

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

Present: Cllrs Tom Butler, Luke Caunt, Jeremy Russ (Chairman) and Richard Stammers
Clerk – Anne Ogilvie
OCC Cllr Liam Walker

Absent: Cllr Kevin Ward

Members of Public: Seven members of the public

61. Welcome from the Chairman

Cllr Russ welcomed everyone to the meeting.

62. To receive apologies for absence

Cllr Kevin Ward, WODC Cllr Colin Dingwall, WODC Cllr Gill Hill

63. To approve and sign the minutes of the Council meetings on 08 February 2023

It was **resolved** to approve the minutes of the Council meeting on 08 February 2023. The minutes were signed by the Chairman.

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

None.

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

The Clerk's report was received and noted.

It was agreed to not ask for the top of the burial hedge to be cut by contractors, just the side.

66. To receive reports from District and County Councillors

OCC Cllr Liam Walker

- He advised that residents keep logging potholes on FixMyStreet.

- He advised that there will be road closures in Crawley in May and July.

- He suggested that the Council might be interested in requesting litter picking equipment from his Councillor Priority Fund.

67. 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 queried why the Speed Indication Device was not in operation. The Council advised that the unit was not working and the Clerk was arranging for it to be returned to the manufacturer.

A resident had a concern about the development proposal for the land between Greenwich Lane and the allotments, and how this could affect the allotments.

A resident stated that the garage had been sold, and believed a new housing development could take place there.

A resident raised queries regarding PROWs around the proposed development of the Leaffield Technical Centre.

A resident requested funds from the Council for the Coronation Event.

68. To receive an election briefing update

The Clerk gave an update regarding the Parish Council election in May.

Councillor nomination forms have to be returned to WODC by 4pm on Tuesday 4th April.

If there is a contested election, this will be held on Thursday 4th May.

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

The action report was received and noted.

It was noted that there is a new small area of damaged wetpour on the basket swing area. Options for repairing the area were considered. It was **resolved** to purchase the materials and investigate undertaking the repair inhouse.

Further investigation of the fence damage had been undertaken. Quotations have been requested for repairs to the fence, and for new gates for the enclosed playground.

Flytipping has occurred at the end of the playing field near the back fence. Cllr Russ will investigate and report back to Council.

70. Playground Bin – To receive updates regarding the bins and agree actions

Cllr Butler had not been able to remove the redundant bin. It was **resolved** to contact a contractor to arrange removal.

Quotations had been requested for the emptying of the remaining bin by the skatepark, but no contractor had been found for this. It was **resolved** to arrange to have the bin by the skatepark removed.

This will leave one litter/dog bin in the playground area.

71. Village Hall car park entranceway – To review the completed resurfacing works and agree actions

The entranceway works have been completed.

It was noted that the “sleeping policeman” needs markings for safety reasons. It was **resolved** to delegate authority to the Clerk to organise these works and purchase the materials required. It was noted that the gate would need to be closed for a day to allow the paint to dry.

72. CCTV – To consider adding an additional CCTV camera to cover the playing field area and agree actions

An additional CCTV camera to cover the playing field area was considered.

It was **resolved** to obtain a quotation from the existing contractor for an additional camera, and to ask whether the memory capacity could be increased.

73. King’s Coronation – To consider Big Help Out activities (Monday 08 May) and agree actions

Options for activities were discussed. It was agreed to organise two groups to meet at 10.30 am, each to be led by a councillor – one group to meet at the churchyard, the other at the Village Hall. It was suggested that refreshments could be made available at the Village Hall at midday, organised by a member of the public. It was noted that risk assessments will be required for the activities.

74. Village Green – To receive an update regarding bollards

An update was received regarding the damaged bollards on the Village Green. The council is currently in discussions with those who have caused the damage.

75. Churchyard and Burial Ground – To consider renewing the Garden Waste Licence (£45)

It was **resolved** to renew the WODC Garden Waste Licence, at a cost of £45.

76. Neighbourhood Plan – To consider organising a meeting solely to explore the feasibility and requirements of a Neighbourhood Plan

Meeting options were discussed.

It was **resolved** to keep the Neighbourhood Plan meeting as part of the Annual Parish Meeting in May.

77. Planning

23/00244/HHD – Demolish existing single storey rear extension and erection of a two storey rear extension – 32 Lower End, Leafield

It was **resolved** to object to this planning application, as the Council stated that insufficient information had been provided to enable the plans to be evaluated.

78. Planning

23/00245/HHD – Demolish single storey outbuildings to the rear and construct a two storey and single storey extension to increase living space – 34 Lower End, Leafield

It was **resolved** to object to this planning application, as the Council stated that insufficient information had been provided to enable the plans to be evaluated.

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

None.

80. 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

22/03110/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) – Leaffield Technical Centre, Langley
Under consideration

23/00168/HHD – Replace existing conservatory with new single storey rear extension – Ivy House, The Ridings, Leaffield
Under consideration

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

The finance update to 28 February 2023 had been circulated to the Council.

As of 28 February 2023: receipts were £72,792.77, payments were £65,991.21, and the balance was £89,594.67.

It was **resolved** to approve the bank reconciliation to 28 February 2023.

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

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

The budget update to 28 February 2023 was reviewed. It was noted that 74% of the budget had been spent.

It was noted that some lines were overbudget, and that a budget virement report had been created.

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

83. Budget virement – To review and approve the budget virement report

The budget virement report was reviewed. It was noted that general reserves would be used to cover the playing fields and play equipment maintenance budget overspend.

It was **resolved** to approve the budget virement report.

84. Reserves update – To review and approve the general reserves and earmarked reserves

It was noted that as of 28 February 2023:

£4,603.55 of general reserves had been used and the general reserve level was £44,631.52.

£6,990.00 of earmarked reserves had been used and the earmarked reserve level was £29,425.04.

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

85. Earmarked reserve update – To review and approve the earmarked reserves update report

The earmarked reserves update report was reviewed.

It was **resolved** to approve the earmarked reserves update report.

86. 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 – February	£14.68	LGA 1972 s111
Ionos	Mailboxes/hosting – February	£26.40	LGA 1972 s142
Castle Water	Water charges	£0.67	LGA 1972 s133
It was resolved to approve the following payments:			
OALC	Annual membership subscription	£190.18	LGA 1972 s111
Pampered Paddocks	Tree work – ivy clearance	£344.40	LGA 1972 s215
TW Hardscaping	Village Hall entrance surface works	£31,734.78	Road Traffic Regulation Act 1984 s57(1)(b)
OPFA	Annual membership subscription	£45.00	LGA 1972 s111
RPM Ltd	Playground equipment repair	£229.20	Public Health Act 1875 s164
Mark Waters	Tree planting and guard	£100.00	Public Health Act 1875 s164
Anne Ogilvie	Administration reimbursement	£27.18	LGA 1972 s111
Anne Ogilvie	Net salary – P12	personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P12	personal	LGA 1972 s112, s151
LGPS	Employer/employee pension – P12	personal	LGA 1972 s112, s151

It was noted that the following receipts had been received:

HMRC	VAT 126 reclaim	£4,407.22
Open Spaces Socy	Refund	£45.00

87. 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.

88. To approve the Privacy Notice

It was **resolved** to approve the Privacy Notice.

89. To approve the Privacy Notice - staff, councillors, role holders

It was **resolved** to approve the Privacy Notice – staff, councillors, role holders.

90. To approve the Requests for Information Policy

It was **resolved** to approve the Requests for Information Policy.

91. To approve the Press and Media Policy

It was **resolved** to approve the Press and Media Policy.

92. To approve the Grants and Donations Policy

It was **resolved** to approve the Grants and Donations Policy.

93. To approve the Expenses Policy

It was **resolved** to approve the Expenses Policy.

94. To approve the Reserves Policy

It was **resolved** to approve the Reserves Policy.

95. To approve the Gift and Hospitality Register Guidelines

It was **resolved** to approve the Gift and Hospitality Register Guidelines.

96. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.

It was **resolved** to approve the request from the Preschool to replace the shed in the Preschool garden with a log cabin.

It was **resolved** that the Parish Council would supply the Football Club with suitable words for signage regarding dog fouling – the Football Club will create and install the signage.

Concern had been raised about parking in the Village Hall car park. The Village Hall will be organising a chain to block off the entrance to the playing field, and will be reissuing their hiring conditions.

Concern had been raised regarding accessibility to the Village Hall. The Council advised that it would be happy to help people with mobility issues.

97. To receive items for information only

The Council thanked the Village Hall for the works and redecoration of the Village Hall.

98. 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

- Grant request from the OCC Cllr Priority Fund for litter picking equipment

It was noted that motions for inclusion on the next agenda and background papers (including quotations) must be received by the Clerk by Monday 03 April, due to Bank Holidays.

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

Wednesday 12 April 2023, 8.15 pm, at Leafield Village Hall.

The meeting was closed at 9.40 pm.

Signed: _____

Date: _____