

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 8.15 pm on Wednesday 09 February 2022 at Leaffield Village Hall

Present: Cllrs Tom Butler, Luke Caunt and Jeremy Russ
Clerk – Anne Ogilvie
WODC Councillors Colin Dingwall, and Gill Hill (from item 6)

Absent: Cllrs Gina Pearce and Kevin Ward

Members of Public: Two

1. Welcome from the Chairman

The Chairman was absent, so the Vice-Chairman welcomed everyone and presided the meeting.

2. To determine whether to reinstate the delegation of authority to the Clerk (resolved at the meeting on 08 December 2021 and on 12 January 2022) 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 and on 12 January 2022) at the closure of the council meeting.

3. To receive apologies for absence

Cllr Gina Pearce, Cllr Kevin Ward

4. To approve and sign the minutes of the council meeting on 12 January 2022

It was **resolved** to approve the minutes of the council meeting on 12 January 2022. The minutes were signed by the Chairman of the meeting.

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.

It was noted that:

- The Church have advised that they are not in a position to assist with the cost of the churchyard wall repairs.
- A Faculty will be required for memorial testing in the churchyard.
- Approval is needed from the Archdeacon before the churchyard wall repairs can take place.
- A Rates bill has been received for the burial ground. Rate relief has been requested.
- An "asset walk" is planned for late February.
- The proposed locations for the Speed Indication Device have been rejected by OCC. The Clerk will be obtaining more information from OCC.

7. To receive reports from District and County Councillors

Cllr Dingwall gave Cllr Walker's apology that he was unable to attend the meeting.

WODC Councillors

Cllr Dingwall advised that there is a new business grant available from WODC.

Cllr Hill advised that the District Council budget is available to view online, it will go to Cabinet next week, and then to council the following week. There is a new initiative to help hedgehogs in urban areas. WODC will be donating old IT equipment to local charities.

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.

- Sustainable Leaffield requested permission to sow wildflower seeds around the outside of some areas of the playground fencing. This was agreed in principle.
- One member of the public requested an update regarding the Pavilion insurance claim.
- One member of the public asked whether the damage to the Village Green will be repaired. The council confirmed that quotations were being sought.
- The issue of continual damage to the Village Green was raised. A note will be put in LWO requesting residents report to the Council if they see damage occurring. The Village Green Working Group will be asked to help identify the worst affected areas.

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

The budget update to 31 January 2022 was reviewed. 58% of the budget has been spent. It was noted 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 January 2022 the general reserve level was £45,737.41 and the earmarked reserve level was £15,581.37. The Clerk was requested to create a list of unspent budget lines for next meeting, to enable council to review and amend the earmarked reserves. It was **resolved** to approve the reserve levels.

11. Finance update – to review and approve finance update

The finance update to 28 January 2022 had been circulated to council. As of 28 January 2022: receipts were £65,543.86, payments were £70,196.92, and the balance was £80,303.65. The bank reconciliation and bank statement for January were reviewed. It was **resolved** to approve the finance update. It was **resolved** to approve the bank reconciliation to 28 January 2022.

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

Payee	Reason	Payment inc VAT	Power to spend
It was resolved to ratify the following payments:			
Ionos	Web hosting January - February	£8.40	LGA 1972 s142
It was resolved to approve the following payments:			
Parish Online	Annual membership	£76.80	LGA 1972 s111
Anne Ogilvie	Administration reimbursement	£3.15	LGA 1972 s111
Anne Ogilvie	Clerk salary – P11	Personal	LGA 1972 s112, s151
HMRC	PAYE & NI – P11	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. 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. It was noted that this should include the need for new councillors to join the Parish Council.

15. To consider creating a Working Group for the red telephone box and agree Terms of Reference

It was **resolved** to set up a Working Group for the Leaffield Community Telephone Box. It was **resolved** to approve the Terms of Reference for the Leaffield Community Telephone Box. It was **resolved** to appoint Cllr Russ as the nominated council representative on the Working Group.

16. Playground

16.1 To receive regular playground inspection reports and agree actions

The playground inspection reports were received and noted. No new issues had been reported. It was noted that a decision on whether to repair or remove the small rocker horse needs to be made.

16.2 To consider the purchase of new play equipment (deferred from meeting on 10 November 2021)

It was **resolved** that the Clerk would obtain quotations for a small item of equipment for council to review at the next meeting.

17. Village Hall Carpark - 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. The Clerk will contact the new list of contractors to request quotations.

18. Playing Field

18.1 To consider quotations for mole removal from the playing field and agree actions

It was **resolved** not to undertake mole removal works. It was agreed to discuss other options with the Football Club.

18.2 To consider concerns raised regarding dog fouling on the playing field and agree actions

The concerns raised were discussed. The council noted that it was happy to support the efforts previously suggested by the Football Club, regarding signage. It was suggested that the football pitch could be surrounded by plastic fencing to keep dogs off. Cllr Butler agreed to write an article for Leaffield Whats On.

19. To receive update from the Football Club regarding the changing room planning application and agree actions

No representative from the Football Club attended the meeting.

20. To consider suggestions for the Platinum Jubilee Celebrations and agree actions

Suggestions for the Platinum Jubilee Celebrations were discussed.

It was **resolved** to use the VE Day Grant of £375 in earmarked reserves to support the community picnic event.

The Clerk will contact OCC regarding closing Lower Road for the community picnic.

It was requested that the community picnic be a Parish Council event and use the Parish Council's liability cover.

21. Grass cutting contracts 2022

21.1 General area – To consider quotations and agree actions

It was **resolved** to offer the general area 3-year grass cutting contract to Ubico Ltd.

21.2 Burial ground – To consider quotations and agree actions

It was **resolved** to offer the burial ground 3-year grass maintenance contract to Pampered Paddocks & Logs Unlimited.

21.3 Churchyard – To consider quotations and agree actions

It was **resolved** to offer the churchyard 3-year grass cutting contract to Pampered Paddocks & Logs Unlimited.

22. Speed Indication Device – To review quotation for battery operated SID and agree action

It was **resolved** to approve the quotation of the battery operated SID from Morelock Ltd for £2960. Purchase will be dependent on the issue of appropriate locations and poles being resolved.

23. Tree survey – To consider quotation for biennial tree survey and agree actions

It was **resolved** to approve the quotation from Jenks Oxford Ltd for £1650 to carry out the biennial tree survey.

24. Planning

22/00221/HHD – Two storey extension to east elevation. Solar panels fixed to roof on south elevation – Long Acre, The Ridings, Leaffield – comment by 18 February 2022

The council had no comment on this application.

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

Nil

26. 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

21/03881/S73 – Variation of conditions 2 and 9 of planning permission 21/00836/FUL to allow the use of existing properties combined sewer for storm water drainage

Under consideration

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

Approved – 18 January 2022

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

Under consideration

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

Refused – 02 February 2022

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

Under consideration

27. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.

28. To receive items for information only

- Cllr Butler reported that a rowan tree for the Platinum Jubilee had been purchased, and would be planted this

month. A brass plaque will be purchased.

- The Clerk will on annual leave from 21-23 February.

- The viability of the council was discussed due to the low number of councillors.

29. 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:

- The viability of the council due to low councillor numbers.

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.

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

The next meeting of the council will be agreed when councillor availability has been confirmed.

The meeting was closed at 10.34 pm.

Signed: _____

Date: _____