LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.00 pm on Thursday 25 June 2026 at Leafield Pavilion

Present: Cllrs Tom Butler, Luke Caunt, Nathan Edwards (from item 188), Jamie King (from item 196), Richard Shuttlewood
Clerk – Anne Ogilvie
Absent: Cllr Compton

Members of Public: Three

184. Welcome from the Chair
Cllr Butler welcomed everyone to the meeting.

185. To receive apologies for absence
Apologies were received from Cllr Compton, OCC Cllr Field-Johnson and WODC Cllr Walker.

186. To approve and sign the minutes of the Council meeting on 12 May 2026
It was **resolved** to approve the minutes of the Council meeting on 12 May 2026. The minutes were signed by the Chair.

186. To receive declarations of interest from Members regarding items on the agenda
None.

187. To consider the co-option of new councillors
It was noted that there are three vacancies.
It was noted that three applications for the position of councillor had been received. The applications were considered.
It was **resolved** to co-opt Nathan Edwards as a councillor.
It was **resolved** to co-opt Jamie King as a councillor.
It was **resolved** to co-opt Heather Jarvis as a councillor.
It was **resolved** to permit the Acceptance of Office of those co-opted members unable to attend this meeting to be signed in the presence of the Clerk before the next Council meeting.

188. 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 asked about the construction of the root barrier behind the Pavilion.

189. **To receive reports from County and District Councillors**
None.

190. **To receive and comment on the Clerk's report**
The Clerk's report was received and noted.
It was **resolved** to approve in principle the quotation for the installation of benches on the Village Green, when the position and number of benches has been agreed.

Recreation and Leisure

191. Playground – To receive regular playground inspection reports and agree actions
The action report was received and noted.
It was noted that there is an open purchase order for playground repairs.
It was noted that the independent external playground inspection will take place in July.

192. Playground – To receive an update regarding the playground refurbishment project and agree actions
It was noted that the purchase order for the zipwire and trampoline has been raised. The positions for the equipment is being agreed. Once the positions have been finalised, the contractor will send an invoice for 50% of the contract price, to be paid before equipment production can start. The parts are due to be installed at the end of July or in September.

193. To receive an update regarding fundraising and fundraising events and agree actions
The update was noted.

194. To respond to a request from Leafield Preschool regarding log stools and agree actions
It was **resolved** to approve the request from Leafield Preschool to place log stools on the playing field, near the bottom of the preschool garden.

195. Village Hall – To consider a grant request for a solar panel and battery system for the Village Hall and agree actions
The proposal for a solar panel and battery system for the Village Hall (cost circa £23k) was presented by a Village Hall representative. It was noted that the Hall will receive a grant decision from SSE in August.
It was noted that the Council had budgeted £5,500 for the Village Hall in the 2026-2027 budget.
It was **resolved** to note that the Council has £5,500 in principle, this financial year, to support the Village Hall, the Council wishing to support capital projects with the funds.

Cllr King entered the meeting.

196. Village Hall - To receive an update regarding Village Hall matters and agree actions
It was noted that the Council had received a request from the Village Hall to give a donation to cover part of the Village Hall insurance renewal cost. It was **resolved** not to give a donation to cover part of the Village Hall insurance renewal cost.
It was noted that 01 July 2026 had been proposed as the start date for the new Village Hall lease. It was **resolved** to agree 01 July 2026 as the start date for the new Village Hall lease.

197. Village Hall car park – To consider a quotation to burn off weeds on the car park and agree actions
A quotation to burn off weeds on the car park was considered.
It was **resolved** to contract Total Weed Control to burn off the weeds on the car park at a cost of £200.

Community

198. To consider how the Council can support vulnerable people in the parish and agree actions
It was **resolved** to defer this motion to the next council meeting.

Parish Maintenance

199. To consider purchasing a new Union Flag and agree actions
The purchasing of a new Union Flag was considered.
It was **resolved** to purchase a new Union Flag, at a cost of circa £186.00 plus delivery.

Planning

200. To comment on any planning applications received before the date of the meeting
26/01357/HHD – Erection of detached garage and garden shed buildings – Four Seasons, 53 Lower End, Leafield
It was **resolved** not to comment on this application.

201. To receive an update of previous planning applications and appeals
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
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
Approved – 16 June 2026
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
Refused – 15 June 2026

Annual Accounts and Governance

202. To receive and comment on the RFO's review of the annual accounts to 31 March 2026
The RFO gave a report of the annual accounts to 31 March 2026.

The opening balance was £79,451.53.
Total receipts were £73,447.38.
Total payments were £79,481.73.
The closing balance was £73,417.18, which formed the opening balance for 2026-2027.
The Council spent 89% of the 2025-2026 budget, allowing for transfers from the budget to reserves.
The Council spent £16,432.66 of earmarked reserves. £41,576.23 of earmarked reserves remained at 31 March 2026.
The Council spent £5,355.87 of general reserves. £31,840.95 of general reserves remained at 31 March 2026.
The internal auditor was Theresa Goss.

203. To approve the Statement of Accounts to 31 March 2026
It was **resolved** to approve the Statement of Accounts to 31 March 2026.
The Statement of Accounts was signed by the Chair.

204. To approve the bank reconciliations to 31 March 2026
It was **resolved** to approve the bank reconciliations to 31 March 2026.

205. To receive and comment on the internal audit report for the year ending 31 March 2026
The internal audit report for the year ending 31 March 2026 was noted.
The recommendations report was received and considered.
Asset Controls – Deeds and titles to be included on the Register – It was noted that the asset register currently included deed name, Land Registry number, location, and date of purchase/ownership of Council land. The Council will investigate and include the further information required on the asset register.
Email Management – It is best practice for Council's to purchase the .gov.uk domain and for the Clerk and Councillors to have .gov.uk email addresses – It was noted that the Council had considered this recommendation following the 2024/25 internal audit report, and on 10 March 2026 had resolved not to change from the current website and email provision, and to continue to use the leafieldparishcouncil.org domain. It was **resolved** not to revisit this decision.

206. To complete and sign the Annual Governance Statement for the year ending 31 March 2026
The Annual Governance Statement for the year ending 31 March 2026 was completed by the Council.
It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2026.
The Statement was signed by the Chair and the Clerk.

207. To approve and sign the Annual Accounting Statements for the year ending 31 March 2026
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 2026.
The Accounting Statements were signed by the Chair.

208. 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 30 June 2026 as the commencement date, with the end date being 10 August 2026. These dates were checked for compliance.
It was **resolved** to approve 30 June 2026 as the commencement date of the Exercise of Public Rights, with the end date being 10 August 2026.

209. 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, costing £325.

Administration and Finance

210. Finance update – To review and approve the finance update, to review and approve the bank reconciliation
The finance update to 31 May 2026 was reviewed.
As of 31 May 2026: receipts were £43,340.56, payments were £13,074.44, and the balance was £103,683.30.
It was **resolved** to approve the bank reconciliation to 29 May 2026.
It was **resolved** to approve the finance update.

211. Budget update – To review and approve the budget update
The budget update to 31 May 2026 was reviewed.
It was noted that 8% of the budget had been used to 31 May 2026.
It was noted that the Pavilion business rates line is overbudget by £2.03.
It was noted that the Playground bin line will be overbudget by the end of the year, the budget being £450, and the projected cost now being £528.28, due to a price increase from WODC.
It was **resolved** to approve the budget update.

212. Reserves update – To review and approve the reserves
It was noted that as of 31 May 2026:
Earmarked reserves: used - £1,170, remaining - £40,956.23
General reserves: used - £4,310, remaining - £34,227.30 (including VAT)
It was **resolved** to approve the reserves update.

213. 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 – P2	personal
HMRC	PAYE/NI – P2	personal
OCC Pension	May pension	personal
Pampered Paddocks	Grass cutting – May	£1,171.20
Treetech Arboricultural	Tree works – open space/playing field	£3,270.00
WTG Consultants Ltd	Internal audit – 2025-26	£325.00
Elan City Ltd	SID batteries	£359.81
Ionos	Website/email	£35.45
Ionos	Website/email	£36.49
It was **resolved** to approve the following payments:		
G & O Engineers	Village Green water investigation	£360.00
Clerk	Net salary – P3	personal
HMRC	PAYE/NI – P3	personal
OCC Pension	June pension	personal
Clerk	Administration reimbursement	£58.15

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

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

HMRC	VAT 126 refund	£6,840.06
Football Club	Peppercorn rent – 2 years	£2.00

214. 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.

215. To consider training options and agree actions
The training options report was noted.

Communications

216. Correspondence Register – to receive the register and agree actions
The correspondence register was received and noted.
- The request regarding an easement over the Village Green was considered, and it was **resolved** to advise the correspondent that the Council would be unable to supply an easement.
- The Quiet Lanes proposal from OCC was considered. It was **resolved** not to make an application on behalf of the parish.

217. To receive items for information only
Cllr Shuttlewood advised that he would be resigning after the meeting. The Chair thanked Cllr Shuttlewood for his work as a councillor.

Signed: Date:

Meetings

218. 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 review councillor memberships of committees and working groups, and to review lead councillor positions.
- To consider new bank signatories.

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.

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

Tuesday 11th August, 7.00 pm, at Leafield Village Hall

The meeting was closed at 8.26 pm.

Signed: ____ Date: __________________________