

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held at 8.15 pm on Wednesday 13 July 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 Caunt's resignation as Chairman of the Council had been received, so an election for a new Chairman was required.

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

**2. To receive the Acceptance of Office of the Chairman**

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

**3. Welcome from the Chairman**

The Chairman welcomed everyone to the meeting.

**4. To receive apologies for absence**

Cllr Tom Butler, WODC Cllr Colin Dingwall

**5. To approve and sign the minutes of the Council meeting on 08 June 2022**

It was **resolved** to approve the minutes of the Council meeting on 08 June 2022. The minutes were signed by the Chairman.

**6. To receive declarations of interest regarding items on the agenda**

Nil

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

The Clerk's report was received and noted.

The contractor for the repairs to the Churchyard wall had advised that the works should start at the beginning of August.

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

WODC Councillors

Cllr Hill advised that there is a new coalition in control of the District Council.

Demolition is now underway at Leaffield Technical Centre, as the new owner aims to redevelop the site as a holiday park with associated leisure facilities.

**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 requested an update about the Village Green Working Group. Cllr Russ provided an update.

A member of the public requested an update regarding the Mr Hitchman memorial bench. Cllr Russ provided an update.

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

The finance update to 29 June 2022 had been circulated to the Council.

As of 29 June 2022: receipts were £32,425.00, payments were £10,119.93, and the balance was £105,098.18.

It was **resolved** to approve the bank reconciliation to 29 June 2022.

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

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

The budget update to 30 June 2022 was reviewed. It was noted that 11% of the budget had been spent, and

49% of receipts had been received. Some lines were showing as overbudget for the time of year, but these were within expectations due to billing periods.

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

#### 12. Reserves – To review and approve the reserves and earmarked reserves

It was noted that as of 08 July 2022:

£1,520.22 of general reserves had been used and the general reserve level was £47,445.85,

£626.00 of earmarked reserves had been used and the earmarked reserve level was £33,432.04.

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

#### 13. 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 <b>resolved</b> to ratify the following payments:			
Ionos	Web hosting – June - July	£8.40	LGA 1972 s142
EE	Mobile phone – June	£14.68	LGA 1972 s111
UK Debt Man Office	Loan repayment – burial ground	£1,247.44	LGA 2003 sch 1 para 2
It was <b>resolved</b> 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 (monthly)	£51.00	LGA 1972 s133
Bannor Electrical	Electrical testing, PAT testing	£270.00	LGA 1972 s133
SLCC	Part Clerk membership	£143.23	LGA 1972 s111
Anne Ogilvie	Administration reimbursement	£3.90	LGA 1972 s111
Anne Ogilvie	Salary – P4	personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P4	personal	LGA 1972 s112, s151
LGPS	Employer pension – P4	personal	LGA 1972 s112, s151
LGPS	Employee pension – P4	personal	LGA 1972 s112, s151
Receipts received were noted:			
Leafield Community Gym	PAT Testing	£27.00	

OCC Councillor Liam Walker entered the meeting and gave his report.

The motion to stop the parking change had been voted down. Pay and display parking will start in Woodstock later this year.

Leafield is in tranche 2 of OCC's 20 mph limit scheme. The timetable is running behind, so this will probably be in March next year.

Cllr Russ noted concern regarding the vegetation growth restricting the footpath on Lower End near the Church.

Cllr Walker recommended logging this on FixMyStreet.

Cllr Ward queried the late cutting of the vision splays.

Cllr Russ raised the concern about poor lighting near the Fox. Cllr Walker recommended logging this on FixMyStreet.

#### 14. 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. It was noted that due to the 5 day approval time period, the payments will be entered at a time which enables the councillors to authorise them within the time period.

#### 15. To review and approve the new Councillor Code of Conduct

It was **resolved** to defer this item until the Clerk receives responses to queries regarding the ROI and dispensations.

#### 16. To review and approve the Sickness and Absence Policy

It was **resolved** to approve the Sickness and Absence Policy.

#### 17. To review and approve the Training and Development Policy

It was **resolved** to approve the Training and Development Policy.

**18. To review and approve the terms of reference for lead councillors**

It was **resolved** to approve the terms of reference for lead councillors.

**19. To consider training opportunities for councillors and the Clerk and agree actions**

It was **resolved** to approve the following training:

Emergency Training (10 October 2022) – Cllr Caunt, Cllr Ward, Clerk

SLCC National Conference (02-03 November 2022) – ¼ of cost

**20. To review and approve the Governance and Accountability Action Plan following the internal audit report for 2021-22**

It was **resolved** to approve the Governance and Accountability Action Plan following the internal audit report for 2021-22.

**21. Playground**

**21.1 To note that the annual independent playground inspection will take place in July**

It was noted that the annual independent playground inspection will take place in July.

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

The playground inspection reports were received and noted.

It was noted that:

- Some of the seats and the shelter need repainting,

- The dog bin is missing – WODC have been contacted,

- The rocker horse has been damaged, and parts are rotten – it was **resolved** to remove the item and obtain a quotation for a replacement item of a similar type,

- Parts of the wooden surface of the rocker platform are rotten;

- Some safety surfaces still require repairing – quotations have been received.

It was **resolved** to wait until the independent report had been received before undertaking repair works.

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

It was noted that quotations for repairs to the safety surface had been received.

It was **resolved** to obtain quotations for an alternative surface due to the cost of the repairs, and bring this item back to the next Council meeting.

**22. Pavilion**

**22.1 To receive the electrical inspection report (inspection of 15 June 2022) and recommendations and agree actions**

The electrical inspection report (inspection of 15 June 2022) and recommendations were received and noted.

It was noted that works are required before certification can be issued. It was noted that the Clerk had ordered the required works to be carried out.

**22.2 To note that a fire risk assessment is required for the Pavilion and agree actions**

It was **resolved** to obtain quotations for a fire risk assessment for the Pavilion.

**22.3 To consider the quotation for soakaway works and agree actions**

It was **resolved** to suspend Financial Regulation 11.1h in relation to obtaining three quotations for the soakaway works, as the works are required by the insurance company and the Council is using their preferred contractor.

It was **resolved** to approve quotation CT/21/67702 from Geocore Ltd for £2,182.00 for the required soakaway and drainage works.

**22.4 To consider the query and requirement from the insurer regarding the hedging and agree actions**

The query was considered, and it was agreed that the hedging in line with the tree line is not within the Council's land.

It was **resolved** that the Clerk will respond to the query and report any subsequent communications to the Council.

**23. Village Hall Car Park**

**23.1 To consider the hedge cutting works backing onto Lower End properties and agree actions**

It was **resolved** to approve the quotation from Ubico Ltd for £241.68 for the hedging works.

**23.2 To consider quotations for resurfacing the car park entrance, and agree actions**

It was noted that some quotations had not been received. Site meetings with contractors had been arranged.

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

- 24. Village Green – To receive update from the Village Green Working Group and agree actions**  
 Cllr Russ gave an update regarding the Village Green Working Group. A draft action plan will be created and forwarded to the Council. Previous volunteers will be contacted to determine interest in carrying out activities. It was noted that volunteer names need to be held by the Council to ensure insurance coverage.
- 25. Speed Indication Device – To consider the purchase of a speed indication device and agree actions**  
 It was noted that locations for a speed indication device had been agreed with OCC, and that OCC have installed a pole for SID usage by The Pearl in Lower End.  
 It was **resolved** to approve quotation SO-UK02533 from Elan City Ltd for £2200.00 for a Speed Indication Device. It was noted that this did not include fixing straps or mounting brackets. It was **resolved** to delegate authority to the Clerk to purchase two sets of suitable straps and brackets.
- 26. Grass cutting – To consider installing marker posts to note environmentally sensitive sites on areas managed by the Parish Council and agree actions**  
 It was **resolved** to make and install marker posts to note environmentally sensitive sites on areas managed by the Council.  
 It was **resolved** to create a plan of environmentally sensitive sites on areas managed by the Council.
- 27. Lychgate – To receive update regarding the planning application and proposed works, and agree actions**  
 The Clerk advised that the planning application is waiting validation. The process had been slower due to staff holidays.  
 Due to the current condition of the Lychgate it was **resolved** to notify WODC that emergency repair works would be started unless an answer is received within seven days.  
 It was **resolved** to contact the contractor regarding starting the repair works.  
 It was **resolved** to seek funding from the Commonwealth War Graves Commission and the Royal British Legion.
- 28. Churchyard**
- 28.1 To consider request from PCC regarding grass cutting and agree actions**  
 It was **resolved** to inform the PCC that Council has considered their request regarding a wildflower area but decided to continue with the current mowing programme. It was noted that the contractor has been instructed to leave the spring bulbs and flowers until they have finished flowering.  
 It was **resolved** to thank Pampered Paddocks for their churchyard and burial ground maintenance work.
- 28.2 To consider quotation to remove bush from the churchyard and agree actions**  
 It was **resolved** to approve the quotation from Pampered Paddocks for £247 to remove the bush from the churchyard and remove the cuttings.
- 29. Leaffield Technical Centre – To consider sending a letter of introduction to the new owner of the Leaffield Technical Centre encouraging early dialogue with the community**  
 It was **resolved** to send a letter of introduction to the new owner of the Leaffield Technical Centre encouraging early dialogue with the community.
- 30. Planning application 22/01743/HHD – Two storey extension to the side elevation and new porch to the front elevation (amendment to 22/00942/HHD) – New Road Villa, Fairspear Road, Leaffield – comment by 28/07/22**  
 The Council had no comment on this application.
- 31. To comment on any planning applications received before date of meeting**  
**Planning application 22/01792/HHD – Installation of two additional front and second floor double glazed, hardwood, casement windows – Lower End Farmhouse 87, Lower End, Leaffield – comment by 01/08/22**  
 The Council had no comment on this application.
- 32. 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, 470m<sup>3</sup> of inert waste soils for the construction of 7 bunds (varying between 186m<sup>3</sup> and 7793<sup>3</sup>) for use by Brize Norton Gun Club at Old Worsham (Asthall) Quarry

near Worsham – Disused Quarry, Worsham Lane, Asthall Leigh, Witney

Under consideration

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

Refused -10/06/22

**22/01226/FUL** – Erection of a temporary portacabin arrangement for football club use – The Pavilion, Lower End, Leafield – comment by 18/06/22

Approved – 28/06/22 – It was noted that the portacabin would have to be removed by June 2024.

**22/01313/HHD** – Demolition of conservatory and construct of new pitched roof single-storey extension – 7 Little Langley, Leafield

Approved – 30/06/22

**22/01171/LBC** – Erection of mains gas supply and a meter box on the front elevation – Witney Cottage, Witney Lane, Leafield

Awaiting decision

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

The correspondence register was received and noted.

It was noted that letters had been received regarding the condition of the Village Hall car park. It was **resolved** to respond to the letters advising that that the entrance surfaceway is going to be resurfaced, that a contractor regularly fills in potholes in the car park, and that the Council will be looking at hedging works and works to improve the areas nearest the Hall.

It was noted that a letter had been received regarding the bins in the Village Hall entrance way. It was **resolved** to request that WODC remove the old WODC bins in the entranceway. It was **resolved** to inform the Village Hall Committee and the Preschool that the Council is considering giving up the commercial bin (costing £760 pa) and to ask if they would like to take over the contract.

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

It was noted that traffic for the Wilderness Festival is starting to build up.

It was noted that the new CCTV is now linked to the Gigaclear router.

Concern was raised regarding parking on sections of the Village Green.

**35. 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**

To note that the Council will be using OCC delegated authority to set up the Speed Indication Devices.

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.

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

Wednesday 10 August 2022, 8.15 pm, at Leafield Village Hall.

The meeting was closed at 10.17 pm.

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

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