LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.00 pm on Tuesday 08 September 2026 at Leafield Village Hall

Present: Cllrs Tom Butler, Luke Caunt, Nathan Edwards, Jamie King
Clerk – Anne Ogilvie
WODC Cllr Marsh
Absent: Cllr Compton, Cllr Jarvis

Members of Public: Four

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

259. To receive apologies for absence
Apologies were received from Cllr Compton and Cllr Jarvis.

260. To approve and sign the minutes of the Council meeting on 11 August 2026
It was **resolved** to approve the minutes of the Council meeting on 11 August 2026. The minutes were signed by the Chair.

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

262. To receive an update regarding the councillor vacancy
An update regarding the councillor vacancy was received. It was noted that no applications had been received.

263. 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 for an update regarding the Speed Indication Device Working Group. It was noted that a member agreement will be created for completion by WG members, and date to handover batteries etc will be arranged.

264. To receive reports from County and District Councillors
WODC Cllr Marsh:
- Advised that he is part of the Overview and Scrutiny Committee. A task and finish group has been set up to look at management companies linked to housing developments.
- Noted that Local Government Reorganisation has been paused by the Government, and there may be District Elections now in May 2027.

WODC Cllr Marsh left the meeting.

265. To receive and comment on the Clerk's report
The Clerk's report was received and noted.

Recreation and Leisure

266. Playground – To receive regular playground inspection reports and agree actions
The action report was received and noted.
It was noted that soil has been filled in gaps and cracks around the playground equipment, and used to fill the holes created by collapsed mole tunnels.

267. Playground – To consider increasing the number of litter bin collections or increasing the quantity of litter bins and agree action
Costs from WODC for increasing the number of litter bin collections or increasing the quantity of litter bins were considered.
It was **resolved** to increase the litter bin collection to biweekly, at an annual cost of £435.24, to be funded from general reserves.

Signed: Date:

268. Playground - To consider fencing options for the enclosed playground and agree actions
Options and estimated costs for fencing options for the enclosed playground were considered.
It was **resolved** to request opinions from the community regarding fencing options for the enclosed playground, and bring these back to a council meeting to include within the decision regarding fencing options.

269. Playground – To consider quotations and options for maintenance works and agree actions
The quote and options from RPM Ltd for playground equipment maintenance works were considered.
It was **resolved** to contract RPM Ltd to undertake agreed playground equipment maintenance work at a cost of £2,695.

270. Pavilion – To consider the proposals from the Community Gym and agree actions
Proposals from the Community Gym regarding plumbing works, an external tap and energy conservation works were considered.
It was **resolved** to approve the Community Gym to undertake agreed plumbing works.

271. Football Club – To consider the proposals from the Football Club and agree actions
It was **resolved** to permit the Football Club to install sponsor boards on their shower block portacabin, with the proviso that sponsorship material must not be offensive or inappropriate, due to the visibility of the boards to the general community.
It was **resolved** that the Council is not in a position to make decisions regarding internal usage of the Pavilion until the insurance works have been completed.

272. Village Hall – To receive an update regarding Village Hall matters and agree actions
A report from the Village Hall was noted.
The Village Hall requested support from the Council, to help its committee members understand the relationship between the Village Hall and the Council.
It was **resolved** that Cllr Caunt would attend Village Hall committee meetings as the Parish Council representative.

Community

273. To consider how the Council can support vulnerable people in the parish and agree actions (deferred from June and August meetings)
A discussion was held covering the purpose and legalities of holding details of vulnerable people in the parish.
It was noted that there are formally approved schemes, for example Good Neighbours, who can provide support in communities, but that these need people to co-ordinate and volunteer.
A member of the public offered to speak to members of the community to find out if people would be willing to be part of a formally approved support scheme.

274. To consider responding to WODC's Local Plan consultation and agree actions
It was **resolved** not to respond to WODC's Local Plan consultation.

275. To consider installing a noticeboard for public use in the village and agree actions
Options for installing a noticeboard for public use in a central location in the village were considered.
It was **resolved** to obtain quotations for a noticeboard with locked and unlocked sections.

276. To consider WODC's Woodford Way car park proposals and agree actions
It was **resolved** to delegate authority to the Clerk to respond on behalf of Council, if councillors provided comments regarding the Woodford Way car park proposals.

Parish Maintenance

277. Tree works – To consider quotations for low priority tree works and agree actions
Quotations for the low priority tree works were considered.
It was **resolved** to contract Treetech Aboricultural Services Ltd to carry out the low priority tree works, at a cost of £700.
It was **resolved** to fund the works from the Village Green earmarked reserve.

278. To consider adding blood trauma packs to the defibrillator boxes and agree actions
Options for blood trauma packs were considered.

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It was **resolved** to purchase a one blood trauma kit and box, the box to be situated on the Pavilion.
It was **resolved** to delegate authority to the Clerk to purchase one kit and box, and arrange its installation, to be funded from general reserves.

Planning

279. Planning application – 26/01848/FUL – Replacement of existing timber framed double-glazed door set and side screen with new powder coated aluminium double-glazed door set and side screen
- Leafield Church of England Primary School, The Green, Leafield
It was **resolved** not to comment on this application.

280. Planning application – 26/01986/FUL – Subdivision of dwelling house to form 2No separate dwellings (1 x 3 bed and 1 x 2 bed)
- Morfield Cottage, 58 Lower End, Leafield
It was **resolved** not to comment on this application.

281. To comment on any planning applications received before the meeting
26/01918/HHD – Enlargement of first floor accommodation to include raising of roof height and installation of front and rear dormers. Demolition of existing side extension and construction of new extension together with a canopy over front entrance. Repositioning of pedestrian access and gate within existing front wall
- Eastward, Bungalow 51, Lower End, Leafield
It was **resolved** not to comment on this application.

282. To receive an update of previous planning applications and appeals
26/01357/HHD – Erection of detached garage and garden shed buildings – Four Seasons, 53 Lower End, Leafield
Approved – 13 August 2026
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, Leafield
In progress
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 – Leafield House, 2 Lower End, Leafield
Under consideration

Administration and Finance

283. Finance update – To review and approve the finance update, to review and approve the bank reconciliation
The finance update to 31 August 2026 was reviewed.
As of 31 August 2026: receipts were £45,058.18, payments were £49,845.49, and the balance was £68,629.87.
It was **resolved** to approve the bank reconciliation to 28 August 2026.
It was **resolved** to approve the finance update.

284. Budget update – To review and approve the budget update
The budget update to 31 August 2026 was reviewed.
It was noted that 25% of the budget had been used to 31 August 2026.
It was noted that the overbudget lines had been noted in previous meetings.
It was **resolved** to approve the budget update.

285. Reserves update – To review and approve the reserves
It was noted that as of 31 August 2026:
Earmarked reserves: used – £20,385.55, remaining - £22,529.50
General reserves used - £4,310, remaining - £29,037.59
It was **resolved** to approve the reserves updates.
It was noted that the Churchyard Maintenance EMR now holds £538.01, following £3,000 being allocated to the playground refurbishment project.

286. Payments and receipts – to ratify previous payments, review and approve current payments, to note current receipts

Signed: Date:

Payee	Reason	Gross Payment
It was **resolved** to ratify the following payments:		
Clerk	Net salary – P5	personal
HMRC	PAYE/NI – P5	personal
Ionos	Website/email	£24.65
It was **resolved** to approve the following payments:		
Pampered Paddocks	Grass cutting (August)	£343.20
Moore	External audit	£378.00
RPM Ltd	Playground repairs	£558.00
Clerk	Net salary – P5 remainder	personal
OCC Pension	August pension	personal
Clerk	Administration reimbursement	£36.25

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

It was **resolved** to note the following receipts:		
Peter Smith & Son	Burial fees	£800.00

It was noted that the insurance renewal documents, renewal due 01 October 2026, had been received after the publication of the agenda.
It was noted that the Council is unable to move to an alternative insurer, due to the open claim.
It was **resolved** to approve the insurance renewal with Gallagher, for a one year renewal, at a cost of £5,471.80.

287. 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.

288. To consider training options and agree actions
The training options report and OALC update were noted.

289. To consider new bank signatories and agree actions
It was **resolved** that Cllr King would become a bank signatory for the Co-operative Bank accounts.

290. To consider councillor vacancies in the Working Group memberships and lead councillors, and agree actions
Telephone Box Working Group – remains vacant
It was **resolved** to approve Cllr Butler as the Lead Councillor – Media, Events and Community Engagement

291. To note the receipt and publication of the External Auditor Report and Certificate 2025-2026
The receipt and publication of the External Auditor Report and Certificate 2025-2026 was noted.
It was noted that the External Auditor did not raise any issues on the Audit Report and Certificate.
It was noted that the Report and Certificate had been published on the website.

292. To note the publication of the Notice of Conclusion of Audit 2025-2026
It was noted that the Notice of Conclusion of Audit 2025-2026 had been published on the website and noticeboard.

293. To note the National Salary Award figures for 2026-2027, to be backdated to 01 April 2026
It was **resolved** to approve the National Salary Award figures for 2026-2027, to be backdated to 01 April 2026.

Communications

294. Correspondence Register – to receive the register and agree actions
The correspondence register was received and noted.
- It was **resolved** to order a free pallet of salt bags from OCC.
- Highways issues raised were noted.
- Correspondence regarding moles in the churchyard was noted. It was agreed that the Council would not engage a contractor to remove the moles. Cllr Compton will check the safety of the affected memorial.
- It was **resolved** to respond to WODC's street naming request, stating that the Council was not happy with the proposed name, "Morse", and suggested "Marconi" as an alternative.

Signed: Date:

- It was agreed to request 50 whips to replace the dead ones in the Village Hall car park, and to request a mix more resistant to heat.
- It was noted that WING has requested the Council's support. It was **resolved** to support WING in the submission of a response to WODC Planning 24/00482/OUT that provides a detailed and evidence-based challenge to Oxfordshire County Council's consultation response dated 10 July 2026. It was noted that a draft of WING's document has been circulated to the ten councils that make up the WING collaboration. It was noted that the Council had reviewed this draft and agreed with its contents.

295. To receive items for information only
None.

Meetings

296. 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 requests received.
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.

297. To confirm the date, place and time for the next meeting
Tuesday 13 October 2026, 7.00 pm, at Leafield Village Hall

Confidential

298. To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during consideration of the following item
It was **resolved** under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during consideration of the following item.

299. To consider a report regarding administrative matters and agree actions
A report regarding administrative matters was considered.
It was **resolved** to delegate authority to the Clerk to purchase a computer and required software.
It was **resolved** to fund the purchase of a computer and required software from general reserves.

The meeting was closed at 8.56 pm.

Signed: _____ Date: _____