

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held at 8.15 pm on Wednesday 09 November 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

**Absent:** Nil

**Members of Public:** Four

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

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

The Acceptance of Office 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 receive apologies for absence**

Nil

**5. To approve and sign the minutes of the Council meetings on 10 August and 17 October 2022**

It was **resolved** to approve the minutes of the Council meetings on 10 August and 17 October 2022. The minutes were signed by the Chairman.

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

Cllr Russ declared an interest regarding item 36.3.

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

The Clerk's report was received and noted.

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

WODC Councillors

Cllr Dingwall advised that WODC no longer have a five year land supply. He asked to be advised of any planning proposals or applications in the parish. He advised that OCC have grants available, and that he could be contacted if people have any problems.

Cllr Hill advised that there are lots of grants available.

OCC Councillor

No report.

**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 member of the public proposed that the Council undertake a Neighbourhood Plan and suggested creating a Community Group to run this.

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

The finance update to 28 October 2022 had been circulated to the Council.

As of 28 October 2022: receipts were £65,555.75, payments were £33,459.39, and the balance was £114,889.47.

It was **resolved** to approve the bank reconciliation to 28 October 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 31 October 2022 was reviewed. It was noted that 43% of the budget had been spent. Some lines will be over budget at the end of the financial year - SLCC subs, chargeable waste bin, insurance premiums, Clerk salary and pension, mobile phone and Pavilion water. 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 05 November 2022: £1,949.22 of general reserves had been used and the general reserve level was £47,015.85, £979.00 of earmarked reserves had been used and the earmarked reserve level was £33,123.04. 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 – Oct - Nov	£8.40	LGA 1972 s142
EE	Mobile phone – Oct	£14.68	LGA 1972 s111
Castle Water	Pavilion water	£9.69	LGA 1972 s133
It was <b>resolved</b> to approve the following payments:			
WODC	Rates 2022/23 – Pavilion (monthly)	£51.00	LGA 1972 s133
Prosser Carpentry & Building Ltd	Lychgate carpentry and joiner	£6,873.60	LGA 1972 s215
Jenks Oxford Ltd	Tree survey	£1,980.00	Public Health Act 1875 s164
Geocore Site Investigations Ltd	Drainage repair works	£2,618.40	LGA 1972 s133
Ubico Ltd	Hedge cutting – Village Hall car park	£290.02	Road Traffic Regulation Act 1984 s57(1)(b)
Ubico Ltd	Grass cutting	£276.19	Public Health Act 1875 s164
Oxford Fire Assess	Pavilion fire risk assessment	£234.00	LGA 1972 s133
Open Spaces Socy	Membership renewal	£45.00	LGA 1972 s111
Anne Ogilvie	Administration reimbursement	£4.05	LGA 1972 s111
Anne Ogilvie	Net salary – P8	personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P8	personal	LGA 1972 s112, s151
LGPS	Employer pension – P8	personal	LGA 1972 s112, s151
LGPS	Employee pension – P5	personal	LGA 1972 s112, s151

It was noted that the following receipts had been received:

Community Gym	Rent – Oct-Dec	£325.00
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**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.

**15. To consider and review the draft Action Plan for 2023-2024 and agree actions**

The draft Action Plan for 2023-2024 was considered and reviewed. It was noted that the Action Plan for 2023-2024 will be on the December agenda for approval.

**16. To consider and review the draft budget for 2023-2024 and agree actions**

It was **resolved** to hold a project meeting before the next Council meeting to discuss the 2023-2024 budget and Action Plan.

**17. To review and approve the Health and Safety Policy**

It was **resolved** to approve the Health and Safety Policy.

**18. To review and approve the Document Storage, Retention and Destruction Policy**

It was **resolved** to approve the Document Storage, Retention and Destruction Policy.

- 19. To review and approve the Co-option Policy**  
It was **resolved** to approve the Co-option Policy.
- 20. To review and approve the Business Continuity Policy**  
It was **resolved** to approve the Business Continuity Policy.
- 21. To review and approve the Security Incident Response Policy**  
It was **resolved** to approve the Security Incident Response Policy.
- 22. To review and approve the Privacy Policy**  
It was **resolved** to approve the Privacy Policy.
- 23. To review and approve the Freedom of Information Scheme**  
It was **resolved** to approve the Freedom of Information Scheme.
- 24. To review and approve the Dignity at Work Policy**  
It was **resolved** to approve the Dignity at Work Policy.
- 25. To review and approve the new Code of Conduct**  
It was **resolved** to approve the new Code of Conduct.
- 26. To consider signing up to the Civility and Respect Pledge**  
It was **resolved** to sign up to the Civility and Respect Pledge.
- 27. To review and approve the Risk Assessments**  
It was **resolved** to approve the General Risk Assessment and the Christmas Tree Risk Assessment.
- 28. To consider the asset inspection report and agree actions (deferred from August meeting)**  
Cllr Russ advised that he had undertaken an asset inspection. Following the asset inspection the asset register was updated.  
It was **resolved** to approve the updated asset register.  
It was **resolved** not to revalue the assets for insurance purposes.
- 29. To consider whether to opt out of the SAAA central external auditor appointment arrangements and agree actions**  
It was **resolved** not to opt out of the SAAA central external auditor appointment arrangements.
- 30. To note the External Auditor report 2021-2022**  
The Council noted the receipt of the External Auditor report 2021-2022. It was noted that this had been published on the website in September. It was noted that the Notice of Conclusion of Audit was published in September.
- 31. To consider and approve the Review of Effectiveness of the 2021-2022 internal audit**  
It was **resolved** to approve the Review of Effectiveness of the 2021-2022 internal audit.
- 32. To note the insurance renewal**  
The Council noted that the insurance commencing 01 October 2022 was renewed with Gallagher, at a cost of £4,968.03, agreed by Council via email, as a decision was required before a meeting could be held. The Council agreed to opt for a one year renewal rather than a three year LTA. The payment for the insurance had been approved by Council and made.  
It was requested that the insurance for next year be reviewed in the summer to ensure that the Council had the most appropriate levels of cover.
- 33. To receive the 2022 Audit Action Plan update and agree actions**  
The 2022 Audit Action Plan update was received. It was noted that some actions had been completed and the remainder were scheduled. It was agreed to include Training on the agenda for the December meeting.
- 34. Playground**
  - 34.1 To receive regular playground inspection reports and agree actions**  
The action report was received and noted.  
It was noted that the junior multiplay unit in the enclosed playground is in need of repair. A rusty saw had been found in the playground, and removed. Brambles encroaching the enclosed playground have been cut back.

The Council were informed that Leaffield Guides are creating a proposal for upgrading the playground, and will provide the Council with a copy of their proposal.

**34.2 To consider the quotation for repairs noted in annual inspection report and agree actions**

It was **resolved** to approve quotation 6281 from RPM Ltd for £1,235.00, for the repairs noted in the annual inspection report, pending confirmation of the quantity and cost of the replacement bolts on the Junior Multiplay unit.

**34.3 To consider the quotation for other playground repairs and agree actions**

It was **resolved** to approve quotation 6271 from RPM Ltd for the following items: repair of Wicksteed multiplay wetpour for £380, repair of pentagon swing wetpour for £595, replacement of 2No stepping logs for £365, and FOC replacement of 2No stilts.

**34.4 To consider quotations for replacement play area surfaces and agree actions**

Quotations received for replacement play area surfaces for the basket swing and cone climber were considered. It was **resolved** to seek further quotations, and request a separate quotation for each area.

**35. Playing field – To consider charging information received from WODC regarding bins and agree actions**

It was noted that the Council has been informed that there will be a charge for the weekly emptying of the litter and dog bin, annual cost £435.24, which WODC installed after removing the existing dog waste bin, from April 2023. It was noted that this will be the only bin which will be emptied.

The WODC Councillors requested that the Council provide them with information regarding the charging by WODC.

It was **resolved** to defer this item until February 2023.

**36. Village Hall Car Park**

**36.1 To consider a specification for the surveyor for the Village Hall car park entrance works and agree actions**

The works were discussed.

It was **resolved** that Cllr Butler would produce a draft specification for approval by Council, and the Clerk would use that specification to request quotations from quality assurance surveyors.

**36.2 To consider an agreement with the Village Hall regarding the “chargeable household waste collection” bin contract**

A Village Hall Committee representative confirmed that the Village Hall had agreed to pay 50% of the cost of the collection.

It was **resolved** to enter into an agreement with the Village Hall to share the cost of the “chargeable household waste collection” equally. The Clerk will raise a request for payment.

**36.3 To consider quotations for car park hedge cutting and agree actions**

It was **resolved** to approve the quotation from Scott Perrie to cut back the hedges and remove the waste, for a cost of £225.

**37. Village Hall – To consider the Village Hall design specification supplied by the Village Hall Committee and agree actions**

A Village Hall Committee representative briefed the Council about the design specification. She advised that drawings will be created based on the design specification. The Village Hall will keep the Council updated.

**38. Village Green –**

**38.1 To receive an update from the Village Green Working Group and agree actions**

Cllr Russ reported that:

- Contact has been made with the company whose driver knocked down some of the bollards which need to be replaced. He noted that others in that area had also been damaged by other drivers. Prices will be obtained for replacement bollards.

- The Council could consider approaching the School to raise the issue of bollards being broken by parents during drop off and collection.

- The co-ordinating of the Working Group has been hampered due to the lack of council resources.

It was noted that the Clerk had presented a report regarding Village Greens to the Council.

**38.2 To consider a request to move a chair on the Village Green from under the telegraph line and agree actions**

It was reported that the chair suffered from bird mess due to its location. A discussion took place regarding options for the area.

It was **resolved** to discuss the matter during the consideration of the budget for 2023-2024.

**39. Tree survey – To consider the tree survey report and agree actions**

The tree survey and plans were received and noted.

It was **resolved** to obtain three quotations for the works labelled high and medium priorities.

It was **resolved** to ask Pampered Paddocks for a quote to sever/clear the ivy from those trees logged with the issue.

It was noted that as the Churchyard is within the Leafield Conservation Area, the Council needs to obtain approval from the Archdeacon for the works required within the Churchyard. The Council were advised that the next PCC meeting will be on 21 November, and that a request for support for the works would need to be received before this date.

It was noted that the works within the Leafield Conservation Area will need consent from the LPA.

A member of the public reminded the Council of their offer to replace the damaged rowan tree on the Village Green, if the Council agrees to pay for the tree protection. The Council requested an indication of the cost of the protection.

**40. Winter planning – To consider Council activities to aid the local community this winter**

A Village Hall Committee representative advised that the Village Hall has started Coffee Mornings, although they need more volunteers to bring people to the Village Hall. They reported that they may extend the mornings to include lunch.

It was agreed that the Council will advertise that help is required for drop-off/collection on the website and Facebook.

**41. Christmas Tree on the Village Green – To note that the Clerk has been in contact with last year’s organisers to confirm agreements and advise of requirements regarding risk assessments and insurance, and agree actions**

The Clerk reported that the Christmas Tree Risk Assessment, a request for electric certification and a request for a list of the volunteers taking part, has been sent to last year’s organisers. The Clerk is in contact with the organisers and the school. The school has confirmed that they are not required to undertake a Risk Assessment for the supply of their electricity, and that they will supply electric certifications.

**42. Churchyard and burial ground**

**42.1 To consider contacting the Church regarding arrangements for current burials in the Churchyard**

The Council were advised that the burials which have taken place have been in reserved plots. The churchyard is closed for burials except for those in reserved plots.

**42.2 To receive a request from Sustainable Leafield regarding wildlife and wildflowers in the Churchyard and agree actions**

Sustainable Leafield presented a request to change the cutting regime in the churchyard and burial ground to allow the growth of wildflowers. They proposed undertaking a survey of the area, taking up to a year, and then creating a written mowing plan to be followed by the grass cutting contractor. They were reluctant to undertake the survey if the Council would not use the plan created.

The Council advised that they would like the parish to be consulted before agreeing to a change in the current mowing specification, and would need to see a plan before a decision could be made.

It was reported by Sustainable Leafield that the hedge in the burial ground is ready for cutting or laying. It was suggested that the Wychwood Project volunteers might be prepared to do this work. It was agreed that Sustainable Leafield would investigate this option.

Sustainable Leafield were asked about their proposal for developing the area behind the enclosed playground, and were advised that it had been decided that this would not be a viable project.

**43. Lychgate –**

**43.1 To approve the revised costs for the repair of the Lychgate**

It was **resolved** to approve the revised cost of £5355 for the repair of the Lychgate.

It was **resolved** to approve the cost of the additional works required for the gate, £373.

It was noted that the repair works to the Lychgate have been completed.

It was noted that the light on the Lychgate is not working, this will be investigated.

It was **resolved** that the Clerk will contact the contractor for advice on how future damage to the base of the Lychgate could be reduced.

#### **43.2 To consider options regarding refurbishing the memorial panels and agree actions**

The Lychgate repair contractor has advised that the panels are fixed to the frame by screws. It had been noted, during the repair work, that the panels are suffering from rot and damage.

It was noted that, before gilding work can take place, the wood will need to be stabilised/preserved.

It was **resolved** to seek the advice from a carpenter to decide the best course of action.

#### **44. Neighbourhood Plan – To consider whether to create a Neighbourhood Plan for the parish**

A Neighbourhood Plan for the parish had been discussed during Public Participation.

It was **resolved** to invite a WODC Officer to come to the next meeting to talk to the Council.

It was **resolved** to invite representatives of other parishes who were working on, or had completed, Neighbourhood Plans to come to the next meeting to talk to the Council.

#### **45. Wilderness Bursary – To appoint a representative and agree actions**

It was **resolved** to appoint Cllr Butler as the Council representative for the Wilderness Bursary scheme.

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

**22/02940/S73** – Removal of condition 3 of planning permission 08/01529/P/FP to allow the garage to be used for living purposes – Wychwood Grange, Fordwells, Witney

The Council had no comment on this application.

#### **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, Leaffield

Approved – 18/10/22

**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 – The Leazings, Witney Lane, Leaffield

Approved – 06/10/22

**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

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

Approved – 19/08/22

**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

Approved – 08/09/22

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

Approved – 19/08/22

**22/02148/FUL** – Development of seven houses and a two storey block of four flats with associated works to include the widening of Greenwich Lane – Land west of Greenwich Lane, Leaffield

Withdrawn – 20/10/22

**22/02276/FUL** – Replace existing stone roof tiles to front and rear of main roof and front entrance porch with concrete tiles – The Fox, The Green, Leaffield

Approved – 04/10/22

**22/02437/OUT** – Outline application for the erection of a farm worker's dwelling with all matters reserved – Fairspear Hill Farm, Fairspear Road, Leaffield

Under consideration

**22/02543/FUL** – Change of use of land to extend natural burial ground – Fairspear Natural Burial Ground, Fairspear Road, Leaffield

Under consideration

**22/02667/HHD** – Erection of single storey annex with glazed link extension to west side, together with construction of single storey extensions to rear and east side and the increase of roof height of existing extension to create additional first floor living space – Michaelmas Cottage, Langley

Under consideration

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

The correspondence register was received and noted.

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

**49.1** WODC Cabinet meeting, 16 November at 2 pm – Chipping Norton Town Hall

**49.2** Temporary Traffic Regulation Notice – Fairspear Road, Leafield from 18-22 November, 8am to 4.30 pm daily – Temporary road closure and “no waiting” restriction

**49.3** It was noted that the NJC 2022 Salary Award has been approved, backdated to April 2022. The Clerk’s salary will be amended accordingly and the backpay has been calculated.

**50. 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.

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

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

The meeting was closed at 10.40 pm.

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

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