

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.00 pm on Thursday 11 August 2026 at Leaffield Village Hall

Present: Cllrs Luke Caunt, Adam Compton, Nathan Edwards, Heather Jarvis
Clerk – Anne Ogilvie
OCC Cllr Field-Johnson, WODC Cllr Walker (from item 230)

Absent: Cllr Butler, Cllr King

Members of Public: One

220. Welcome from the Chair

Cllr Caunt welcomed everyone to the meeting in the absence of Cllr Butler.

221. To receive apologies for absence

Apologies were received from Cllr Butler and Cllr King.

222. To approve and sign the minutes of the Council meeting on 25 June 2026

It was **resolved** to approve the minutes of the Council meeting on 25 June 2026. The minutes were signed by the Chair of the meeting.

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

None.

224. To receive an update regarding the councillor vacancy

An update regarding the councillor vacancy was received. It was noted that WODC had not received an election request, so the Council can co-opt a new councillor to fill the vacancy.

225. 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 raised concerns about an abandoned car in Field Assarts, and damaged bollards on The Green. An offer of whips for the Village Hall Car Park was received.

226. To receive reports from County and District Councillors

OCC Cllr Field Johnston:

- Noted that he had provided a written report to council.
- Noted that the Government had selected the three unitary option for Local Government Reorganisation.
- Noted that WODC's Local Plan is out for consultation.

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

The Clerk's report was received and noted.

Recreation and Leisure

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

The action report was received and noted.

It was noted the ordered playground works are due to take place in August.

It was noted that the ground has suffered shrinkage due to the weather. It was agreed to use the topsoil left by the Pavilion contractor to fill the cracks.

229. Playground – To receive the annual independent playground inspection reports and agree actions

The annual independent playground inspection reports were considered.

It was noted that quotations will be requested for the medium and high importance works.

The fencing issue was noted, and it was **resolved** to consider options at the next council meeting.

It was **resolved** to seek options for wetpour and rubber mulch for some of the play surfaces.

It was **resolved** to investigate options for the shelter surface finish.

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

It was noted that preworks site meeting had been held.

It was noted the installation works are due to take place either the week beginning 24 August or the week

beginning 01 September.

WODC Cllr Walker entered the meeting.

- He advised that he has raised an FOI request regarding flytipping following the introduction of the booking system at the Household Waste Recycling Centres.
- He noted that the Government has selected the three unitary option for Local Government Reorganisation.
- He advised that the housing proposal for the Woodford Way car park will be discussed at WODC's Executive Meeting in September.
- He advised that there will be a change in the way in which planning applications are approved, with an increased number of decisions being taken by officers rather than at planning meetings.
- He welcomed the new councillors.

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

There was no update.

Community

232. To consider how the Council can support vulnerable people in the parish and agree actions (deferred from June meeting)

The Council discussed the proposal. It was agreed that this was a good idea in principle, but more work was required to determine how the Council can organise and manage the support in practice.

It was **resolved** to revisit this item at September's meeting.

233. To consider the response from OCC regarding road and signage improvement requests and agree actions

The response from OCC regarding road and signage improvement requests was noted.

It was noted that OCC had advised that some works, if possible, would need to be funded by the Council, and would cost upwards of £5,000. It was noted that OCC advised that it had no budget to carry out other Council requests. It was noted that a response had not been received from Area Operations, and the Clerk was asked to request this.

It was **resolved** to request OCC set a permanent 7.5 tonne weight limit through Leafield.

It was **resolved** to investigate Active Travel funding schemes.

234. To consider supporting a screening of the "National Briefing on the climate and nature crisis" and agree actions

It was **resolved** to ask Sustainable Leafield if they would organise a screening of the "National Briefing on the climate and nature crisis", with support from the Council.

235. To consider responding to OCC's consultation regarding changing speed limits on rural A and B roads and agree actions

It was **resolved** not to comment on OCC's consultation regarding changing speed limits on rural A and B roads.

Burial Ground

236. To consider quotations for a new noticeboard and agree actions

Quotations for a new noticeboard were considered. It was noted that four quotations/prices had been sought and three had been obtained.

It was **resolved** to purchase an oak, one bay noticeboard from Greenbarnes Ltd at a cost of £1,232.14 plus £103.45 delivery, unless a more competitive price can be obtained from a local company.

It was **resolved** to contract Pampered Paddocks to install the noticeboard at a cost of £132.00.

Parish Maintenance

237. Village Hall car park hedging – To consider replacing the dead whips and clearing encroaching plants, and agree actions

Indicative costs for replacement whips were considered.

It was **resolved** to delegate authority to the Clerk to purchase replacement whips for the car park, funding the purchase from the Village Hall car park budget.

Planning

- 238. Planning application – 26/01709/LBC – Retrospective internal and external works to replace windows and drawing room French doors, boiler flue and installation of custom made bookcases, along with changes in floor layout. Proposed external works to include replacement of UPVc rainwater goods in cast iron – Leaffield House, 2 Lower End, Leaffield**
It was **resolved** not to comment on this application.
- 239. To comment on any planning applications received before the date of the meeting**
None.
- 240. 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, Leaffield
Approved – 30 July 2026
26/01357/HHD – Erection of detached garage and garden shed buildings – Four Seasons, 53 Lower End, Leaffield
Under consideration
26/00022/APPEAL – 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, Leaffield
In progress

Administration and Finance

- 241. Finance update – To review and approve the finance update, to review and approve the bank reconciliation**
The finance update to 31 July 2026 was reviewed.
As of 31 July 2026: receipts were £45,058.18, payments were £39,229.44, and the balance was £79,245.92.
It was **resolved** to approve the bank reconciliations to 29 June 2026 and 29 July 2026.
It was **resolved** to approve the finance update.
- 242. Budget update – To review and approve the budget update**
The budget updates to 30 June 2026 and 31 July 2026 were reviewed.
It was noted that 14% of the budget had been used to 30 June 2026.
It was noted that 19% of the budget had been used to 31 July 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.
- 243. Reserves update – To review and approve the reserves**
It was noted that as of 30 June 2026:
Earmarked reserves: used - £3,133.84, remaining - £38,992.39
General reserves: used - £4,310, remaining - £32,197.54 (including VAT)
It was noted that as of 31 July 2026:
Earmarked reserves: used – £16,166.05, remaining - £25,960.18
General reserves used - £4,310, remaining - £29,563.18 (including VAT)
It was **resolved** to approve the reserves updates.
It was **resolved** to move the fundraising receipt of £106.82 from general reserves to the playground refurbishment earmarked reserve.
It was **resolved** to move the Pavilion rent receipt of £325 from general reserves to the Pavilion earmarked reserve.
- 244. 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 – P4	personal
HMRC	PAYE/NI – P4	personal
Ionos	Website/email	£24.65
UK Debt Man Office	PWLB loan – burial ground	£1,171.28

SLCC Enterprises	National Conference	£158.74
SLCC	Clerk membership	£150.40
Playdale Ltd	50% deposit – zipwire and trampoline	£15,278.65
ICO	Registration renewal	£47.00
Flagmakers	Union Flag	£194.30

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

Pampered Paddocks	Grass cutting (July)	£996.00
Pampered Paddocks	Grass cutting (August)	£1,567.20
Wellers	Village Hall lease	£1,842.00
Playsafety Ltd	Annual playground inspection	£228.00
Clerk	Net salary – P4 remainder	personal
OCC Pension	July pension	personal
Clerk	Administration reimbursement	£67.69

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

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

Co-op Bank	Interest	£483.30
Village Fete	Fete fundraising	£106.82
Community Gym	Rent – July-September	£325.00

245. 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.

246. To consider training options and agree actions

The training options report and OALC update were noted.

247. To consider new bank signatories and agree actions

It was noted that the Council currently has the minimum number of required signatories, two, but that a third signatory would be preferable.

It was agreed to ask Cllr King if he would become a bank signatory.

248. To review and approve councillor memberships of committees and working groups

It was **resolved** to approve the following memberships of committees and working groups:

- Internal Committee – Cllr Butler, Cllr Caunt, Cllr Compton
- Staffing Committee – Cllr Caunt, Cllr Compton, Cllr Edwards
- Burial Ground Administration Working Group – Cllr Jarvis
- Churchyard Maintenance Working Group – Cllr Caunt, Cllr Compton
- Playground Refurbishment Working Group – Cllr Caunt
- Speed Indication Working Group – Cllr Butler
- Telephone Box Working Group – vacant
- Village Greens Working Group – Cllr Compton, Cllr Edwards

249. To review and approve lead councillor positions

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

- Bereavement Services – Cllr Jarvis
- Finance, Governance, Health and Safety – Cllr Butler
- Media, Events and Community Engagement – vacant
- Media, Events and Community Engagement (Village Hall) – Cllr Caunt
- Planning and Environment – Cllr Compton
- Village Assets – Cllr Caunt

250. To consider the internal financial check report and agree actions

The internal financial check report, following Cllr Compton's meeting with the Clerk on 02 July 2026, was received and considered.

It was noted that the inspection of the graveyard and burial ground needs to be completed.

It was noted that the annual inspection of assets needs to be completed.

Cllr Compton recommended that the Clerk's salary standing order be changed to cover the total net monthly salary. It was **resolved** to amend the standing order for the Clerk's salary.

251. To note receipt of the revised Internal Auditor Report for 2025-2026 and agree actions

It was noted that the Internal Auditor had recommended extra information regarding land deeds and titles be included on the asset register. Following research, the Clerk addressed this recommendation with the Internal Auditor, and it was determined that the correct information was listed in the asset register. A revised Internal Auditor report has been received, with the recommendation regarding deeds and titles removed. It was noted that the Council had provided the required information on the asset register regarding deeds and titles.

252. To review and approve the general risk assessment

It was **resolved** to approve the general risk assessment.

253. To review and approve the Speed Indication Device Working Group Terms of Reference

It was **resolved** to approve the Speed Indication Device Working Group Terms of Reference.

Communications

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

The correspondence register was received and noted.

- It was noted that Cllr Compton would respond to the WODC statutory consultation regarding dog fouling on behalf of the Council, noting the Council believes this would be a positive move.

255. To receive items for information only

None.

Meetings

256. 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

The following requests were received:

- To consider the vacancies in the Working Group memberships and lead councillors.
- To consider new bank signatories.
- To consider increasing the number of litter bin collections or increasing the quantity of litter bins on the playing field.
- To consider responding to the Local Plan consultation.
- To consider adding blood trauma packs to the defibrillator boxes.
- To consider fencing options for the enclosed playground.
- Woodford Way Car Park (Cllr Compton to supply motion).

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.

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

Tuesday 08 September 2026, 7.00 pm, at Leaffield Village Hall

The meeting was closed at 9.23 pm.

Signed: _____

Date: _____