

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held at 8.20 pm on Wednesday 12 January 2022 at Leaffield Village Hall**

**Present:** Cllr Gina Pearce (Chairman), Cllrs Tom Butler and Jeremy Russ  
Clerk – Anne Ogilvie

**Absent:** Cllrs Luke Caunt and Kevin Ward

**Members of Public:** Three

**1. Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**2. To determine whether to reinstate the delegation of authority to the Clerk (resolved at the meeting on 08 December 2021) at the closure of the council meeting**

It was **resolved** to reinstate the delegation of authority to the Clerk (resolved at the meeting on 08 December 2021) at the closure of the council meeting.

**3. To receive apologies for absence**

Cllr Luke Caunt, Cllr Kevin Ward

**4. To approve and sign the minutes of the council meeting on 08 December 2021**

It was **resolved** to approve the minutes of the council meeting on 08 December 2021. The minutes were signed by the Chairman.

**5. To receive declarations of interest in items on the agenda**

Nil

**6. To receive and comment on Clerk's report**

The Clerk's report was received and noted.

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

Nil

**8. Opportunity for the public to speak – to provide members of the press/public with the opportunity to comment on items on the agenda, or raise items for future consideration. In accordance with Standing Orders, this will not exceed 15 minutes in total and five minutes per person.**

- One member of the public queried the works that had been carried out last year in the school garden.
- The ownership of the red telephone box was raised and briefly discussed.

**9. Budget update – to review and approve the current year budget update**

The budget update to 31 December 2021 was reviewed. 52% of the budget has been spent. It was noted that the stationery/laptop line is slightly overbudget, due to purchase of the new computer. Limited further expenditure for stationery will be allocated to this line for the remainder of the year. It was agreed that a virement report will be created for approval at the March council meeting. It was **resolved** to approve the current year budget update.

**10. Reserves –to review the reserves.**

It was noted that as of 31 December 2021 the general reserve level was £24,737.41 and the earmarked reserve level was £36,688.87

It was **resolved** to close the earmarked reserve for the Village Hall Air Source Heat Pump and move this money to the general reserve.

It was **resolved** to approve the reserve levels.

**11. Finance update – to review and approve finance update**

The finance update to 29 December 2021 had been circulated to council.

As of 29 December 2021: receipts were £65,218.86, payments were £65,941.56, and the balance was £84,234.01.

The bank reconciliation and bank statement for December were reviewed.

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

It was **resolved** to approve the bank reconciliation to 29 December 2021.

## 12. Payments and receipts – to review and approve current payments, to note current receipts

Payee	Reason	Payment inc VAT	Power to spend
It was <b>resolved</b> to ratify the following payments:			
Ionos	Web hosting December - January	£8.20	LGA 1972 s142
EE	Council mobile phone – December	£13.43	LGA 1972 s111
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It was <b>resolved</b> to approve the following payments:			
John Adams CS	Signage clips	£5.76	Road Traffic Regulation Act 1984 s57(1)(b)
UK Debt Mgt Off	PWLB loan repayment	£1256.96	LGA 2003 sch 1 para 2
OALC	Training	£132.00	LGA 1972 s111
OALC	Training	£66.00	LGA 1972 s111
Witney Signs	Car park sign	£47.92	Road Traffic Regulation Act 1984 s57(1)(b)
Low Voltage UK Ltd	CCTV – Village Hall carpark	£1522.80	Local Government and Rating Act 1997, s31
Eyelid Productions	Annual website support	£100.00	LGA 1972 s142
SLCC	Practitioner Conference (part)	£30.00	LGA 1972 s111
Anne Ogilvie	Administration reimbursement	£2.85	LGA 1972 s111
Anne Ogilvie	Clerk salary – P10	Personal	LGA 1972 s112, s151
HMRC	PAYE & NI – P10	Personal	LGA 1972 s112, s151

## 13. To instruct bank signatories to approve payments

It was **resolved** that Cllr Pearce will enter the bank payments, and Cllr Caunt will approve the payments.

## 14. To review and approve the General Privacy Notice

It was **resolved** to approve the General Privacy Notice.

## 15. To review and approve the Privacy Notice – staff, councillors and role holders

It was **resolved** to approve the Privacy Notice – staff, councillors and role holders.

## 16. Community Engagement Survey – to receive update regarding Community Engagement Survey and agree actions (deferred from December meeting)

It was **resolved** to defer this item to the next meeting.

## 17. Playground - to receive regular playground inspection reports and agree actions

The playground inspection reports were received and noted. No new issues had been reported.

## 18. Village Hall Carpark

### 18.1 To consider quotations for surface works to the entranceway of the Village Hall carpark and agree actions (deferred from December meeting)

It was **resolved** to defer this item to the next meeting.

### 18.2 To consider quotations for hedge trimming in the Village Hall carpark and agree actions

It was **resolved** to delegate authority to the Clerk to compare the quotations, select a contractor and order the hedge trimming works for the Village Hall carpark.

## 19. Tree maintenance – To consider quotation for crowning horse chestnut near the Old Chapel and agree actions

It was **resolved** to delegate authority to the Clerk to obtain the quotation and order the crowning works on the horse chestnut near the Old Chapel.

## 20. Churchyard Wall – To receive update from preferred contractor and agree actions

It was **resolved** to offer the contract to Tom Hazzledine to undertake the repair works to the churchyard wall between the Lychgate and the Old Vicarage: Labour and materials £4850, removal of waste estimated at £450. It was noted that traffic management for the road will need to be arranged.

## 21. Churchyard memorial inspection – To consider quotation for churchyard memorial inspection and agree actions

It was **resolved** not to approve the quotation received due to cost. The Clerk was instructed to investigate alternative options.

**22. Tree planting – To consider obtaining a grant to plant a tree for the Platinum Jubilee**

It was **resolved** that Cllr Butler progress this project.

It was **resolved** to delegate authority to the Clerk to purchase the tree.

**23. Planning**

**21/03942/FUL** – Alterations to existing property to include erection of single storey front and two storey and first floor rear extensions. Construction of two further attached new dwellings together with associated works and provision of new vehicular accesses to serve existing and new houses – 49 Lower End, Leaffield

It was **resolved** to object to this application: council concerns – lack of allocated parking for the new houses, increase in density of housing within the Conservation Area.

**24. Planning**

**21/03754/HHD** – Erection of wooden fence around front garden (retrospective) 65 Lower End, Leaffield

The council had no comment on this application.

**25. Planning**

**21/04002/HHD** – Alterations to existing annex to include conversion of the existing two-bay carport to create an additional bedroom – The Pot, Witney Lane, Leaffield

The council had no comment on this application.

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

Nil

**27. To receive update of previous planning applications**

**21/02888/LBC** – Replacement roof covering using the original slates where possible and to replace all windows with new solid wood framed double glazed units – The Leazings, Witney Lane, Leaffield

Under consideration

**21/03513/S73** – Variation of condition 2 and removal of condition 6 (relating to windows that serve en-suites) of permission 18/000890/FUL, to allow the amendment of house design and design and location of garage.

Removal of condition 12 (also of permission 18/000890/FUL) to allow for ancillary and residential services –

Roselyne, 60 Lower End, Leaffield

Approved – 24 December 2021

**21/03578/LBC** – Installation of various replacement windows – Pratts Cottage, The Green ,Leaffield

Under consideration

**28. Correspondence Register – to receive register and agree actions**

The correspondence register was received and noted.

It was noted that the council would be responding to the Local Transport and Connectivity Plan consultation.

It was agreed to sign the petition requesting that council's have the option to hold virtual meetings.

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

- The Clerk had been advised that new lights for the Village Green Christmas tree may be required.

- The Clerk had received further information regarding SIDs. Prices for the battery options will now be sought.

- The tree survey was discussed.

**30. To receive requests for items for the next agenda, and note that motions for inclusion on the next agenda and background papers (including quotations) must be received by the Clerk at least one week before the next meeting**

Items requested for next agenda:

- To create a working group for the Red Telephone Box

- To approve Terms of Reference for the Red Telephone Box working group

- Community Engagement Survey (deferred from December meeting)

- To consider quotations for surface works to the entranceway of the Village Hall carpark and agree actions (deferred from December meeting)

- To receive update from the Football Club regarding the changing room planning application

- To discuss possible Jubilee Celebration ideas

It was noted that motions for inclusion on the next agenda and background papers (including quotations) must be received by the Clerk at least one week before the next meeting.

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

It was **resolved** to hold the next meeting of the council on Wednesday 09 February 2022 at 8.15 pm, at Leaffield Village Hall.

The meeting was closed at 9.52 pm.

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

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