

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 8.15 pm on Wednesday 10 August 2022 at Leaffield Village Hall

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

Absent: Nil

Members of Public: Two

1. To elect the Chairman of the Council

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

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

2. To receive the Acceptance of Office of the Chairman

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

3. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

4. To receive apologies for absence

Nil

5. To approve and sign the minutes of the Council meeting on 13 July 2022

It was **resolved** to approve the minutes of the Council meeting on 13 July 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.

It was agreed that the first position for the new SID would be by The Pearl.

The Clerk was thanked for her work this month. It was noted that the Clerk would be on annual leave for two weeks in August.

8. To receive reports from District and County Councillors

WODC Councillors

Cllr Dingwall advised that works at Leaffield Technical Centre are ongoing, and that no planning application has been received yet by WODC.

OCC Councillor

Cllr Walker noted the Council's enquiry regarding a request for funding from his Councillor Priority Fund for the new SID. He advised that he would prefer to purchase the parish a new SID, and would send over the price and details to the Clerk.

9. Opportunity for the public to speak – to provide members of the public/press 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 representative from the Village Hall raised the following items:

- the commercial bin contract (item 25.3);
- the intention to change from the current constitution to a Community Interest Company – information will be sent to the Council regarding this, as the Council is the landlord;
- extension plans for the Village Hall to include a changing room – information will be sent to the Council regarding this.

A member of the public asked about progress of the installation of new gates for the enclosed playground. Cllr Russ provided an update.

A member of the public noted interest in the Village Green Working Group item, and has been in contact with Cllr Russ.

10. To consider moving item 25.3 on the agenda to precede item 10 on the agenda

Cllr Butler proposed moving item 25.3 on the agenda to precede item 10 on the agenda. It was **resolved** to move item 25.3 on the agenda to precede item 10 on the agenda.

11. To consider cancelling the “chargeable household waste collection” bin contract (current contract ends 30/09/22) and agree actions

Comments regarding this item had been received from the Village Hall and the Pre-School. A representative from the Village Hall discussed this item with the Council. It was agreed that the Village Hall representative would discuss the matter with the Village Hall committee, and liaise with the Council regarding an agreement for this contract.

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

The finance update to 29 July 2022 had been circulated to the Council. As of 29 July 2022: receipts were £32,750.00, payments were £13,984.40, and the balance was £101,558.71. It was **resolved** to approve the bank reconciliation to 29 July 2022. It was **resolved** to approve the finance update.

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

The budget update to 31 July 2022 was reviewed. It was noted that 16% of the budget had been spent, and 50% of receipts had been received. Some lines were showing as overbudget – SLCC subs and the chargeable waste bin. The Clerk advised that it was expected that other lines would be overbudget by the end of the financial year due to the current and forecasted inflation rates, which were not allowed for when this budget was created, and if budget virements were not possible, there might be a requirement to use general reserves to cover the shortfall.

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

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

It was noted that as of 03 August 2022: £1,796.22 of general reserves had been used and the general reserve level was £47,168.85, £633.00 of earmarked reserves had been used and the earmarked reserve level was £33,425.04. It was **resolved** to approve the reserve levels.

15. 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 – July-August	£8.40	LGA 1972 s142
EE	Mobile phone – July	£14.68	LGA 1972 s111
Wel Medical	Defibrillator battery	£232.80	Public Health Act 1936 s234
Wel Medical	Defibrillator pads	£96.88	Public Health Act 1936 s234
Castle Water	Pavilion water	£9.69	LGA 1972 s333
It was resolved to approve the following payments:			
Ubico Ltd	Grass cutting May	£603.00	Public Health Act 1875 s164
WODC	Rates 2022/23 – Pavilion (monthly)	£51.00	LGA 1972 s333
Elan City Ltd	Speed indication device	£2640.00	LGA 1972 s102
Pampered Paddocks	Grass cutting – cyard, bg, playground	£576.00	LGA 1927 s214(2), s215 Public Health Act 1875, s164
SLCC	National Conference (part)	£111.25	LGA 1972 s111
OALC	Emergency Planning training	£6.00	LGA 1972 s111
OALC	Emergency Planning training	£12.00	LGA 1972 s111
Bannor Electrical	Electrical works - Pavilion	£88.00	LGA 1972 s133
Churchill Surfacing	Biannual repair works to car park	£1200.00	Road Traffic Regulation Act 1984 s57(1)(b)
Playsafety Ltd	Annual playground inspection	£193.20	Public Health Act 1875 s164

Anne Ogilvie	Administration reimbursement	£24.03	LGA 1972 s111
Anne Ogilvie	Salary – P5	personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P5	personal	LGA 1972 s112, s151
LGPS	Employer pension – P5	personal	LGA 1972 s112, s151
LGPS	Employee pension – P5	personal	LGA 1972 s112, s151

No receipts.

16. 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.

17. To consider the letter of engagement and audit fee for the 2022-2023 internal audit and agree actions

It was **resolved** to approve the letter of engagement and terms from Jane Olds for the 2022-2023 internal audit and the audit fee of £300. The agreement of terms form was signed by the Chairman and the Clerk.

18. To receive the report from Cllr Russ following the Internal Financial Check and agree actions

The report from Cllr Russ following the Internal Financial Check was received and noted.

The Internal Financial Check had been carried out on 29 July 2022.

Cllr Russ noted three items from the check process for the attention of Council:

- a) OCC LGPS pension query had arisen regarding the previous Clerk's pension. This was being dealt with by the Clerk;
- b) The Clerk's annual appraisal had not taken place within the correct period – Council will arrange this;
- c) The audit action plan had been approved, but the actions required were still in the process of being executed. Clerk will bring this to Council quarterly so that progress can be monitored.

19. To review and approve the Data Protection Policy

It was **resolved** to approve the Data Protection Policy.

20. To review and approve the Disciplinary and Grievance Policy

It was **resolved** to approve the Disciplinary and Grievance Policy.

21. To review and approve the Equal Opportunities Policy

It was **resolved** to approve the Equal Opportunities Policy.

22. To review and approve the Village Green Working Group risk assessment

It was **resolved** to approve the Village Green Working Group risk assessment. This will be used in conjunction with the main Leaffield Parish Council risk assessment.

23. To consider the asset inspection report and agree actions

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

24. To consider a donation request from MyVision Oxfordshire and agree actions

It was **resolved** not to give a donation to MyVision Oxfordshire.

25. Playground

25.1 To receive regular playground inspection reports and agree actions

It was noted that the annual independent play inspection reports had been received by the Clerk on the day of the meeting. The reports had been circulated to Council. The reports were received and noted.

The regular playground inspection reports, and the action report, were received and noted.

It was **resolved** that the Clerk would seek a second quotation for the repair/replacement of the damaged safety surfaces.

It was **resolved** that the Clerk would obtain quotations for the works listed as required in the annual inspection reports.

It was noted that WODC had installed a new dog bin, that brambles and encroaching vegetation in the enclosed playground had been cut back, that the damaged rocker horse had been taped off and the middle section removed for safety, and that the rope damage on the Multiplay unit had been taped up.

25.2 To consider quotation for the removal of the rocker horse, and supply and installation of a new lion springer

It was **resolved** to approve the quotation from RPM Ltd to remove the rocker horse, and supply and install a lion springer for a total cost of £1772.50.

26. Pavilion -To consider fire risk assessment quotations and agree actions

It was **resolved** to approve the quotation from Oxford Fire Risk Assessments for a fire risk assessment for the Pavilion for a cost of £195.00.

It was noted that the cost of this work will come from general reserves.

27. Village Hall Car Park

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

It was noted that two quotations had been obtained. Other contractors had not responded to the Council's requests, or were unable to undertake the works.

The two quotations were discussed. It was noted that general reserves would be required to cover some of the cost of the works. It was noted that it would be preferable if the works could take place in the October half-term to minimise disruption to regular Village Hall users and the Pre-School.

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

27.2 To consider engaging a solicitor to draw up the lease agreement with the Football Club for the temporary siting of a changing room portacabin on a portion of the Village Hall car park and agree actions

It was **resolved** to approve in principle the engagement of a solicitor to draw up the lease agreement with the Football Club for the temporary siting of a changing room portacabin on a part of the Village Hall car park.

It was agreed that the lease agreement would not be drawn up until a meeting with the Football Club had taken place, and the terms has been agreed by both parties.

28. Village Green – To receive update from the Village Green Working Group and agree actions

Cllr Russ presented an Action Plan to the Council. It was **resolved** to approve the Action Plan.

It was noted that Cllr Russ will maintain the Village Green Working Group volunteer list.

29. Winter salt – To consider whether any winter salt is required from OCC and agree actions

It was **resolved** that no winter salt is required from OCC.

30. Lychgate – To note receipt of letter from WODC, dated 19 July 2022, stating that Listed Building Consent is not required for the repair works to the Lychgate

It was noted that a letter had been received from WODC, dated 19 July 2022, stating that Listed Building Consent is not required for the repair work to the Lychgate.

It was agreed that the Clerk will speak to the contractor regarding safe access to the churchyard while the repair works take place.

31. Burial Ground – To consider information received from the Evergreens regarding the proposed memorial bench and agree actions

It was noted that a suitable bench for the Mr Hitchman memorial bench had been sourced, and a local contractor would be able to fix this into place.

It was **resolved** that the Mr Hitchman memorial bench installation earmarked reserve would be used for the purchase and installation of the bench.

Siting options for the two benches were agreed – Evergreens bench to be sited in the top triangle by the churchyard, Mr Hitchman memorial bench to be sited near the bottom gate.

It was **resolved** that Cllr Russ would contact the Evergreens and suggest that their bench match the one selected for the Mr Hitchman memorial bench.

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

Nil

33. 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, Leafield

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

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

Approved – 14/07/22

22/01473/HHD – Erection of single and two storey rear extension (previously approved 19/00965/HHD) – 16 Fairspear Road, Leafield

Under consideration

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, Leafield

Under consideration

22/01792/HHD – Installation of two additional front and second floor double glazed, hardwood, casement windows – Lower End Farmhouse 87, Lower End, Leafield

Awaiting decision

34. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.

It was noted that the Council had been made aware of correspondence between the Commonwealth War Graves Commission and the PCC.

35. To receive items for information only

It was noted that the Clerk would be on annual leave from 14 August to 29 August.

It was noted that Gallagher had sent out a pre-renewal insurance questionnaire to be completed and returned by 22 August.

36. 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

- Winter planning

- Draft budget

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.

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

Wednesday 14 September 2022, 8.15 pm, at Leafield Village Hall.

The meeting was closed at 10.21 pm.

Signed: _____

Date: _____