cllr Butler. He was elected by a show of hands. It was **resolved** to elect Cllr Caunt as the Chair of the Council until the next Annual Council Meeting.

**131. To receive the Acceptance of Office from the Vice-Chair of the Council**

The Acceptance of Office from the Vice-Chair of the Council was signed by Cllr Caunt in the presence of the Clerk.

**132. To receive apologies for absence**

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

**133. To approve and sign the minutes of the Council meeting on 14 April 2026**

It was **resolved** to approve the minutes of the Council meeting on 14 April 2026. The minutes were signed by the Chair.

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

None.

**135. 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.

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

None.

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

The Clerk's report was received and noted.

**Annual Matters**

**138. To review existing committees and review their terms of reference**

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

- Internal Committee
- Staffing Committee

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

- Internal Committee
- Staffing Committee

**139. To create new committees and agree their terms of reference**

It was **resolved** not to create any new committees to carry out council business.

**140. 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 Caunt, Cllr Compton, Cllr Shuttlewood

**141. To review existing working groups and agree their terms of reference**

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

- Burial Ground Administration
- Churchyard Maintenance
- Community Telephone Box
- Playground Refurbishment
- Speed Indication Device
- 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

It was **resolved** to approve the Terms of Reference for the Speed Indication Device working group subject to the agreed amendments and confirmation regarding stipulations from the insurance company.

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

It was **resolved** not to create new working groups to carry out council business.

**143. 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
- Speed Indication Device – Cllr Butler
- Village Green Maintenance – Cllr Compton

**144. To appoint lead councillors and agree their terms of reference**

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

- Bereavement Services – Cllr Shuttlewood
- Finance, Governance, Health and Safety – Cllr Butler
- Media, Events and Community Engagement: Communications – Vacant
- Media, Events and Community Engagement: Village Hall – Cllr Caunt
- Planning and Environment – Cllr Compton
- Village Assets – Cllr Caunt

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

**145. To appoint a councillor to undertake the internal financial checks for this accounting year**

It was **resolved** to appoint Cllr Compton to undertake the internal financial checks for this accounting year.

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

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

**147. 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
- Leafield Football Club – has a licence for two portacabins on the Village Hall car park
- Leafield 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

**148. To review 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

**149. 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:

Land owned

- Village Greens – centre of Leaffield
- Playing field and car park – adjacent to 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

Land maintained

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

**150. To review and approve the asset register**

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

It was **resolved** to obtain revaluation figures for the Village Hall and the Pavilion.

**151. 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 manage burials in the burial ground
- To manage memorials in the burial ground
- To organise routine and emergency maintenance and repairs of playground equipment
- To organise routine and emergency parish maintenance and repairs, to include the Village Green, playing field, playground, carpark and Pavilion
- To organise routine and emergency tree works
- To organise routine and emergency maintenance of the churchyard and burial ground
- To give permission for the use of Parish Council land for activities and events

**152. To approve and adopt the Standing Orders**

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

**153. To review and adopt the Financial Regulations**

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

**154. 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.

**155. 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.

**156. To approve the Councillor Code of Conduct**

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

**157. 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 £5,444.47. The policy is due for renewal on 01 October 2026. It was noted that the Long Term Agreement ends in on 30 September 2026.

**158. 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 (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

**159. 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                           |
| - Treetech Arboricultural Services | Tree maintenance                           |
| - Jenks Oxford                     | Tree safety assessment                     |
| - SALC                             | Payroll                                    |

**160. To review and approve the Scheduled Payments List and suppliers for the year to May 2027**

It was **resolved** to approve the following Scheduled Payments List and suppliers for the year to May 2027:

- |         |                          |         |
|---------|--------------------------|---------|
| - 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                           | Annually    |
| - OPFA                | Membership                                 | Annually    |
| - ICCM                | Membership                                 | Annually    |
| - Open Spaces Society | Membership                                 | Annually    |
| - ICO                 | Annual registration                        | Annually    |
| - Parish Online       | Mapping software                           | Annually    |
| - Clerk               | Administration reimbursement               | Monthly     |
| - Clerk               | Mobile phone                               | Monthly     |
| - SALC                | Payroll                                    | Monthly     |

**161. To approve the direct debits and standing orders for the year to May 2027**

It was **resolved** to approve the following direct debits and standing orders for the year to May 2027:

|                             |                                    |          |                |
|-----------------------------|------------------------------------|----------|----------------|
| - Castle Water              | Pavilion water supply              | Monthly  | Direct debit   |
| - Clerk                     | Net salary                         | Monthly  | Standing order |
| - HMRC                      | PAYE and NI                        | Monthly  | Direct debit   |
| - UK Debt Management Office | PWLB loan repayment- burial ground | Monthly  | Direct debit   |
| - ICO                       | Annual registration                | Annually | Direct debit   |

**162. To determine the time and place of the ordinary meetings of the Council and its committees up to and including the next Annual Council Meeting**

It was **resolved** to hold ordinary meetings of the Council up to and including the next Annual Council Meeting at 7.00 pm.

It was **resolved** to hold ordinary meetings of the Council up to and including the next Annual Council Meeting at Leafield Village Hall.

It was **resolved** to approve the following meeting schedule for ordinary meetings of the Council up to and including the next Annual Council Meeting:

- Tuesday 09 June 2026
- Tuesday 14 July 2026
- Tuesday 11 August 2026
- Tuesday 08 September 2026
- Tuesday 13 October 2026
- Tuesday 10 November 2026
- Tuesday 08 December 2026
- Tuesday 12 January 2027
- Tuesday 09 February 2027
- Tuesday 09 March 2027
- Tuesday 13 April 2027
- Tuesday 11 May 2027 – Annual Council Meeting

**163. To review and approve the Action Plan for 2026-2027**

It was **resolved** to approve the Action Plan for 2026-2027.

**164. To agree the Council project list and priorities for 2026-2027**

The project list and priorities for 2026-2027 were considered and changes made.  
It was **resolved** to approve the amended Council project list and priorities for 2026-2027.

**165. To review and approve the bank mandate**

It was **resolved** to approve the Co-operative Bank bank mandate as follows:  
- Councillor signatories – Cllr Butler, Cllr Caunt, Cllr Shuttlewood  
- Clerk – administrative access as required, and holder of Council debit card  
It was **resolved** to remove all other signatories from the Co-operative Bank bank mandate.

**Recreation and Leisure**

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

The action report was received and noted.  
It was noted that some repairs had taken place, others were still to be completed.

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

It was noted that four quotations had been requested for a zipwire and a trampoline. Two quotations had been received for both items, and one had been received for one of the items.  
It was **resolved** to contract Playdale Playground Ltd to supply and install a timber aerial runway and a trampoline at a cost of £25,464.41.  
It was **resolved** to fund the project using £13,799 from the playground refurbishment EMR, £4,000 from the playground renewal budget, £3,000 from the churchyard maintenance EMR and the remainder from general reserves.

**168. To receive an update regarding fundraising and fundraising events and agree actions**

It was **resolved** to approve the Playground Refurbishment Working Group to have some stalls at the Fete on 30<sup>th</sup> May run by the Village Hall. It was noted that a risk assessment, safety briefing and volunteer list would be required for the event, these to be drafted by the Clerk and approved by Cllr Caunt.

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

It was noted that the lease has been signed by the Village Hall Trustees and the Council.

**170. Pavilion – To consider the EICR report and agree actions**

It was noted that an EICR report had been carried out by the Village Hall, including the Pavilion. It was noted that the Village Hall would forward a quotation for required works to the Council when received.

**Planning**

**171. 26/00923/HHD – Demolition of existing conservatory and erection of single storey rear extension.**

**Conversion of roof space to create additional living space including front and rear dormer windows and solar panels – 1 Harolds Close, Leafield**

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

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

**26/00833/HHD – Alterations to include construction of a two storey and single storey rear extension, changes to doors and fenestration and insertion of front and rear rooflights – 12 Lower End, Leafield**

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

**173. 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**

Appeal dismissed - 20 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, Leafield**  
Refused – 14 April 2026

**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**

Approved – 24 April 2026

**26/00660/S73 – Variation of condition 10 of planning permission 25/02057/FUL to extend operational hours –**

Land and Building at D430573 N216096, Little Langley, Leafield  
Awaiting decision

### Administration and Finance

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

The finance update to 30 April 2026 was reviewed.

As of 30 April 2026: receipts were £43,340.56, payments were £3,629.24, and the balance was £113,128.50.

It was **resolved** to approve the bank reconciliation to 29 April 2026.

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

**175. Budget update – To review and approve the budget update**

It was **resolved** to defer the review and approval of the budget update to the next meeting.

**176. Reserves update – To review and approve the reserves**

It was noted that as of 31 March 2026:

Earmarked reserves - £41,576.23

General reserves - £31,840.95

It was **resolved** to transfer £550 received from the Wilderness Festival from general reserves to the Speed Indication Device EMR.

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

**177. 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:

|             |                 |          |
|-------------|-----------------|----------|
| Clerk       | Net salary – P1 | personal |
| HMRC        | PAYE/NI – P1    | personal |
| OCC Pension | April pension   | personal |

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

|                         |                              |           |
|-------------------------|------------------------------|-----------|
| Pampered Paddocks       | Grass cutting – April        | £741.60   |
| Treetech Arboricultural | Churchyard pine tree felling | £1,404.00 |
| RPM Ltd                 | Playground equipment repairs | £1,464.00 |
| RPM Ltd                 | Playground equipment repairs | £3,708.00 |
| WODC                    | Litter bin emptying          | £261.14   |
| Clerk                   | Administration reimbursement | £34.80    |

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

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

None.

**178. 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.

**179. 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 2026 and the SLCC Practitioners' Conference 2027.

### Communications

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

The correspondence register was received and noted.

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

None.

**Meetings**

**182. 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**

- Vulnerable people – how the Council can support them

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.

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

Tuesday 9<sup>th</sup> June 2026, 7.00 pm, at Leaffield Village Hall

The meeting was closed at 8.05 pm.

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

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