

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held at 8.34 pm on Wednesday 02 March 2022 at Leaffield Village Hall**

**Present:** Cllrs Tom Butler, Luke Caunt and Jeremy Russ  
Clerk – Anne Ogilvie  
WODC Councillors Colin Dingwall and Gill Hill, OCC Councillor Liam Walker

**Absent:** Cllr Kevin Ward

**Members of Public:** Three

**1. Welcome from the Chairman**

The Vice-Chairman welcomed everyone to the meeting.

He noted the resignation of Cllr Pearce and expressed the council's thanks for all her work on the council, and as the Chairman.

He advised that there was now a vacancy for the position of Chairman, and called for nominations.

Cllr Caunt was proposed by Cllr Russ and seconded by Cllr Butler. He was elected by a show of hands.

It was **resolved** to appoint Cllr Caunt as Chairman of the council.

**2. To determine whether to reinstate the delegation of authority to the Clerk (resolved at the meeting on 08 December 2021, 12 January 2022 and 09 February 2022) at the closure of the council meeting**

It was **resolved** not to reinstate the delegation of authority to the Clerk (resolved at the meeting on 08 December 2021, 12 January 2022 and 09 February 2022) at the closure of the council meeting.

**3. To receive apologies for absence**

Cllr Kevin Ward

**4. To approve and sign the minutes of the council meeting on 09 February 2022**

It was **resolved** to approve the minutes of the council meeting on 09 February 2022. The minutes were signed by the Chairman.

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

Nil

**6. To consider the viability of the council due to low councillor numbers**

The viability of the council due to low councillor numbers was discussed.

It was **resolved** to create an article for an extra issue of Leaffield Whats On, and to use Facebook and WhatsApp to appeal to the community.

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

The Clerk's report was received and noted.

The Council requested that the Clerk proceed with the repairs to the Churchyard wall, and to inform the Church that works would be arranged. The Clerk was asked to request that the contractor secure the wall in the first instance.

The Clerk advised that the 2021-22 pay award has been agreed, and the backpay from April 2021 would be included in the March payroll.

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

WODC Councillors

Cllrs Hill and Dingwall noted that the Technical Centre has been sold.

OCC Councillor

Cllr Walker gave his thanks to the community for their assistance regarding the Burford HGV scheme. He advised that HGVs will still come through Leaffield, but hopes that there should be fewer now.

He advised that he had received 50 responses in support and 4 against OCC's 20 mph zone scheme, and wished it to be minuted that he believes the Parish is in support.

He advised that part of Fairspear Road will be resurfaced later this year.

**9. 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.**

Comments were received on the following:

- the playground;
- the wildflower area around the enclosed playground;
- the Jubilee event;
- planning application 22/00011/CM;
- the proposed portacabin for the Football Club;
- the playing field.

**10. To consider moving item 27 on the agenda to precede item 10 on the agenda**

Cllr Caunt proposed moving item 27 on the agenda to precede item 10 on the agenda

It was **resolved** to move item 27 on the agenda to precede item 10 on the agenda.

**11. Playground**

**11.1 To receive regular playground inspection reports and agree actions**

The playground inspection reports were received and noted.

It was reported that the Guides have undertaken a survey of the playground.

The Guides have offered to refurbish the small rocker horse. The Council accepted this offer.

It was noted that safety could be improved if gates were placed in two of the entrance gaps and the third closed off.

It was **resolved** to obtain quotations for appropriate gates and the closure of the remaining gap.

It was noted that the large gate does not close.

It was **resolved** to purchase a chain and padlock for the large gate.

**11.2 To consider request from Sustainable Leafield to plant wildflower seeds around some of the outer edges of the enclosed playground and agree actions**

It was **resolved** to permit Sustainable Leafield to plant wildflower seeds around some of the outer edges of the enclosed playground. It was noted that Sustainable Leafield will be responsible for the upkeep of these areas.

**11.3 To approve Clerk to arrange the annual independent playground safety inspection**

It was **resolved** to approve the Clerk to arrange the annual independent playground safety inspection.

**12. To consider moving item 30 on the agenda to precede item 10 on the agenda**

Cllr Caunt proposed moving item 30 on the agenda to precede item 10 on the agenda.

It was **resolved** to move item 30 on the agenda to precede item 10 on the agenda.

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

**22/00011/CM** – Importation, levelling and compacting of 10,470m<sup>3</sup> of inert waste soils for the construction of 7 bunds (varying between 186m<sup>3</sup> and 7793m<sup>3</sup>) for use by Brize Norton Gun Club at Old Worsham (Asthall) Quarry near Worsham – Disused Quarry, Worsham Lane, Asthall Leigh, Witney (no expiry date listed)

It was **resolved** to comment on this application.

The Council was concerned about traffic and pedestrian safety; and requested that a banksman is used to reduce potential hazards relating to the size of vehicles leaving the site and entering Lower End, that traffic flow is controlled, and that pedestrian safety is maintained.

**14. To consider moving item 29 on the agenda to precede item 10 on the agenda**

Cllr Caunt proposed moving item 29 on the agenda to precede item 10 on the agenda.

It was **resolved** to move item 29 on the agenda to precede item 10 on the agenda.

**15. To receive update from Cllr Butler regarding Platinum Jubilee activities and agree actions**

Cllr Butler gave an update to the Council. He reported that the organising group would be arranging insurance and the road closure for the event.

The group were encouraged to apply for a grant from the council to support the event.

**16. To consider moving item 28 on the agenda to precede item 10 on the agenda**

Cllr Caunt proposed moving item 28 on the agenda to precede item 10 on the agenda.

It was **resolved** to move item 28 on the agenda to precede item 10 on the agenda.

**17. To consider Football Club request regarding grant application, receive updates, and agree actions**

The grant application was discussed, as the council have been asked to become a joint applicant or provide a written guarantee that the Football Club can have the land required for the portacabin for at least five years.

The Council advised that it was supportive in principle, noting the degree of involvement of Leafield residents in the football club.

The Council noted that, due to current issues with the Pavilion, it would not be in a position to guarantee access

to water and electricity on the requested basis for the five year period, but noted that it believes that an alternative solution could be found if the need arose.

It was noted that the council needs to receive copies of the planning application regarding siting the portacabin. It was noted that the council needs to obtain confirmation that their insurance company would be happy with the proposals.

It was noted that the council would need to formalise a lease agreement between the council and the football club for the siting of the portacabin.

It was **resolved** to review the terms and conditions of the grant application.

It was **resolved** to work towards a solution to provide a space for changing facilities, dependent on the resolutions of all queries.

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

The budget update to 28 February 2022 was reviewed. 59% of the budget has been spent.

It is anticipated that 68% of the budget will be spent by the end of the financial year.

A virement schedule has been created.

A report has been created suggesting transfer of some unspent budget lines to earmarked reserves.

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

#### **19. Virements – to review and approve the virement schedule**

It was **resolved** to approve the virement schedule.

#### **20. Reserves –to review and approve the reserves**

It was noted that as of 28 February 2022 the general reserve level was £45,737.41 and the earmarked reserve level was £15,574.37.

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

The suggested earmarked reserves report was reviewed.

It was **resolved** to approve the suggested earmarked reserves report.

#### **21. Finance update – to review and approve finance update**

The finance update to 28 February 2022 had been circulated to council.

As of 28 February 2022: receipts were £65,543.86, payments were £71,289.52, and the balance was £79,211.05.

It was noted that the February bank statement had not been received by the date of the meeting.

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

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

<b>Payee</b>	<b>Reason</b>	<b>Payment inc VAT</b>	<b>Power to spend</b>
It was <b>resolved</b> to ratify the following payments:			
Ionos	Web hosting: February - March	£8.40	LGA 1972 s142
EE	Mobile phone: February	£13.43	LGA 1972 s111
It was <b>resolved</b> to approve the following payments:			
OALC	Annual membership 2022-23	£190.16	LGA 1972 s111
Anne Ogilvie	Administration reimbursement	£2.55	LGA 1972 s111
LGPS	Employer pension p1-11	£2456.08	LGA 1972 s112, s151
LGPS	Employee pension p1-11	Personal	LGA 1972 s112, 151

It was noted that March's salary cannot be processed until after 06 March.

#### **23. To instruct bank signatories to approve payments**

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

#### **24. 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.

#### **25. To review and approve the Reserves Policy**

It was **resolved** to approve the Reserves Policy.

#### **26. To review and approve the Expenses Policy**

It was **resolved** to approve the Expenses Policy.

- 27. To review and approve the Staff Recruitment and Retention Policy**  
It was **resolved** to approve the Staff Recruitment and Retention Policy.
- 28. To review and approve the Grants and Donations Policy**  
It was **resolved** to approve the Grants and Donations Policy.
- 29. To review and approve the Gifts and Hospitality Register guidelines**  
It was **resolved** to approve the Gifts and Hospitality Register guidelines.
- 30. To consider delegating Civic Protocol Procedures Policy to the Clerk**  
It was **resolved** to delegate the Civic Protocol Procedures Policy to the Clerk.
- 31. To consider funding request from West Oxfordshire Community Transport**  
It was **resolved** to direct West Oxfordshire Community Transport to the council's Grants and Donations Policy, and request that they supply the required information, and a sustainable business plan. The council will consider the matter again when this information has been received.
- 32. To receive asset inspection report from Cllr Russ and agree actions**  
Cllr Russ reported that an asset inspection had taken place on 25 February, and he was satisfied that this matched with the asset register, and the insurance values placed on specific items.  
It was noted that the traffic mirror is not on the asset register. The Clerk was asked to advise the landowner that this item is not listed as council property.
- 33. To review and approve the asset register**  
It was **resolved** to approve the updated asset register.
- 34. To consider arrangements for staff appraisal and pay review**  
It was noted that council is arranging the staff appraisal and pay review.
- 35. 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  
**21/03942/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  
Withdrawn – 10 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  
Approved – 07 February 2022  
**22/00221/HHD** – Two storey extension to east elevation. Solar panels fixed to roof on south elevation – Long Acre, The Ridings, Leaffield  
Under consideration
- 36. Correspondence Register – to receive register and agree actions**  
The correspondence register was received and noted.
- 37. To receive items for information only**  
- The Village Hall gate was discussed. It is hoped that someone will agree to manage the opening and closing rota. It was noted that locking the gate would be trialled if enough people agree to manage this.  
- It was suggested that the council create an Emergency Plan for the parish.
- 38. 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:  
- Emergency Plan for the Parish  
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.

**39. To consider date, time and venue for the Annual Parish Meeting and agree actions**

It was agreed to start organising the Annual Parish Meeting and decide upon a suitable date and time.

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

Wednesday 13 April 2022, 8.15 pm, at Leaffield Village Hall

The meeting was closed at 10.38 pm.

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

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