

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 8.15 pm on Wednesday 11 January 2023 at Leaffield Village Hall

Present: Cllrs Tom Butler, Luke Caunt, Jeremy Russ (Chairman) and Kevin Ward
Clerk – Anne Ogilvie
WODC Cllr Colin Dingwall

Absent: Nil

Members of Public: Fifteen, plus Mr Edward Ledwidge from Montagu Evans

1. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

2. To receive apologies for absence

None

3. To approve and sign the minutes of the Council meetings on 14 December 2022

It was **resolved** to approve the minutes of the Council meeting on 14 December 2022. The minutes were signed by the Chairman.

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

None

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

The Clerk's report was received and noted.

It was noted that a replacement climbing wall has been installed on the junior multiplay unit, the pothole maintenance work on the Village Hall car park has been completed, the Village Hall car park hedges have been cut, the churchyard wall repairs have been completed, hedge-laying works in the burial ground are planned for the autumn, and the start date of the entrance way works for the Village Hall car park has been confirmed as Monday 13th February 2023.

6. To receive reports from District and County Councillors

WODC Cllr Colin Dingwall

- He commented on the resources available to help people with the cost of living crisis. Information can be found on the WODC and OCC websites, from the WODC shop in Witney, or by contacting Cllr Dingwall.

7. 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

None

8. To consider moving items 12 to 16 on the agenda to precede item 8 on the agenda, and move item 13 to precede item 12

Cllr Russ proposed moving items 12 to 16 on the agenda to precede item 8 on the agenda, and move item 13 to precede item 12.

It was **resolved** to move items 12 to 16 on the agenda to precede item 8 on the agenda, and move item 13 to precede item 12.

9. Planning – 22/03408/FUL – Partial demolition of existing buildings and development of a holiday park comprising short stay holiday accommodation units and associated leisure facilities through redevelopment and refurbishment along with landscaping, boundary treatment, access, parking, drainage, services and plant. Conversion of Building F to form 2 x 4 bedroom dwellings (Class C3) – Leaffield Technical Centre, Langley

Edward Ledwidge from Montagu Evans, the agent for the applicant, gave a brief overview of the planning application and answered questions from the public and councillors.

The following issues were raised by residents and councillors:

- How residents could engage with the applicant;
- Would the residential units be for sale.
- Concerns were raised about light and noise pollution, heat source for the cabins, the housekeeping area, the

engineers' studio, staff accommodation, on-site car parking, and that the lighting strategy had not been created yet.

- Landscaping, including trees near the boundary being cut down, the Millennium Wood and biodiversity.
- The use of the site by groups, eg wedding parties, conferences, and by non-guests, and seasonal occupancy levels.
- Highways and footpath issues, including the current state of the local roads, the narrowness of the roads, the lack of pavement by the road between the proposed development and Leaffield village, and construction traffic.
- Water and sewage issues in the locality.
- S106 contributions.

Six members of the public, Cllr Dingwall and Mr Ledwidge left the meeting.

It was **resolved** to delegate authority to the Clerk to respond to this planning application.

- 10. Planning - 22/03381/HHD** – Single storey rear extension replacing conservatory. First floor rear extension – Korpatri, 9A Fairspear Road, Leaffield

It was **resolved** not to comment on this application.

- 11. To comment on any planning applications received before the date of the meeting.**

None.

- 12. To receive an 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 7793m³) for use by Brize Norton Gun Club at Old Worsham (Asthall) Quarry near Worsham – Disused Quarry, Worsham Lane, Asthall Leigh, Witney

Under consideration

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

22/03110/LBC – Proposed roof repairs – Witney Cottage, Witney Lane, Leaffield

Under consideration

- 13. To consider holding a meeting about Neighbourhood Plans and agree actions (deferred from December 2022 meeting)**

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

- 14. Playground**

- 14.1 To receive regular playground inspection reports and agree actions**

The action report was received and noted.

Cllr Russ agreed to deal with the broken barrier.

It was noted that the new climbing wall has been installed, and the missing bolt caps replaced.

- 14.2 To consider a quotation for a replacement top for the rotaweb and agree actions**

It was **resolved** to approve quotation 6629 from RPM Ltd for £191 to replace the top on the rotaweb.

- 15. Village Hall car park entranceway – To consider surveyor quotations and agree actions**

The Clerk reported that quotation requests had been issued, but no quotations for the work had been received. Four companies had declined to quote for the work.

It was **resolved** to delegate authority to the Clerk to appoint a surveyor if a suitable quotation was received, due to the time constraint as the works are due to start on 13 February 2023.

- 16. Churchyard and burial ground**

- 16.1 To consider a quotation for tree work in the churchyard and agree actions**

It was **resolved** to approve the quotation from Pampered Paddocks for £287 to sever the ivy listed in the tree survey report.

- 16.2 To consider the second tranche of churchyard wall repairs and agree actions**

It was noted that the Council had previously agreed to carry out the churchyard wall repairs over three years.

It was **resolved** to seek quotations from new contractors as well as obtaining a price from the current contractor for the second tranche of wall repairs.

17. To consider developing the old bus shelter area and agree actions (deferred from December 2022 meeting)

The development of the old bus shelter area was discussed.

It was **resolved** that the Village Greens Working Group would create a plan and landscape design for the area, and bring them to Council for consideration.

Nine members of the public left the meeting.

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

The finance update to 09 January 2023 had been circulated to the Council.

As of 09 January 2023: receipts were £68,060.55, payments were £58,012.48, and the balance was £92,841.18.

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

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

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

The budget update to 31 December 2022 was reviewed. It was noted that 64% 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.

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

It was noted that as of 06 January 2023:

£4,501.55 of general reserves had been used and the general reserve level was £44,463.52,

£6,791.00 of earmarked reserves had been used and the earmarked reserve level was £29,624.04.

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

21. 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:			
EE	Mobile phone – Nov	£14.68	LGA 1972 s111
Tom Hazzledine	Churchyard wall repairs	£2,800.00	LGA 1972 s215
Castle Water	November water charges	£9.38	LGA 1972 s133
Kopyrite	Printing	£21.60	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	£1,176.00	Public Health Act 1875 s164
RPM Ltd	Playground equipment replacement	£1,416.00	Public Health Act 1875 s164
SDP Horticulture Ltd	Hedge cutting, Village Hall car park	£225.00	Rd Traffic Reg Act 1984 s57(1)(b)
Churchill Surfacing	Car park repairs	£1,200.00	Rd Traffic Reg Act 1984 s57(1)(b)
Eyelid Productions	Website support	£100.00	LGA 1972 s142
Open Spaces Society	Membership renewal	£45.00	LGA 1972 s111
Anne Ogilvie	Administration reimbursement	£2.25	LGA 1972 s111
Anne Ogilvie	Net salary – P10	personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P10	personal	LGA 1972 s112, s151
LGPS	Employer/employee pension – P10	personal	LGA 1972 s112, s151

It was noted that the following receipts had been received:

Leaffield Village Hall Donation for commercial bin £189.80

22. 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.

23. To review the 2021-22 internal audit plan and agree actions

It was noted that there are some actions outstanding:

Unity Bank account – being actioned;

Document storage, retention and destruction – being actioned.

24. To consider training options for 2023 and agree actions

It was **resolved** that the Clerk would undertake the following training:

OALC – Routine inspection of play areas
OALC – Property law for town and parish councils

25. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.

26. To receive items for information only

The Clerk was requested to ask for a Thames Valley Police representative to attend a meeting.
Speed indication device – once the programming has been completed, the SID will be installed.
The Clerk was requested to create some “No Parking” signs for the Village Greens.
Cllr Russ gave an update on the damaged posts on the Village Green.
Cllr Butler gave an update on the Wilderness Bursary.

27. 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

The following requests were received for items for the next agenda:

Habitat survey for the churchyard and burial ground
Neighbourhood Plan

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.

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

Wednesday 08 February 2023, 8.15 pm, at Leafield Village Hall.

29. To consider whether to resolve under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the following business to be transacted

It was **resolved** under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the following business to be transacted.

30. To consider the Clerk’s annual appraisal and salary review

Cllr Russ reported on the Clerk’s annual appraisal.

It was **resolved** to increase the Clerk’s salary to SCP27 to be backdated to April 2022.

It was **resolved** to hold the next appraisal in September 2023.

The meeting was closed at 10.28 pm.

Signed: _____

Date: _____