

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 8.15 pm on Wednesday 14 December 2022 at Leaffield Village Hall

Present: Cllrs Luke Caunt, Jeremy Russ (Chairman) and Kevin Ward
Clerk – Anne Ogilvie

Absent: Cllr Tom Butler

Members of Public: Four, plus Mr Tim Northey from Abbeymill Homes

1. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

2. To receive apologies for absence

Cllr Butler, OCC Cllr Liam Walker, WODC Cllr Colin Dingwall

3. To approve and sign the minutes of the Council meetings on 09 November 2022

It was **resolved** to approve the minutes of the Council meeting on 09 November 2022. The minutes were signed by the Chairman.

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

Nil

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

The Clerk's report was received and noted.

6. To receive reports from District and County Councillors

No reports received.

7. To receive a presentation regarding a planning proposal for land adjacent to Greenwich Lane

Mr Tim Northey from Abbeymills Homes gave a presentation on their planning proposal to build nine dwellings, a mix of two, three and four bedroom houses, on land adjacent to Greenwich Lane, a single phase development. It was reported that the developer is currently in preliminary discussions with WODC and no formal planning permission has been submitted. The council raised concerns and queries regarding: a potential increase of on-road parking, the placement of the entrance road, water delivery to the dwellings, trees and other landscaping, light pollution from extra street lighting/bollards, and affordable housing as part of the development. The Council thanked Mr Northey for his presentation, and stated that it would like to be involved in further discussions as the plans progress.

Three members of the public and Mr Northey left the meeting.

8. 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 raised the following:

- A request for an update regarding the Speed Indication Device offered by OCC Cllr Walker;
- Concern regarding the large cost of repairing the entranceway of the Village Hall car park that already has a hard surface, whilst the remainder of the car park is not in good condition;
- A request for an update regarding the Football Club portacabin;
- That they had been in contact with OCC Cllr Walker regarding the timescale for the creation of a 20mph speed limit in Leaffield.

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

The finance update to 06 December 2022 had been circulated to the Council.

As of 06 December 2022: receipts were £67,870.75, payments were £47,882.52, and the balance was £102,718.44.

It was **resolved** to approve the bank reconciliation to 29 November 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 30 November 2022 was reviewed. It was noted that 50% of the budget had been spent. As noted previously, some lines will be over budget at the end of the financial year. 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 06 December 2022:

£4,450.55 of general reserves had been used and the general reserve level was £44,514.52, £6,644.00 of earmarked reserves had been used and the earmarked reserve level was £29,771.04.

It was noted that the grant for the Lychgate refurbishment had been added to the Lychgate repairs and regilding EMR.

It was **resolved** to move the remainder of the funds in the Mr Hitchman memorial bench installation EMR to the Burial ground maintenance EMR after the bench installation invoice had been processed.

It was **resolved** to approve the reserves.

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

Payee	Reason	Gross Payment	Power to spend
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It was **resolved** to ratify the following payments:

Ionos	Web hosting – Nov-Dec	£8.40	LGA 1972 s142
Ionos	Web hosting – Dec-Jan	£26.40	LGA 1972 s142
EE	Mobile phone – Nov	£14.68	LGA 1972 s111

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

WODC	Rates 2022/23 – Pavilion (monthly)	£51.00	LGA 1972 s133
RPM Ltd	Playground equipment repairs	£1,608.00	Public Health Act 1875 s164
RPM Ltd	Playground equipment replacement	£2,127.00	Public Health Act 1875 s164
Ubico Ltd	Grass cutting – October	£294.19	Public Health Act 1875 s164
Pampered Paddocks	Burial Ground/Churchyard maint	£390.00	LGA 1972 s214(2), s215
David Bull	Bench installation – burial ground	£150.00	LGA 1972 s214(2)
UK Debt Manage't	PWLB loan repayment	£1,237.92	LGA 2003 sch1 para2
Anne Ogilvie	Administration reimbursement	£20.01	LGA 1972 s111
Anne Ogilvie	Net salary – P9	personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P9	personal	LGA 1972 s112, s151
LGPS	Employer/employee pension – P9	personal	LGA 1972 s112, s151

It was noted that the following receipts had been received:

Cotswold National Landscape	Grant – Lychgate refurbishment	£2,313.00
Leafield Village Hall	Peppercorn rent (2 years)	£2.00

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 and review the draft Action Plan for 2023-2024 and agree actions

The draft Action Plan for 2023-2024 was considered and discussed. It was agreed to replace ex Cllr Pearce's name with Cllr Russ.

It was **resolved** to approve the Action Plan for 2023-2024.

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

The draft budget for 2023-2024 was considered and discussed. It was noted that the website cost line had been increased due to an increase in mailbox cost.

It was **resolved** to set the following budget for 2023-2024:

- expected other receipts - £3,840
- proposed expenditure - £70,983

16. To consider and agree the precept for 2023-2024

It was **resolved** to set a precept of £65,643 for 2023-2024.

This is an increase of 3%, £1957.

17. To consider creating an Internal Committee and agree actions

It was **resolved** to create an Internal Committee to manage the approval of policies and procedures, and some other administrative functions. This will reduce the number of administrative and policy motions at full council meetings.

It was **resolved** to delegate authority to the Clerk to create the Terms of Reference for the committee.

It was **resolved** that one meeting would be held annually, next meeting date to be arranged.

It was **resolved** that all current council members would be members of the committee.

It was **resolved** that the term of office of committee members would be four years, in line with the ordinary election schedule.

It was **resolved** to appoint Cllr Russ as the Chairman of the committee.

It was **resolved** that the quorum of the committee would be three.

It was **resolved** to delegate authority to the Clerk to modify the Standing Orders to reflect changes due to the creation of this committee.

18. To review and approve the Internet Banking Payment Procedure

It was **resolved** to approve the Internet Banking Payment Procedure.

19. To review and approve the Internal Financial Control Policy

It was **resolved** to approve the Internal Financial Control Policy.

20. To review and approve the Debit Card Policy

It was **resolved** to approve the Debit Card Policy.

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

It was **resolved** to publicise the free OALC training for prospective councillors.

It was **resolved** to approve the Clerk to attend the SLCC 2023 Practitioner Conference in February.

22. Playground

22.1 To receive regular playground inspection reports and agree actions

The action report was received and noted. It was noted that some actions are outstanding.

It was noted that Churchill Surfacing had been asked to quote for the repair of three potholes at the car park entrance.

It was noted that RPM Ltd had been asked to quote for the repair of the damaged climbing wall on the junior multiplay unit. A quote had been received for £980 to replace the existing climbing wall, refitting the existing hand pull ups.

It was **resolved** to approve quotation 6617 from RPM Ltd for £980 to replace the climbing wall and re-fit the existing hand pull ups.

22.2 To consider quotations for replacement play area surfaces and agree actions

It was **resolved** to defer this item as prices had not been received.

23. Village Hall Car Park – To confirm cost and date of Village Hall car park entrance works and the suspension of Financial Regulations for this work

It was **resolved** to accept the quote from TW Hardscaping Ltd of £26,445.65 for the works.

It was noted that the works have been booked to take place between 13 and 17 February 2023, the February half-term.

It was **resolved** to suspend Financial Regulation 11.1 h which requires three quotations to be obtained, as the Council had contacted multiple companies over several months regarding these works, but was only able to obtain two quotations.

24. Pavilion – To receive the Fire Risk Assessment report, and agree actions

The Fire Risk Assessment report of the assessment which took place on 28 October 2022 was received and noted.

The Action Plan was noted.

It was **resolved** to delegate authority to the Clerk to undertake the recommendations listed in the Action Plan.

25. Football Club portacabin – To instruct a solicitor to draw up a lease for the siting of the Football Club portacabin on receipt of the revised planning approval and agree actions

It was **resolved** that, when the revised planning approval and other required documents have been received

and accepted by the Council, Wellers Hedleys will be instructed to draw up a lease for the siting of the Football Club portacabin, for a cost of £650.

26. Lychgate

26.1 To note receipt of a grant from Cotswold National Landscape towards the refurbishment of the Lychgate

It was noted that a grant had been received from Cotswold National Landscape towards the refurbishment of the Lychgate.

26.2 To consider options regarding refurbishing the memorial panels and agree actions

Advice had been sought from a local carpenter regarding the viability of refurbishing the current memorial panels. He had advised that, due to the condition of the wood, it might not be possible to safely remove the panels and refurbish them.

It was **resolved** to investigate options and planning implications for replacing the panels.

It was **resolved** to investigate grant funding for the refurbishment or replacement works.

27. Churchyard and Burial Ground

27.1 To consider a quotation for tree works in the churchyard and agree actions

It was **resolved** to defer this item as the quotation had not been received.

27.2 To consider creating a tree strategy for the churchyard and agree actions

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

27.3 To consider asking the Wychwood Forest Trust to undertake the hedgelaying in the burial ground and agree actions

It was **resolved** to arrange for the Wychwood Forest Trust to undertake the hedgelaying in the burial ground, for a cost of £250 from the burial ground maintenance earmarked reserve.

It was **resolved** to ask the Community Wood and Sustainable Leafield if they would make a contribution towards the cost.

28. Village Green

28.1 To receive an update regarding the damaged bollards and agree actions

Cllr Russ reported that he had met with a representative of the company which had damaged the bollards, who has apologised. They will be replacing the nine damaged bollards, and have offered to replace the remaining bollards in that section as well, if the council pays for these.

It was **resolved** to agree to pay for the replacement of the remainder of the bollards in that section in principle, dependent on cost. It was noted that the cost of these would come from general reserves if the expenditure exceeded the remainder in the village regeneration budget line.

28.2 To consider developing the old bus shelter area and agree actions

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

29. Neighbourhood Plan – To consider holding a meeting in the New Year about Neighbourhood Plans and agree actions

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

30. Planning – 22/03110/LBC – Proposed roof repairs – Witney Cottage, Witney Lane, Leafield – comment by 27 December 2022

The Council had no comment on this application.

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

Nil

32. To receive update of previous planning applications

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

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

Approved – 24/11/22

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

Approved – 02/12/22

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
Approved – 16/11/22

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
Under consideration

33. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.

34. To receive items for information only

The Clerk noted that she would be on annual leave for two days next week, and the week between Christmas and the New Year.

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

No requests were received for items for the next agenda.

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 11 January 2023, 8.15 pm, at Leafield Village Hall.

The meeting was closed at 10.05 pm.

Signed: _____

Date: _____