

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 8.15 pm on Wednesday 11 May 2022 at Leaffield Village Hall

Present: Cllrs Luke Caunt, Jeremy Russ and Kevin Ward
Clerk – Anne Ogilvie
WODC Councillor Gill Hill, OCC Councillor Liam Walker

Absent: Cllr Tom Butler

Members of Public: Two

1. To elect the Chairman of the Council

Cllr Russ was proposed by Cllr Caunt and seconded by Cllr Ward. He was elected by a show of hands. It was **resolved** to appoint Cllr Russ as Chairman of the council.

2. To receive the Acceptance of Office of the Chairman

The Acceptance of Office of the Chairman was signed by Cllr Russ in the presence of the Clerk.

3. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

4. To elect the Vice-Chairman of the Council

It was **resolved** not to elect a Vice-Chairman.

5. To receive the Acceptance of Office of the Vice-Chairman

Motion not required as no Vice-Chairman was elected.

6. To receive apologies for absence

Cllr Tom Butler

7. To receive declarations of interest regarding items on the agenda

Nil

8. To approve and sign the minutes of the council meeting on 13 April 2022

It was **resolved** to approve the minutes of the council meeting on 13 April 2022. The minutes were signed by the Chairman.

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 or five minutes per person

A member of the public raised several issues regarding the Village Green, including prioritising the work required, and suggesting a “No Mow May” next year, and requested that the agenda item be moved forward. A member of the public raised the issue of the dead rowan tree on the Village Green.

Cllr Walker entered the meeting.

10. To receive reports from County and District Councillors

OCC Councillor

Cllr Walker advised that he hoped to have news in the future regarding the resurfacing of Fairspear Road.

Cllr Hill entered the meeting.

WODC Councillors

Cllr Hill noted that the District Council has a Ukraine support page on its website.

She advised that the Technical Centre has been sold.

Cllrs Hill and Walker left the meeting.

11. To create committees to carry out Council business and agree terms of reference

It was **resolved** that no committees were required to carry out Council business.

12. To appoint members to serve on committees

Motion not required as no committees were created.

13. To review existing working groups and agree terms of reference

It was **resolved** to keep the current working groups as listed below and to approve the current terms of reference for each group

Village Green Working Group
Churchyard Maintenance Working Group
Burial Ground Administration Working Group
Community Telephone Box Working Group

It was **resolved** to approve the current terms of reference for each working group.

14. To create working groups required to carry out Council business and agree terms of reference

It was **resolved** that no new working groups were required to carry out Council business.

15. To appoint members to serve on working groups

It was **resolved** to appoint the following members to the working groups:

Village Green – Cllr Russ and Cllr Butler
Churchyard Maintenance – Cllr Caunt
Burial Ground Administration – Cllr Russ, Cllr Ward and the Clerk
Community Telephone Box – Cllr Russ

16. To consider moving item 58 on the agenda to precede item 16 on the agenda

Cllr Russ proposed moving item 58 on the agenda to precede item 16 on the agenda.

It was **resolved** to move item 58 on the agenda to precede item 16 on the agenda.

17. To consider Village Green damage issues and agree actions

It was **resolved** that Cllr Russ would collate the details of those who wished to take part in the maintenance of the Village Green and arrange a meeting.

The Clerk was requested to check the mowing schedule and ask if all areas of the Village Green could be mown in the week before the Platinum Jubilee Celebrations.

Two members of the public left the meeting.

18. To appoint lead councillors and agree terms of reference

It was **resolved** to appoint the following lead councillors:

Finance, Governance, Health & Safety – Cllr Butler
Planning and Environment – Cllr Russ
Bereavement Services – Cllr Ward
Village Assets – Cllr Caunt
Media, Events & Community Engagement – Cllr Butler

It was noted that Terms of Reference are required for these roles.

19. To review and approve delegation arrangements with external committees and other local authorities

There are no delegation arrangements with external committees and other local authorities.

20. To review and approve delegation arrangements to staff

It was **resolved** to approve the current delegation arrangements to the Clerk as per Standing Orders, Financial Regulations, and current policies and procedures, and those approved by resolution at council meetings.

21. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

It was noted that:

- the Village Hall is rented to the Village Hall trustees;
- part of the Pavilion is rented to the Community Gym;
- the council has responsibility for the closed churchyard of St Michael and All Angels, Leafield.

22. To review representation on, or work with, external bodies and arrangements for reporting back to Council

There is no representation on, or work with, external bodies.

23. To review and approve the inventory of land owned or maintained by the Council

It was **resolved** to approve the inventory of land owned or maintained by the Council, as recorded in the asset register:

- Village Greens – centre of Leafield
- Playing field – adjacent to the Village Hall
- Entrance access to the Village Hall
- Burial ground – adjoining St Michael & All Angels churchyard

24. To review and approve the asset register

It was **resolved** to approve the asset register.

25. To review and approve the Council insurance policy and renewal agreement

It was **resolved** to approve the Council insurance policy and renewal agreement. It was noted that the insurance is currently held with Gallagher, the last renewal cost was £4,271.30, and the next renewal is 01 October 2022.

26. To review and approve the Council and staff subscriptions and memberships to other bodies

It was **resolved** to approve the following Council and staff subscriptions:

- Community First Oxfordshire
- OALC
- SLCC membership (part)
- ICO
- BRAMM
- ICCM
- OPFA
- Open Spaces Society
- Parish Online

27. To review and approve maintenance and administration contracts and agreements, and agree actions

It was **resolved** to approve the following maintenance and administration contracts and agreements:

EE	Council mobile phone
Ionos	Webhosting and mailboxes
Bitdefender	Antivirus software – Council computer
Ubico Ltd	Dog bin emptying Village Hall carpark
WODC	Chargeable waste collection Village Hall
Castle Water	Pavilion water
RPM Ltd	Playground repairs
Microsoft	Office 365 – Council computer
Playsafety Ltd	Annual independent playground inspection
Moore	Annual external audit
Low Voltage UK Ltd	CCTV contract/repairs/upgrades
Eyelid Productions	Website support
WODC	Green waste licence – churchyard
Churchill Surfacing	Carpark surface repairs

28. To review and adopt Standing Orders

It was **resolved** to adopt the Standing Orders.

29. To review and adopt Financial Regulations

It was **resolved** to adopt the Financial Regulations.

30. To review and approve the Council's complaints procedures

It was **resolved** to approve the Council's complaints procedures.

31. To review and approve the dates of review of all Council policies, procedures and notices to include the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures

It was **resolved** to approve the dates of review of all Council's policies, procedures and notices to include the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures.

32. To approve the Councillor code of conduct

It was **resolved** to approve the Councillor code of conduct.

33. To determine the time and place of ordinary meetings of the Council and committees up to and including the next Annual Council Meeting

It was **resolved** to hold the ordinary meetings of the Council up to and including the next Annual Council Meeting on the second Wednesday of every month, at 8.15 pm, at Leaffield Village Hall.

34. To review Council's expenditure incurred under s137 of the Local Government Act 1972, and note expenditure limit for 2022-2023

The s137 expenditure for 2021-2022 was noted as follows:

Flagmakers	Union Flag for Village Green	£160.32
Jonathan Parker	Labour and materials for red telephone box	£400.00
David Bull	Groundworks for red telephone box installation	£576.00
Total expenditure		£1136.32

It was noted that the s137 expenditure limit for 2022-2023 is £6,473.88.

35. To receive and comment on the RFO's review of the annual accounts to 31 March 2022

The RFO gave a report regarding annual accounts to 31 March 2022.

Total receipts were £73,537.84. Total payments were £75,701.44. The ending balance at 31 March 2022 was £82,793.11, which forms the opening balance for 2022-23.

The council spent 66% of the 2021-22 budget, approved in 2020. Some budget lines were vired during the year to allow for expenditure over initially approved amounts.

The council spent £1,198.83 of earmarked reserves.

The council spent £23,676.32 of general reserves.

The internal audit was carried out by Jane Olds.

36. To approve the Statement of Accounts to 31 March 2022

It was **resolved** to approve the Statement of Accounts to 31 March 2022.

The Statement of Accounts was signed by the Chairman.

37. To approve the bank reconciliation to 31 March 2022

It was **resolved** to approve the bank reconciliation to 31 March 2022.

38. To receive and comment on the internal audit report for the year ending 31 March 2022

The internal audit report for the year ending 31 March 2022 was received and noted.

The Chairman thanked the Clerk for her accounts work and audit preparation.

The recommendations from the internal auditor were noted, and the following actions agreed:

a) Reference numbers will be added to land deeds if possible.

b) The council will ensure that it selects the dates for the Exercise of Public Rights correctly.

c) The council will undertake a Review of Effectiveness of Audit.

d) Training will be added as a regular item on the agenda.

e) The council will investigate options to split their funds to ensure that no more than £85,000 is held in one bank account.

f) The files held in the Village Hall cupboard will be reviewed and the appropriate ones will be deposited with the County Archive.

39. To complete and sign the Annual Governance Statement for the year ending 31 March 2022

The Annual Governance Statement for the year ending 31 March 2022 was completed by the council. It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2022. The Statement was signed by the Chairman and the Clerk.

40. To approve and sign the Accounting Statements for the year ending 31 March 2022

It was noted that the RFO had signed the Accounting Statements. It was **resolved** to approve the Accounting Statements for the year ending 31 March 2022. The Accounting Statements were signed by the Chairman.

41. To set the date for the commencement of the Exercise of Public Rights

The Clerk advised that this period needs to be 30 working days and include the first ten working days in July. The Clerk proposed 01 June 2022 as the commencement date, with the end date being 14 July 2022. These dates were checked for compliance.

It was **resolved** to approve 01 June 2022 as the commencement date of the Exercise of Public Rights, with the end date being 14 July 2022.

42. To appoint the internal auditor for the current financial year

It was **resolved** to appoint Jane Olds as the internal auditor for the current financial year ending 31 March 2023.

43. To approve the Scheduled Payments List and suppliers for the year to May 2023

It was **resolved** to approve the following Scheduled Payments for the year to May 2023:

Clerk	Salary	Monthly
HMRC	PAYE tax & NI	Monthly
Bitdefender	Anti-virus protection	Annually
Ionos	Website and mailboxes	Monthly
EE	Council mobile phone	Monthly
Gallagher	Insurance	Annually
Ubico Ltd	Dog bin emptying Village Hall	Annually
WODC	Chargeable waste collection Village Hall	Biannually
WODC	Green waste licence – churchyard	Annually
Castle Water	Pavilion water	Biannually
Microsoft	Office 365 – Council computer	Annually
Playsafety Ltd	Playground inspection	Annually
Moore	External audit	Annually
Eyelid Productions	Website support	Annually
OALC	Annual membership	Annually
SLCC	Clerk membership (part)	Annually

44. To approve the direct debits and standing orders for the year to May 2023

It was **resolved** to approve the following direct debits and standing orders for the year to May 2023:

Castle Water	Pavilion water	6 monthly	Direct debit
EE	Council mobile phone	Monthly	Direct debit
ICO	Annual registration	Annually	Direct debit
UK Debt Management Office	PWLB loan repayment burial ground	6 monthly	Direct debit
Clerk	Net salary	Monthly	Standing order

45. To approve grants and donations for the year to 31 March 2023

It was **resolved** that Council would follow its Grants and Donations Policy to the year ending 31 March 2023.

46. To review and approve the Action Plan for 2022-2023

It was **resolved** to approve the Action Plan for 2022-2023.

47. To receive and comment on the Clerk's report

The Clerk's report was received and noted.

48. Finance update – to review and approve finance update, to review and approve the bank reconciliation

The finance update to 07 May 2022 had been circulated to council.
As of 07 May 2022: receipts were £32,168.00, payments were £3,753.31, and the balance was £111,207.30.
It was **resolved** to approve the bank reconciliation to 28 April 2022.
It was **resolved** to approve the finance update.
It was noted that an updated authorised signatory list dated 19 April 2022 had been received from the bank.

49. Budget update – To review and approve the current year budget update

The budget update to 30 April 2022 was reviewed. It was noted that 3% of the budget had been spent.
It was **resolved** to approve the current year budget update.

50. Reserves – To review and approve the reserves and earmarked reserves

It was noted that as of 07 May 2022 the general reserve level was £47,965.07 and the earmarked reserve level was £33,446.04.
It was **resolved** to approve the reserve levels.

51. Payments and receipts – to ratify previous payments, 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:			
Leaffield Fete Fund	Donation – Jubilee celebration	£375.00	LGA 1972 s137
WOCT	Donation	£1,000.00	LGA 1972 s137
Bitdefender	Annual subscription	£39.99	LGA 1972 s111
It was resolved to approve the following payments:			
RPM Ltd	Playground repairs	£282.00	Public Health Act 1875 s164
Pampered Paddocks	Grass cutting – cyard, bg, playground	£626.40	LGA 1927 s214(2), s215 Public Health Act 1875, s164
Anne Ogilvie	Administration reimbursement	£5.03	LGA 1972 s111
Jane Olds	2021-22 internal audit	£230.00	Accounts and Audit Regulations 2015 s5
Anne Ogilvie	Salary – P2	personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P2	personal	LGA 1972 s112, s151
LGPS	Employer pension – P2	personal	LGA 1972 s112, s151
LGPS	Employee pension – P2	personal	LGA 1972 s112, s151
Receipts received were noted:			
WODC	Precept – 1 st 1/2	£31,843.00	

52. To instruct bank signatories to approve payments

It was **resolved** that the Clerk will enter the bank payments, Cllr Caunt and ex-Cllr Pearce will authorise the payments.
It was noted that Cllr Butler has been added as a signatory, and will need to set up his access to the online banking system.

53. To consider setting up a current account with Unity Trust Bank, and to agree users for the account

It was **resolved** to set up a current account with Unity Trust Bank.
It was **resolved** that the Clerk would have user authorisation and that Cllrs Caunt, Russ and Ward would have authorisation to approve payments.
It was **resolved** that two users would be required to authorise payments.
It was **resolved** to set up a savings account with Unity Trust Bank linked to the current account.
It was **resolved** to obtain a debit card via Unity Trust Bank for the Clerk to use.

54. To ratify approval for Council application of grant from WODC for the village Jubilee celebration events

It was **resolved** to approve the Council application of a grant from WODC for the village Jubilee celebration events. It was noted that this will need to be spent by the council, and the Jubilee community group will be asked what they would like purchased for the events.

55. Playground - To receive regular playground inspection reports and agree actions

The playground inspection reports were received and noted. It was noted that some areas of the safety surface need to be repaired. The Clerk will request a quote for repairs from RPM Ltd.
It was noted that the gates for the small playground area still need to be installed.

56. To receive updates regarding the Football Club portacabin request regarding grant application and agree actions

No updates had been received.

57. To receive Pavilion claim update and agree actions

No updates had been received.

58. To consider request to allow the Leaffield Garage Sale to take place on the Village Green on Sunday 11 September from 8.30 am to 2 pm, organiser to have insurance cover for the event

It was **resolved** to allow the Leaffield Garage Sale to take place on the Village Green on Sunday 11 September from 8.30 am to 2 pm, dependent on any damage to the Village Green caused by the event being repaired. It was noted that Council needs to receive evidence of appropriate insurance cover before the event.

59. Speed Indication Device – To note that OCC have given permission to the council to supply and erect its own Speed Indication Device in consultation with OCC in accordance with any permissions/conditions as set by OCC (as per LGA 1972 s102 and Highways Act 1980 s274a)

It was noted that OCC have given permission to the council to supply and erect its own Speed Indication Device in consultation with OCC in accordance with any permissions/conditions as set by OCC (as per LGA 1972 s102 and Highways Act 1980 s274a).

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

Nil

61. 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

22/00011/CM – Importation, levelling and compacting of 10, 470m³ of inert waste soils for the construction of 7 bunds (varying between 186m³ and 7793³) for use by Brize Norton Gun Club at Old Worsham (Asthall) Quarry near Worsham – Disused Quarry, Worsham Lane, Asthall Leigh, Witney
Under consideration

22/00571/FUL – Alterations to existing property to include erection of single storey front extension and two storey and first floor rear extensions. Construction of a new dwelling together with associated works and provision of new vehicular accesses to serve existing and new house – 49 Lower End, Leaffield
Under consideration

22/00600/HHD – Erection of a first-floor extension and conversion and extension of loft to create additional living space – 21 Chapel Close, Leaffield
Under consideration

22/00689/HHD – Erection of single and two storey rear extensions – 6 Fairspear Road, Leaffield
Under consideration

22/00942/HHD – Two storey extension and new porch to the front elevation – New Road Villa, Fairspear Road, Leaffield
Under consideration

62. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.

63. To receive items for information only

It was noted that the Annual Parish Meeting will be held on 25 May 2022 at the Village Hall.

64. 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

It was noted that motions for inclusion on the next agenda and background papers (including quotations) must be received by the Clerk at least two weeks before the next meeting, due to the Bank Holidays.

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

Wednesday 08 June 2022, 8.15 pm, at Leaffield Village Hall.

The meeting was closed at 9.50 pm.

Signed: _____

Date: _____