

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held at 8.15 pm on Wednesday 12 April 2023 at Leaffield Village Hall**

**Present:** Cllrs Jeremy Russ (Chairman), Richard Stammers and Kevin Ward  
Clerk – Anne Ogilvie  
OCC Cllr Liam Walker

**Absent:** Cllrs Tom Butler, Luke Caunt

**Members of Public:** Two members of the public

**100. Welcome from the Chairman**

Cllr Russ welcomed everyone to the meeting.

**101. To receive apologies for absence**

Cllr Tom Butler, Cllr Luke Caunt

**102. To approve and sign the minutes of the Council meeting on 08 March 2023**

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

**103. To receive declarations of interest regarding items on the agenda**

None.

**104. To receive and comment on the Clerk's report**

The Clerk's report was received and noted.

The Clerk noted that the council phone is still in use, as it is used for two part authentication.

The Clerk reported that the internal audit meeting had been held, and that the council will receive the report after the AGAR and other documents have been sent to the auditor for review.

**105. To receive reports from District and County Councillors**

OCC Cllr Liam Walker

- He reported that there was not much to report as the council is in the pre-election period.

- He advised that he has requested the signage be removed from Fairspear Road.

- He offered to match fund the council's contribution to council litter picking equipment.

- He offered to contribute if the council wished to purchase a solar powered SID.

**106. To consider moving item 13 on the agenda to precede item 7 on the agenda**

Cllr Russ proposed moving item 13 on the agenda to precede item 7 on the agenda.

It was **resolved** to move item 13 on the agenda to precede item 7 on the agenda.

**107. To consider purchasing litter picking equipment for the parish and agree actions**

It was **resolved** to delegate authority to the Clerk to source a suitable quantity of equipment, and purchase following agreement by Council. It was noted that storage would be required for the equipment.

**108. To consider applying to the OCC Councillor Priority Fund for a grant for litter picking equipment for the parish**

It was **resolved** to apply to the OCC Councillor Priority Fund for a grant for litter picking equipment for the parish.

Cllr Walker left the meeting.

**109. 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 and five minutes per person**

- A member of the public raised a query regarding the proposed meeting about the Neighbourhood Plan – the Council advised that this would form part of the Annual Parish Meeting on 17<sup>th</sup> May.

**110. To receive an election briefing update**

An election briefing update was received from the Clerk.

Five nominations had been received for the Parish Council, so all those nominated will be elected uncontested, and come into place as councillors on 9<sup>th</sup> May.

The District Councillor place was contested, so there will be an election for this position on 4<sup>th</sup> May.

**111. Playground - To receive regular playground inspection reports and agree actions**

The action report was received and noted.

It was noted that the wetpour surface on the Wicksteed multi-play unit is beginning to fail in places.

It was noted that the Council will need to consider the cost of replacing this play equipment and surface.

The Clerk was asked to contact the Guide Leader and enquire whether the Guides had completed their playground survey and had any results they would like to share with the Council.

**112. Playground - To consider quotations for playground fence repairs for the enclosed playground and agree actions**

It was noted that one quote had been received.

It was noted that much of the fence is in a bad state of repair, and that it might be necessary to replace the whole fence.

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

**113. Playground - To consider options and quotations for new playground gates for the enclosed playground and agree actions**

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

**114. Playground - To approve the Clerk to arrange the annual independent playground safety inspection**

It was **resolved** to delegate authority to the Clerk to arrange the annual independent playground safety inspection.

**115. Playground - To consider retaining Pampered Paddocks as the preferred grass cutting contractor for the playground for this financial year**

Pampered Paddocks were contracted last year to cut the playground grass.

It was **resolved** to retain Pampered Paddocks as the preferred grass cutting contractor for the playground for this financial year.

**116. CCTV – To agree the installation of an extra CCTV camera at the Village Hall and agree actions**

It was **resolved** to accept the quotation from Low Voltage UK Ltd, the current supplier, for the supply and installation of one extra CCTV camera, for a cost of £325. This will bring the total number of cameras to four.

It was **resolved** to fund this purchase from the CCTV earmarked reserve.

**117. Village Green – To receive an update regarding the bollards**

It was noted that Pulhams Coaches had repaired the bollards damaged by one of their vehicles.

It was noted that damage on the Village Green had increased over previous weeks, and options to manage the issue were discussed.

It was **resolved** that the Clerk would contact a contractor to obtain costs for rectifying the damage in the worst areas.

It was **resolved** that a letter would be sent to residents about parking issues.

**118. Churchyard - To confirm the total cost of the rapid baseline habitat survey including the desk study of the churchyard**

It was **resolved** to include the optional desk study, cost £70.50, in this project.

It was **resolved** to approve the revised cost for the survey from Future Nature WTC of £675.50.

**119. Burial ground – To consider quotations for trimming the burial ground hedge and agree actions**

It was noted that three quotations had been requested, but only two had been received.

It was **resolved** to suspend Financial Regulation 11.1.h as only two quotations had been received.

It was **resolved** to approve the quotation from Pampered Paddocks at a cost of £86 for the trimming of the burial ground hedge, subject to the Clerk obtaining confirmation that this price included the removal of the trimmings.

**120. Coronation Events – To receive a request for a grant for Coronation Event activities and agree actions**

A grant request for £250 had been received from the Village Coronation Committee to support the Big Lunch and coronation events taking place on 7<sup>th</sup> May.

It was **resolved** to award a grant of £250 to the Village Coronation Committee to support the Big Lunch and coronation events taking place on 7<sup>th</sup> May.

It was **resolved** to fund this grant from the Coronation party/events grants budget.

**121. Coronation Events - To receive an update about Coronation Event activities and Big Help Out Activities and agree actions**

It was noted that a list of Help Activities is being created, which will be co-ordinated by councillors.

It was noted that risk assessments will be required for these activities.

It was noted that volunteer sign-up sheets will be required for insurance purposes.

**122. Defibrillators – To consider giving delegated authority to the Clerk to purchase replacement parts and consumables for the defibrillators as required**

It was **resolved** to delegate authority to the Clerk to purchase replacement parts and consumables for the defibrillators as required.

**123. Speed indication device – To receive an update regarding the speed indication device and agree actions**

The Clerk reported that the unit had been sent back to the manufacturer for repair, had been received back and had been tested and sync'd with the Council computer.

It was agreed that the unit would be put up on the post by The Pearl.

**124. Planning**

**23/00623/HHD** – Alterations to include the enlargement of two windows and French doors with double glazed wooden windows and French doors – The Barn, 77 Lower End, Leaffield

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

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

None.

**126. To receive an update of previous planning applications**

**22/00011/CM** – Importation, levelling and compacting of 10,470m<sup>3</sup> of inert waste soils for the construction of 7 bunds (varying between 186m<sup>3</sup> and 7793m<sup>3</sup>) 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, Leaffield

Approved – 05 April 2023

**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

Approved – 21 March 2023

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

Approved – 24 March 2023

**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, Leaffield

Approved – 24 March 2023

It was noted that WODC had not taken the Council's objections into consideration when determining applications 23/00244/HHD and 23/00245/HHD. It was **resolved** to contact WODC regarding this matter.

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

The provisional opening balance for 01 April 2023 was £55,431.09.

It was **resolved** to approve the current account bank reconciliation to 29 March 2023.

It was **resolved** to approve the savings account bank reconciliation to 31 March 2023.

It was noted that the PWLB loan outstanding balance as of 31 March 2023 was £36,000.

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

**128. 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 <b>resolved</b> to ratify the following payments:			
EE	Mobile phone – March	£14.68	LGA 1972 s111
Ionos	Mailboxes/hosting – March	£26.40	LGA 1972 s142
Castle Water	Water charges	£8.75	LGA 1972 s133
WODC	Green waste licence – Churchyard	£45.00	LGA 1972 s215
It was <b>resolved</b> to approve the following payments:			
OALC	VAT and procurement training	£108.00	LGA 1972 s111
Pampered Paddocks	Grass cutting – cy, bur gnd, playgd	£288.00	LGA 1972 s214(2), s215 Public Health Act 1875 s164
WODC	Chargeable household waste	£416.00	Litter Act 1983 ss5-6
Ubico Ltd	Dog bin – Village Hall	£100.13	Litter Act 1983 ss5-6
WODC	Pavilion rates – April	£45.08	LGA 1972 s133
ICCM	Annual membership	£95.00	LGA 1972 s111
Low Voltage UK Ltd	Additional CCTV	£390.00	Local Government and Rating Act 1997 s31
Anne Ogilvie	Administration reimbursement	£4.45	LGA 1972 s111
Anne Ogilvie	Net salary – P1	personal	LGA 1972 s112, s151
HMRC	PAYE and NI – P1	personal	LGA 1972 s112, s151
LGPS	Employer/employee pension – P1	personal	LGA 1972 s112, s151
It was noted that the following receipts had been received:			
Co-op Bank	Gross interest – April 2022	£0.10	
Co-op Bank	Gross interest – October 2022	£0.65	
Co-op Bank	Gross interest – April 2023	£2.55	
Community Gym	Rent – April-June	£325.00	

**129. 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.

**130. To approve the Clerk to attend three sessions of VAT training, cost to be shared with Chadlington Parish Council**

It was **resolved** to approve the Clerk to attend three training sessions on aspects of VAT and procurement.

It was noted that this cost will be shared with Chadlington Parish Council.

**131. To arrange for a Councillor to undertake the asset inspection and agree actions**

It was **resolved** that Cllr Stammers will undertake the asset inspection.

**132. To consider giving delegated authority to the Clerk to purchase parish maintenance consumables and supplies as required for repairs, maintenance and health and safety**

It was **resolved** to give delegated authority to the Clerk to purchase parish maintenance consumables and supplies as required for repairs, maintenance and health and safety.

**133. Correspondence Register – to receive register and agree actions**

The correspondence register was received and noted.

It was **resolved** that the Council would advertise the emergency alerts system launch on the noticeboard, website and Facebook.

**134. To receive items for information only**

It was noted that the Clerk would be on annual leave on 13<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup> April.

It was noted that Cllrs Russ and Ward would be attending Memorial Safety Training this month.

It was noted that the SPF record for the domain had been set up.

**135. 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**

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.

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

Annual Council Meeting - Wednesday 10<sup>th</sup> May 2023, 8.15 pm, at Leaffield Village Hall.

Annual Parish Meeting – Wednesday 17<sup>th</sup> May 2023, 8.15 pm, at Leaffield Village Hall.

The meeting was closed at 9.40 pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_