

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 8.15 pm on Wednesday 08 February 2023 at Leaffield Village Hall

Present: Cllrs Tom Butler, Luke Caunt and Kevin Ward
Clerk – Anne Ogilvie
WODC Cllr Colin Dingwall, OCC Cllr Liam Walker

Absent: Cllr Jeremy Russ (Chairman)

Members of Public: Six members of the public

31. Welcome from the Chairman

As Cllr Russ was not able to be at the meeting, it was **resolved** by Council that Cllr Caunt would chair the meeting.

Cllr Caunt welcomed everyone to the meeting.

32. To receive apologies for absence

Cllr Russ.

33. To approve and sign the minutes of the Council meetings on 11 January 2023

It was **resolved** to approve the minutes of the Council meeting on 11 January 2023. The minutes were signed by the Chairman of the meeting.

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

None.

35. To consider moving item 8 on the agenda to precede item 5 on the agenda

Cllr Caunt proposed moving item 8 on the agenda to precede item 5 on the agenda.

It was **resolved** to move item 8 on the agenda to precede item 5 on the agenda.

36. To consider the co-option of a new councillor

One application had been received to fill one of the councillor vacancies.

The application from Richard Stammers was considered.

It was **resolved** to co-opt Richard Stammers as a new member of the Council.

Cllr Caunt declared that Richard Stammers had been duly elected as a member of Leaffield Parish Council.

Cllr Stammers signed the Acceptance of Office in the presence of the Clerk and took his place with the Council for the remainder of the meeting.

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

The Clerk's report was received and noted.

The Clerk advised that the VAT reclaim has been made, and that she had attended an Election Briefing for the local elections on 4th May 2023.

38. To receive reports from District and County Councillors

WODC Cllr Colin Dingwall

- He advised that WODC has been allocated funding from the UK Shared Prosperity Fund.

- 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.

OCC Cllr Liam Walker

- He advised that the OCC section of the council tax will rise by 4.99%.

- He advised that the 210 bus service is being subsidised to assist it to keep running.

- He acknowledged the poor state of some of the roads and suggested that residents keep logging potholes on FixMyStreet.

39. 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 resident raised a concern about the lack of a footpath in the current development plan for Leaffield Technical Centre, from the Centre to the village. Options were discussed.

40. Playground – To receive the regular playground inspection reports and agree actions

The action report was received and noted.

It was noted that some sections of the playground fencing posts have rotted.

It was **resolved** to obtain quotations for the repair works.

41. Playground Bin – To note that, from April 2023, WODC will be charging to empty the litter/dog waste bin which they installed (replacing LPC's dog waste bin which WODC removed), and will not be emptying the other bins on the play area, and agree actions

Options were discussed.

It was **resolved** to remove the bin closest to the new WODC bin.

It was **resolved** to obtain quotations for weekly emptying of the other Council bin.

42. Village Hall car park entranceway – To receive an update regarding the work and agree actions

It was noted that no surveyor had been found to oversee the works.

The works are scheduled to start on Monday 13th February for a week. Notices have been put up to advise that there will only be pedestrian access whilst the works are taking place. It was noted that the Village Hall, Community Gym, Preschool, Football Club and close neighbours had been advised of the works.

It was agreed that the gate would be closed prior to the works commencing to ensure no cars are "trapped" in the car park.

The Clerk will be in contact with the contractor and will meet him on site regularly during the works.

43. King's Coronation – To consider the coronation weekend plans and agree actions

The Council were informed that a Big Lunch is being arranged on Sunday 7th May at the Village Hall.

Options for the Big Help Out on Monday 8th May were discussed.

It was **resolved** to agree actions for the Big Help Out at the March council meeting.

44. Churchyard and burial ground

44.1 To consider undertaking a rapid baseline habitat survey of the churchyard and burial ground and agree actions

It was **resolved** to request that Nature WTC carry out a rapid baseline habitat survey of the churchyard and burial ground for a cost of £600. The Clerk will confirm that this work includes a tree strategy.

It was **resolved** to fund this work from the Churchyard Maintenance earmarked reserve.

Cllr Walker left the meeting.

44.2 To consider a churchyard tree strategy and agree actions

It was noted that this would be included in the rapid baseline habitat survey (item 14.1).

44.3 To receive an update regarding the hedgelaying and agree actions

An update was received regarding the hedgelaying. It was reported that this project would take three to four years to complete. The first training is scheduled to take place in January 2024 laying 20m of hedge. The Community Wood will provide the stakes and binders. It was noted that the team will learn to create a brush hedge.

It was noted that the Council will need to manage the hedge in 2023.

It was **resolved** to obtain quotations for hedge maintenance for 2023.

44.4 To consider current and future volunteering options and agree actions

It was reported that Sustainable Leaffield are proposing to carry out two days of churchyard maintenance work – 14 May and 17 September, and had requested a list of work.

It was **resolved** that Cllr Russ and/or Cllr Caunt would meet with Sustainable Leaffield to discuss the works to be undertaken.

45. Village Green – To receive update regarding bollards

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

46. Tree works – To consider quotations for tree works and agree actions

It was noted that quotations had been requested from six companies. Two quotations were received.

It was **resolved** to suspend Financial Regulation 11.1 h to allow the council to consider the two quotations received as the works need to be carried out.

It was **resolved** to contract Town and Country Trees Ltd to carry out the works at a cost of £3,000 as per quotation 11988.

It was **resolved** to fund some of the works from the Churchyard Maintenance earmarked reserve.

It was noted that consent to undertake the works in the Conservation Area had been received from the LPA.

It was **resolved** to contract Mark Waters for the metal guard and planting of a rowan tree on the Village Green as per the quotation dated 08 February 2023.

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

23/00168/HHD – Replace existing conservatory with new single storey rear extension - Ivy House, The Ridings, Leafield

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

48. 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, Leafield

Under consideration

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) – Leafield Technical Centre, Langley

Under consideration

22/03381/HHD – Single storey rear extension replacing conservatory. First floor rear extension – Korpatri, 9A Fairspear Road, Leafield

Approved – 30 January 2023

49. To consider holding a meeting about Neighbourhood Plans and agree actions (deferred from December 2022 meeting and January 2023 meetings)

It was **resolved** to hold a meeting about Neighbourhood Plans as part of the Annual Parish Meeting in May.

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

The finance update to 07 February 2023 had been circulated to the Council.

As of 07 February 2023: receipts were £68,385.55, payments were £63,691.89, and the balance was £87,486.77.

It was **resolved** to approve the bank reconciliation to 27 January 2023.

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

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

The budget update to 31 January 2023 was reviewed. It was noted that 71% of the budget had been spent.

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

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

It was noted that as of 07 February 2023:

£4,552.55 of general reserves had been used and the general reserve level was £44,412.52.

£6,958.00 of earmarked reserves had been used and the earmarked reserve level was £29,457.04.

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

53. 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 – January	£14.68	LGA 1972 s111
Ionos	Mailboxes/hosting – January	£26.40	LGA 1972 s142
Castle Water	December water charges	£9.69	LGA 1972 s133

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

WODC	Rates 2022/23 – Pavilion (monthly)	£51.00	LGA 1972 s133
Parish Online	Annual subscription	£76.80	LGA 1972 s111
CFO	Annual subscription	£55.00	LGA 1972 s111
OALC	Training – play area inspection	£144.00	LGA 1972 s111
OALC	Training – property law	£48.00	LGA 1972 s111
SLCC	Practitioner Conference (1/4)	£93.75	LGA 1972 s111
Anne Ogilvie	Administration reimbursement	£5.65	LGA 1972 s111
Anne Ogilvie	Net salary – P11	personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P11	personal	LGA 1972 s112, s151
LGPS	Employer/employee pension – P11	personal	LGA 1972 s112, s151

It was noted that the following receipts had been received:

Community Gym	Rent – Jan-March	£325.00
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54. 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.

55. To approve the asset register

It was **resolved** to approve the asset register.

56. To consider the date, time and format for the Annual Parish Meeting

It was **resolved** to hold the Annual Parish Meeting on Wednesday 17th May.

57. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.

It was **resolved** to advise RAF Brize Norton that the Council wish to be included as a stakeholder regarding the proposal to change air space zones.

58. To receive items for information only

58.1 To publicise that photo ID will be required to vote a polling station

It was noted that photo ID will be required to vote at a polling station for the local elections.

58.2 To note that OCC will be planting a tree in the parish and have asked for volunteers to manage the maintenance of the tree for its first three years

It was noted that OCC will be planting a tree in the parish and have asked for volunteers to manage the maintenance of the tree for its first three years.

58.3 To note the road closure on Buttermilk Lane from 02 to 04 May, 9.30 am to 5.30 pm

It was noted that the Buttermilk Lane will be closed from 02 to 04 May, 9.30 am to 5.30 pm.

59. 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:

Review of the car park entrance way works.

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.

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

Wednesday 08 March 2023, 8.15 pm, at Leaffield Village Hall.

The meeting was closed at 10.00 pm.

Signed: _____

Date: _____