

# *Leaffield Parish Council*

**Meeting Minutes of an Extraordinary Meeting** of Leaffield Parish Council held at **The Pavilion on Monday 17 October 2022 at 19.15 hours** for the purpose of transacting the following business.

## MEETING NOTES

1. To elect the Chairman of the Council – Luke Caunt  
Proposer – Cllr Russ  
Seconder – Cllr Butler  
Vote by show of hands – confirmed  
3 members of the public in attendance
2. To receive the Acceptance of Office of the Chairman - Accepted
3. Welcome from the Chairman
4. To receive apologies for absence – Cllr Ward and The Clerk to the Parish Council
5. To receive declarations of interest in items on the agenda – No declarations of Interest
6. Payments and receipts – To review and approve current payments, to note current receipts  
- Details placed within the dropbox folder by the Clerk were reviewed and approved.

Payee	Reason	Gross Payment	Power to spend
The following payments were ratified:			
Ionos	Web hosting – August - September	£8.40	LGA 1972 s142
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EE	Mobile phone – August	£14.68	LGA 1972 s111
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Jati Ltd	Teak bench for burial ground	£390.00	LGA 1972 s214(2)
Microsoft	Office 365	£59.99	LGA 1972 s111
Castle Water	Pavilion water	£9.69	LGA 1972 s133
Gallagher	Insurance renewal	£4,968.03	LGA 1972 s111
Ubico Ltd	Grass cutting – June	£326.81	Public Health Act 1875 s164
Ubico Ltd	Grass cutting – July	£78.68	Public Health Act 1875 s164
Pampered Paddocks	Bush removal	£296.40	LGA 1972 s215
WODC	Rates 2022/23 (monthly)	£51.00	LGA 1972 s133
Tom Hazzledine	Stone wall repair (part)	£2,500.00	LGA 1972 s215
Moore	External audit 2021/22	£360.00	Local Audit and Accountability Act 2014 s7
WODC	Chargeable waste collection	£379.60	Litter Act 1983 ss5-6
Anne Ogilvie	Net salary – P6	Personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P6	Personal	LGA 1972 s112, s151
LGPS	Employer/employee pension – P6	Personal	LGA 1972 s112, s151

The following payments were approved:

WODC	Rates 2022/23 – Pavilion (monthly)	£51.00	LGA 1972 s133
Pampered Paddocks	Grass cutting – cyd, bg, playground	£288.00	LGA 1972 s214(2), s215 Public Health Act 1875 s164
Castle Water	Pavilion water	£9.38	LGA 1972 s133
Jeremy Russ	Parish maintenance supplies	£51.00	Road Traffic Regulation Act 1984 s57(1)(b)
Anne Ogilvie	Administration reimbursement	£15.40	LGA 1972 s111
Anne Ogilvie	Net salary – P7	personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P7	personal	LGA 1972 s112, s151
LGPS	Employer/employee pension – P7	personal	LGA 1972 s112, s151

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The following receipts were noted:

WODC	2 <sup>nd</sup> half of precept	£31,843.00
Donation	Red telephone box	£44.00

## 7. Playing field

- 7.1 To consider a request from the Football Club for the cost of the sand needed to fill in cracks in the playing field area and agree actions
- Report reviewed and Council agreed to reimburse the cost of sand and materials upto a ceiling of £300 this year (subject to receipt of a valid claim from the Football Club and not any one individual). This was agreed by a representative of the Football club present. It will be reviewed and discussed next year.
- 7.2 To consider a request from the Football Club for the cost of fuel for mowing the playing field area and agree actions
- Report reviewed and again Council agreed to reimburse reasonable fuel costs within the £300 allocated and noted within 7.1 above, subject to the receipt of a valid claim from the Football Club. This was accepted by the representative of the Football Club present. It was also point out by Council to the representative that initially Council had agreed to allow the Football Club to use the playing field on the understanding that they maintained it.

## 8. Village Hall Car Park

- 8.1 To consider quotations for resurfacing the car park entrance, and agree actions (deferred from August meeting)
- Reports reviewed and agreement reached to source a professional surveyor to consider supervising the work before engaging TW Hardscaping Limited to progress forwards.
- 8.2 To consider the request from some residents to improve the Village Hall car park surface by installing a path from the car park entrance to the Village Hall and agree actions
- Report on dropbox reviewed. Broad discussion held into the merits and costs of installing a path, including seeking grants from various sources, installing metal matting and concreting a path. With planned works to the wider area, including the proposed placing of a portacabin structure it was felt that it would be cost prohibitive. One idea was to consider providing 'lifts' to those parishioners who may have such needs. This would be reviewed if required.
- 8.3 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 following the meeting in August between representatives of the Football Club and the Parish Council and agree actions.

The price from Wellers Hedleys Solicitors and notes on Dropbox were reviewed. The representative of the Football Club was fully involved in the discussion. Council noted that it still had an appetite to assist the Football Club with the granting of a lease, but clearly (as had been agreed previously) it needed to be sure that the terms of the planning permission obtained by the Football Club could and would be adhered to before Council incurred the costs of drafting the lease. It was also pointed out that the Council would (on advice of its Solicitor) need to bind not only the Football Club but at least one of its Officers into any agreement at a Guarantor. This was again put to the representative of the Football Club, who agreed to this. Council was advised that the Football Club had purchased a smaller single unit cabin and intended to use this as a changing room, and then install a second shower cabin. It was noted to Council that the total size would not exceed the area permitted by the planning department. Council confirmed that this needed to be checked and confirmed by the planning department to ensure that no breach would occur, ahead of the lease being drafted and signed. Council would ask the Clerk to obtain comment on this point and revert to the representative of the Football Club.

9. Although not an Agenda item, a member of the public raised the issue of water supply to the Village and lack of action by Thames Water when the matter had been reported by some residents. The

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Chairman confirmed that Council had been in contact directly with Thames Water who seem to have not 'joined the dots' in relation to various contacts that had been made by parishioners. Council agreed to support further contact with Thames Water and the member of the public agreed to obtain more data from parishioners who had expressed their disquiet (including times, dates, details of interruptions, claim numbers etc) so that a joined up response could be considered. Council recommended the drafting of an 'aide memoire' noting how/where to complain and that those who do, should not agree to the matter being 'deemed closed' until such times as they were satisfied that it was. It was further recommended that District and County Councillors be involved the joined up response.

Although not an Agenda item, a second member of the public raised the issue of the planning application for several new dwellings behind Greenwich Lane. Council was asked why it did not comment for the record held at WODC planning. The Chairman confirmed that all Councillors had discussed the matter fully in between meetings and that of the 4 Councillors, 2 were in favour and 2 against. It was agreed on this basis not to respond with a 'no comment' as that could be taken as a negative response.

10. To confirm date, place and time for the next meeting  
Wednesday 09 November, 8.15 pm, Village Hall