

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 8.15 pm on Wednesday 08 June 2022 at Leaffield Village Hall

Present: Cllrs Tom Butler, Luke Caunt and Kevin Ward
Clerk – Anne Ogilvie
WODC Councillor Colin Dingwall

Absent: Cllr Jeremy Russ

Members of Public: Two

1. To elect the Chairman of the Council

Cllr Russ's resignation as Chairman of the Council had been received, so an election for a new Chairman was required.

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

2. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

3. To receive apologies for absence

Cllr Jeremy Russ, WODC Cllr Gill Hill

4. To approve and sign the minutes of the Council meeting on 11 May 2022

It was **resolved** to approve the minutes of the Council meeting on 11 May 2022. The minutes were signed by the Chairman.

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

Nil

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

The Clerk's report was received and noted.

The Clerk had received a request to cut the hedge affecting a property bordering the Village Hall carpark. It was **resolved** to give the Clerk delegated authority to act in this matter.

The Clerk had received information that there has been an increase in dog mess on the playing field and playground. It was **resolved** that extra signage could be installed.

7. To receive reports from District and County Councillors

WODC Councillors

Cllr Dingwall advised that WODC had launched a discretionary council tax rebate fund which could be applied for until 05 July by those eligible.

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 or five minutes per person

A member of the public raised a query as to why there was no Village Green Working Group update on the agenda.

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

The finance update to 08 June 2022 had been circulated to Council.

As of 08 June 2022: receipts were £32,398.00, payments were £6,326.83, and the balance was £108,954.28.

It was **resolved** to approve the bank reconciliation to 27 May 2022.

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

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

The budget update to 31 May 2022 was reviewed. It was noted that 7% of the budget had been spent. Some lines were showing as overbudget for the time of year, but this was within expectations due to billing periods.

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

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

It was noted that as of 03 June 2022 the general reserve level was £47,965.07 and the earmarked reserve level was £33,676.04.

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

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

Payee	Reason	Gross Payment	Power to spend
It was resolved to ratify the following payments:			
Ionos	Web hosting – May -June	£8.40	LGA 1972 s142
Castle Water	Pavilion water -TE00327860	£60.98	LGA 1972 s133
Castle Water	Pavilion water – TE00327404	£9.38	LGA 1972 s133
EE	Mobile phone – May	£14.68	LGA 1972 s111
It was resolved to approve the following payments:			
Pampered Paddocks	Grass cutting – cyard, bg, playground	£576.00	LGA 1927 s214(2), s215 Public Health Act 1875, s164
WODC	Rates 2022/23 – Pavilion	£51.08	LGA 1972 s133
WODC	Rates 2021/22 – Pavilion	£459.08	LGA 1972 s133
WODC	Rates 2020/21 – Pavilion	£10.06	LGA 1972 s133
ICO	Data Protection Fee 2022-23	£35.00	LGA 1972 s111
Ubico Ltd	Village carpark hedge cutting	£408.00	Public Health Act 1865 s164
Ubico Ltd	Grass cutting April 2022	£699.68	Public Health Act 1865 s164
Anne Ogilvie	Administration reimbursement	£3.75	LGA 1972 s111
Anne Ogilvie	Salary – P3	personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P3	personal	LGA 1972 s112, s151
LGPS	Employer pension – P3	personal	LGA 1972 s112, s151
LGPS	Employee pension – P3	personal	LGA 1972 s112, s151
Receipts received were noted:			
WODC	Jubilee Celebration Grant	£230.00	

13. To instruct bank signatories to approve payments

It was **resolved** that the Clerk will enter the bank payments, and Cllrs Caunt and Butler will authorise the payments.

14. To consider creating an Emergency Plan for the parish and agree actions (deferred from April 2022 meeting)

It was **resolved** to start working on an Emergency Plan for the parish.

It was noted that a priority action would be the creation of a refuge for the community.

15. To review methods of residents communicating with the Council and agree actions (deferred from April 2022 meeting)

It was **resolved** that the Clerk would set up an out of office daily indicating the timescale for answering emails.

It was **resolved** that councillor email addresses would be added to the website.

It was **resolved** that the mobile voicemail message would be updated.

16. Playground

16.1 To receive regular playground inspection reports and agree actions

The playground inspection reports were received and noted.

16.2 To consider quotation for repairs to the safety surface and agree actions

The quotation for the safety surface repairs had not been received by the date of the meeting.

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

It was **resolved** that the Council's preference was to offer a lease agreement rather than being a joint applicant on a Football Foundation grant application.

It was **resolved** that Cllr Butler would draft the terms of a lease agreement to be forwarded to the Football Club for their consideration.

It was noted that any agreement would be subject to the Council solicitor's approval.

It was **resolved** that the Clerk would approach the Council solicitor regarding costs of the lease agreement work.

18. To consider request from Leaffield Evergreens Club to fund a memorial bench for the new burial ground and agree actions

It was **resolved** to permit the Leaffield Evergreens Club to fund a memorial bench for the new burial ground subject to the following conditions: Council agreeing the bench material, design and wording prior to purchase; Council agreeing to the siting of the bench.

19. Planning application 22/01226/FUL – Erection of a temporary portacabin arrangement for football club use – The Pavilion, Lower End, Leaffield – comment by 18/06/22

It was **resolved** to support this application.

20. Planning application 22/01313/HHD – Demolition of conservatory and construct of new pitched roof single-storey extension – 7 Little Langley, Leaffield – comment by 17/06/22

The Council had no comment on this application.

21. Planning application – 22/01171/LBC – Erection of mains gas supply and a meter box on the front elevation – Witney Cottage, Witney Lane, Leaffield – comment by 16/06/22

The Council had no comment on this application.

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

Nil

23. 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

Approved – 01/06/22

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

Refused – 25/05/22

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

Approved – 23/05/22

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

Under consideration

24. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.

25. To receive items for information only

The Clerk advise that the Pavilion electrical safety inspection was due to take place on 15 June 2022.

26. 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 one week before the next meeting.

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

Wednesday 13 July 2022, 8.15 pm, at Leaffield Village Hall.

The meeting was closed at 9.21 pm.

Signed: _____

Date: _____