LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 7.00 pm on Tuesday 13 October 2026 at Leafield Village Hall

Present: Cllrs Luke Caunt, Adam Compton (from item 304), Heather Jarvis, Jamie King
Clerk – Anne Ogilvie
WODC Cllr Marsh (from item 309), WODC Cllr Walker (from item 314)
Absent: Cllr Butler, Cllr Edwards

Members of Public: Two

300. Welcome from the Chair
Cllr Caunt welcomed everyone to the meeting, in the absence of Cllr Butler.

301. To receive apologies for absence
Apologies were received from Cllr Butler, Cllr Edwards and OCC Cllr Field-Johnson.

302. To approve and sign the minutes of the Council meeting on 08 September 2026
It was **resolved** to approve the minutes of the Council meeting on 08 September 2026. The minutes were signed by the Chair of the meeting.

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

304. 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 the Council to request feedback from the public before making its responses regarding items 310 and 311.

305. To receive reports from County and District Councillors
A written report from OCC Cllr Field-Johnson was noted.

306. To receive and comment on the Clerk's report
The Clerk's report was received and noted.
It was agreed by Council that the car park hedging planting would be carried out by community volunteers rather than employing a contractor for the work.

Recreation and Leisure

307. Playground – To receive regular playground inspection reports and agree actions
The inspection report and action report was received and noted.

308. Playground – To receive a report regarding the junior multiplay unit and agree actions
A report was received regarding the junior multiplay unit. It was noted that the unit had been cordoned off for safety due to its unsafe state. Quotations for repair work and for removal were considered.
The Council decided that it was uneconomic to repair the unit, noting that the immediate repairs required had been costed at £3,010.
It was **resolved** to contract RPM Ltd to remove the junior multiplay unit at a cost of £850.

309. Playground – To receive an update regarding the new equipment installation and agree actions
It was noted that the trampoline installation had been completed, but that the unit was currently cordoned off. It was noted that the contractor had reported that that the zip wire cable due to be installed was found to be damaged, and that a new cable had been ordered, with the replacement due be installed by 16 October.
It was **resolved** to ratify an extra cost of £220 required to complete the soil and grass works around the trampoline.
Cllr Caunt gave an update from the Playground Refurbishment Working Group. It had been agreed to organise a community group to organise the removal of the existing playground fence and the installation of new fencing. He informed the Council that a programme of fundraising events had been created.

Signed: Date:

WODC Cllr Marsh entered the meeting.
- He advised that the Woodford Way housing proposal would be put before WODC's Scrutiny Committee.
- He noted that the Local Government Organisation plans had been paused by central government, and that District elections will now take place next year.

Community

310. To consider providing feedback to OCC regarding the 20mph schemes in West Oxfordshire and agree actions
The 20mph scheme was considered.
It was **resolved** to comment that the Council would like more enforcement of the speed limit, that the area within the 20mph limit in Leafield is appropriate, and that there was concern regarding speeds of some motorists leaving the village.

311. To consider responding to Oxon4Buses questionnaire regarding a bus service consultation and agree actions
The lack of bus service in the village was noted.
It was agreed that Cllr Caunt would complete the Oxon4Buses questionnaire on behalf of the Council, and would respond to the OCC consultation when this is open.

Parish Maintenance

312. Tree works – To consider a quotation for the biennial duty of care tree survey and agree actions
It was noted that the next duty of care tree survey is due in 2027.
A quotation for the tree survey was considered.
It was **resolved** to contract Jenks Oxford Ltd to undertake the duty of care tree survey at a cost of £845, to be funded from the tree survey and maintenance budget.

313. Tree works – To consider quotations for new tree planting and agree actions
It was noted that quotations had been requested from four contractors and received from two contractors.
The quotations for new tree planting were considered.
It was **resolved** to contract Pampered Paddocks to supply and plant the trees at a cost of £735, to be funded from the tree survey and maintenance budget and the playing field and playground maintenance budget.

WODC Cllr Walker entered the meeting.

314. Noticeboard – To consider quotations for a new noticeboard to be situated centrally in the village and agree actions
Quotations and indicative prices for a new noticeboard to be situated centrally in the village were considered.
It was **resolved** not to go ahead with the noticeboard proposal in its current format.
It was noted that Cllr Compton will look at options from local companies for a noticeboard.

WODC Cllr Walker:
- He advised that the housing proposal for the Woodford Way car park would be put before WODC's Scrutiny Committee.
- He advised that the traffic filter system in Oxford had started, and that residents can register for permits.
WODC Cllr Walker left the meeting.

Planning

315. To comment on any planning applications received before the meeting
None

316. To receive an update of previous planning applications and appeals
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
Approved – 16 September 2026

Signed: Date:

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
Awaiting decision
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
Awaiting decision
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
Under consideration

Administration and Finance

317. 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 – P6	personal
HMRC	PAYE/NI – P6	personal
Ionos	Website/email	£24.65
Gallagher	Insurance renewal	£5,471.80
Microsoft	Subscription renewal	£84.99
It was **resolved** to approve the following payments:		
Chadlington PC	3No speed indication device brackets	£38.72
RPM Ltd	Playground equipment repairs	£2,298.00
Pampered Paddocks	Grass cutting (September)	£657.60
Pampered Paddocks	Playing field / playground works	£544.80
SALC	Payroll service	£140.40
WODC	Commercial refuse collection	£494.00
WODC	Litter/dog bin refuse collection	£261.14
Clerk	Net salary – P6 remainder	personal
OCC Pension	September pension	personal
Clerk	Administration reimbursement	£33.60

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

It was **resolved** to note the following receipts:		
WODC	Precept (2nd half)	£36,175.00

318. 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.

319. To consider training options and agree actions
The training options report and OALC update were noted. It was noted that the Clerk could arrange an inhouse introductory session for new councillors.

Communications

320. Correspondence Register – to receive the register and agree actions
The correspondence register was received and noted.
- It was **resolved** to approve the request from the Football Club regarding the Fireworks Event on 01 November 2026, contingent on them making good any damage.
- It was **resolved** to request further information from the Football Club regarding their lighting request.
- The email from Charlie Maynard MP regarding water issues was noted.

Signed: Date:

- The email regarding a Parish Transport Representative was considered. It was **resolved** to ask OCC if a non-councillor could be the Parish Transport Representative for Leafield Parish Council.

321. To receive items for information only

It was noted that post repair/replacement work on the Village Green had been scheduled for October.

Meetings

322. 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

- Burial ground and churchyard
- Benches – paper to be submitted by Cllr Compton
- Land on Village Green by The Fox – paper to be submitted by Cllr Compton
- Appointment of an independent advisor for the Council – paper to be submitted by Cllr Compton

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.

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

Tuesday 10 November 2026, 7.00 pm, at Leafield Village Hall

The meeting was closed at 8.46 pm.

Signed: _____ Date: _____