

LEAFIELD PARISH COUNCIL
Minutes for the Annual Council Meeting
Held at 8.15 pm on Wednesday 10 May 2023 at Leaffield Village Hall

Present: Cllrs Tom Butler (Chairman), Luke Caunt, and Kevin Ward
Clerk – Anne Ogilvie

Absent: Cllrs Jeremy Russ, Richard Stammers

Members of Public: Three members of the public

137. To elect the Chairman of the Council

Cllr Butler was proposed by Cllr Caunt and seconded by Cllr Ward. He was elected by a show of hands. It was **resolved** to appoint Cllr Butler as the Chairman of the Council.

138. To receive the Acceptance of Office from the Chairman

Cllr Butler signed the Acceptance of Office in the presence of the Clerk.

139. Welcome from the Chairman

Cllr Butler welcomed everyone to the meeting.

He thanked Cllr Russ for his work as the Chairman for the last six months.

140. To elect the Vice-Chairman of the Council

Cllr Caunt was proposed by Cllr Butler and seconded by Cllr Ward. He was elected by a show of hands. It was **resolved** to appoint Cllr Caunt as the Vice-Chairman of the Council.

141. To receive the Acceptance of Office from the Vice-Chairman of the Council

Cllr Caunt signed the Acceptance of Office in the presence of the Clerk.

142. To approve the signing of the Declaration of Acceptance of Office by 13 June 2023 by those councillors unable to attend this meeting

It was **resolved** to approve the signing of the Declaration of Acceptance of Office by 13 June 2023 by the councillors who had been unable to attend this meeting.

143. To note that as the number of persons elected is two seats short of the number of seats on the Council, the newly elected Council is required to co-opt two persons to fill the remaining vacancies within 35 working days of the date of the election (26 June). To note that if the Council does not co-opt by that date the District Council has the power to order a further election

It was noted that as the number of persons elected is two seats short of the number of seats on the Council, the newly elected Council is required to co-opt two persons to fill the remaining vacancies within 35 working days of the date of the election (26 June).

It was noted that if the Council does not co-opt by that date the District Council has the power to order a further election.

144. To receive apologies for absence

Cllrs Jeremy Russ and Richard Stammers

145. To approve and sign the minutes of the Council meeting on 12 April 2023

It was **resolved** to approve the minutes of the Council meeting on 12 April 2023. The minutes were signed by the Chairman.

146. To receive declarations of interest from Members regarding items on the agenda

None.

147. 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 fifteen minutes in total and five minutes per person

A member of the public, representing a group of residents, raised concerns about hedgehogs and asked the council to consider the following proposals:

- an increase in hedgehog highways in the village (it was suggested that this could be publicised in LWO)
- signage to warn about hedgehogs near/on roads (the Council advised that OCC are responsible for these areas,

but that the Clerk would contact OCC when a map is provided)

- an increase in wild spaces within the village and on Parish Council land (the Council advised that this could be considered if a Neighbourhood Plan consultation takes place)

- that Parish Council contractors do not use pesticides, and that contractors take care when using strimmers (the Council advised that it would contact its contractors)

- undertake a leaflet drop to increase awareness (the Council asked for a funding request for this item).

148. To receive reports from District and County Councillors

No reports received.

149. To approve that from 10 May 2023 until the next relevant Annual Meeting of the Council that the Council is eligible to adopt and use the General Power of Competence (Localism Act 2011, ss1-8) as the total number of elected councillors is greater than two-thirds of the total number of seats on the Council, and the Council has a qualified Clerk, as defined by the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, sch 2

It was noted that five councillors had been elected, over two-thirds of the total number of seats on the Council, and the Clerk is CiLCA qualified, and the Council is therefore eligible to adopt and use the General Power of Competence.

It was **resolved** to adopt and use the General Power of Competence (Localism Act 2011, ss1-8) until the next relevant Annual Meeting of the Council, as the total number of elected councillors is greater than two-thirds of the total number of seats on the Council, and the Council has a qualified Clerk.

150. To review the existing committees and review their terms of reference

It was **resolved** to retain the following existing committee:

Internal Committee

It was **resolved** to approve the Terms of Reference for the Internal Committee.

151. To create committees and agree their terms of reference

It was **resolved** that no further committees were required to carry out council business.

152. To appoint members to serve on the committees

It was **resolved** to appoint the following members to serve on the Internal Committee:

Cllr Butler, Cllr Caunt, Cllr Russ, Cllr Stammers, Cllr Ward

153. To review the existing working groups and review their terms of reference

It was **resolved** to retain the following existing working groups:

Burial Ground Administration

Churchyard Maintenance

Community Telephone Box

Village Green

It was **resolved** to approve the Terms of Reference for the following working groups:

Burial Ground Administration

Churchyard Maintenance

Community Telephone Box

Village Green.

154. To create working groups and agree their terms of reference

It was **resolved** that no further working groups were required to carry out council business.

155. To appoint members to serve on the working groups

It was **resolved** to appoint the following members to serve on the working groups:

Burial Ground Administration – Cllr Russ, Cllr Ward, (Clerk)

Churchyard Maintenance – Cllr Caunt

Community Telephone Box - Cllr Russ

Village Green – Cllr Butler, Cllr Russ

It was **resolved** to review these at the next meeting.

156. To appoint lead councillors and agree their terms of reference

It was **resolved** to appoint the following lead councillors:

Finance, Governance, Health and Safety – Cllr Butler

Planning and Environment – Cllr Russ
Bereavement Services – Cllr Ward
Village Assets – Cllr Caunt
Media, events and community engagement – Cllr Stammers
It was noted that Terms of Reference are required for these roles.

157. To review delegation arrangements with external committees and other local authorities

It was noted that OCC have delegated authority to the Council to install and use a speed indication device (LGA 1972 s101).

158. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

It was noted that the following arrangements (including legal agreements) are in place:

Village Hall – lease with the Village Hall trustees
Community Gym – rent part of the Pavilion
Leaffield Football Club – licence for a temporary portacabin on the Village Hall car park
Leaffield Football Club – permission to use the playing field for football matches and practices
St Michael and All Angels Church, Leaffield – the Council is responsible for the management of the closed churchyard

159. To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint Council representatives as appropriate

It was **resolved** to appoint the following Council representatives:

Cllr Caunt – Village Hall Committee
Cllr Caunt – Village Hall Extension Committee

160. To review and approve the inventory of land owned or maintained by the Council

It was **resolved** to approve the following inventory of land owned or maintained by the Council:

Owned

Village Greens – centre of Leaffield
Playing field – Lower End
Entrance access to the playing field and Village Hall
Burial ground – adjoining St Michael and All Angels Churchyard

Maintained

Churchyard – St Michael and All Angels Church, Leaffield
Land mowed as per mowing schedule – Witney Lane/Buttermilk Lane

It was noted that Land Registry numbers need to be logged on the asset register.

161. To review and approve the asset register

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

162. To review and approve delegation arrangements to officers

It was **resolved** to approve the following scheme of delegation to the Clerk:

As listed in the approved Standing Orders;
As listed in the approved Financial Regulations;
As listed in the employment contract;
As listed in the job description;
As listed in approved policies and procedures;
To arrange the annual independent playground safety inspection;
To manage the Civic Protocol procedure and liaise with local organisations as required;
To purchase parish maintenance consumables and supplies as required for repairs, maintenance, and health and safety;
To purchase administration consumables and supplies as required for council administration;
To purchase replacement parts and consumables for the defibrillators as required.

It was **resolved** that following notification from the Clerk of matters requiring Council agreement between meetings, the Clerk will carry out the proposal in the notification unless councillors respond to the contrary within three working days.

163. To review and adopt the Standing Orders

It was **resolved** to adopt the Standing Orders.

164. To review and adopt the Financial Regulations

It was **resolved** to adopt the Financial Regulations.

165. To review and approve the Council's complaints procedures

It was **resolved** to approve the Council's complaints procedures.

166. To review and approve the dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures

It was **resolved** to approve the dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures.

167. To approve the Councillor Code of Conduct

It was **resolved** to approve the Councillor Code of Conduct.

168. To review and approve the Council's insurance policy and renewal agreement

It was noted that the Council currently has a policy with Gallagher and is unable to change insurer due to an open claim. The last premium was £4,968.03. The policy is due for renewal on 01 October 2023.

It was **resolved** to consider the policy schedule and determine whether any savings can be made prior to the insurance renewal date.

169. To review and approve the Council and staff subscriptions and memberships to other bodies

It was **resolved** to approve the following Council and staff subscriptions and memberships to other bodies:

OALC (Oxfordshire Association of Local Councils)

SLCC (part) (Society of Local Council Clerk)

ICO (Information Commissioner's Office)

BRAMM (British Register of Accredited Memorial Masons)

ICCM (Institute of Cemetery and Crematorium Management)

OPFA (Oxfordshire Playing Fields Association)

Open Spaces Society

Parish Online

CFO (Community First Oxfordshire)

170. To review and approve the maintenance and administration contracts and agreements, and agree actions

It was **resolved** to approve the following maintenance and administration contracts and agreements:

EE	Council mobile phone
Ionos	Webhosting and mailboxes
Bitdefender	Antivirus software
WODC/Ubico	Litter and dog bin emptying – Village Hall (one bin)
WODC	Chargeable waste collection – Village Hall
Castle Water	Pavilion water supply
RPM Ltd	Playground repairs
Microsoft	Office 365 – council computer
Playsafety Ltd	Annual independent playground inspection
Moore	External auditor
Low Voltage UK Ltd	CCTV contract/repairs/upgrades
Eyelid Productions	Website support
WODC	Green waste licence – churchyard
Churchill Surfacing	Car park surface repairs
Ubico	Grass cutting – general areas LTA
Pampered Paddocks	Grass cutting – playground
Pampered Paddocks	Grass cutting – churchyard LTA
Pampered Paddocks	Grass cutting – burial ground LTA

Bannor Electrical Services	Electrical contract work
Wel Medical	Defibrillator consumables
Elan City Ltd	SID parts and consumables

171. To review and approve the Scheduled Payments List and suppliers for the year to May 2024

It was **resolved** to approve the following scheduled payments and suppliers for the year to May 2024:

EE	Council mobile phone	Monthly
Ionos	Webhosting and mailboxes	Monthly
Bitdefender	Antivirus software	Annually
WODC/Ubico	Litter and dog bin emptying	Bi-annually
WODC	Chargeable waste collection	Bi-annually
Castle Water	Pavilion water supply	Monthly
Microsoft	Office 365 – council computer	Annually
Playsafety Ltd	Annual independent playground inspection	Annually
Moore	External auditor	Annually
Eyelid Productions	Website support	Annually
WODC	Green waste licence - churchyard	Annually
Clerk	Salary	Monthly
HMRC	PAYE tax and NI	Monthly
OCC	Council pension	Monthly
Gallagher	Insurance	Annually
OALC	Annual membership	Annually
SLCC	Clerk’s membership (part)	Annually
OPFA	Membership	Annually
ICCM	Membership	Annually
CFO	Membership	Annually
Open Spaces Society	Membership	Annually
ICO	Annual registration	Annually
Parish Online	Membership	Annually

172. To approve the direct debits and standing orders for the year to May 2024

It was **resolved** to approve the following direct debits and standing orders for the year to May 2024:

EE	Council mobile phone	Monthly	Direct debit
Castle Water	Pavilion water supply	Monthly	Direct debit
Clerk	Net salary	Monthly	Standing order
HMRC	PAYE tax and NI	Monthly	Direct debit
UK Debt Management Office	PWLB loan repayment – burial ground	Biannually	Direct debit
ICO	Annual registration	Annually	Direct debit

173. To determine the time and place of ordinary meetings of the Council and its committees up to and including the next Annual Council Meeting

It was **resolved** to hold ordinary meetings of the Council up to and including the next Annual Council Meeting at Leaffield Village Hall.

It was **resolved** to approve the following meeting schedule for ordinary meetings of the Council up to and including the next Annual Council Meeting:

- Wednesday 14 June 2023
- Wednesday 12 July 2023
- Wednesday 09 August 2023
- Wednesday 13 September 2023
- Wednesday 18 October 2023
- Wednesday 08 November 2023
- Wednesday 13 December 2023
- Wednesday 10 January 2024
- Wednesday 14 February 2024
- Wednesday 13 March 2024

Wednesday 10 April 2024

Wednesday 08 May 2024

174. To review and approve the Action Plan for 2023-2024

It was **resolved** to defer the approval of the Action Plan for 2023-2024 until the July meeting.

175. To review the Council's expenditure incurred under s137 of the Local Government Act 1972, and note the expenditure limit for 2023-2024

It was noted that the following expenditure incurred under s137 for 2022-2023 was as follows:

WOCT	Grant – transport	£1000
Leaffield Fete Fund	Grant	£375
Leaffield Fete Fund	Jubilee celebration donation	£230

It was noted that the s137 limit for 2023-2024 is £7,189.32, but that the Council now has GPC.

176. To receive and comment on the RFO's review of the annual accounts to 31 March 2023

The RFO gave a report of the annual accounts to 31 March 2023.

Total receipts were £72,793.52. Total payments were £100,155.54. The ending balance at 31 March 2023 was £55,431.09, which forms the opening balance for 2023-24.

The council spent 85% of the 2022-23 budget, approved in 2021. Some budget lines were vired to allow for expenditure over the initially approved amounts.

The council spent £20,165.30 of earmarked reserves.

The council spent £13,209.24 of general reserves.

The internal auditor for 2022-23 was Jane Olds.

The councillors had no comments.

177. To approve the Statement of Accounts to 31 March 2023

It was **resolved** to approve the Statement of Accounts to 31 March 2023.

The Statement of Accounts was signed by the Chairman.

178. To approve the bank reconciliations to 31 March 2023

It was **resolved** to approve the bank reconciliations to 31 March 2023.

179. To receive and comment on the internal audit report for the year ending 31 March 2023

The internal audit report for the year ending 31 March 2023 was received and noted.

The recommendations from the internal auditor were noted, and the following actions agreed:

- a) Land registry reference numbers will be added to the Asset Register.
- b) A review of effectiveness of internal audit will be undertaken when the external audit has been completed.
- c) Councillors will be encouraged to undertake training, and training options will be a regular agenda item.
- d) That the Clerk will provide more information including costs to the council regarding the Level 4 Community Governance course.
- e) That the council will increase the number of Internal Financial Control reviews carried out annually.

180. To complete and sign the Annual Governance Statement for the year ending 31 March 2023

The Annual Governance Statement for the year ending 31 March 2023 was completed by the council.

It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2023.

The Statement was signed by the Chairman and the Clerk.

181. To approve and sign the Accounting Statements for the year ending 31 March 2023

It was noted that the RFO had signed the Accounting Statements.

It was **resolved** to approve the Accounting Statements for the year ending 31 March 2023.

The Accounting Statements were signed by the Chairman.

182. To set the date for the commencement of the Exercise of Public Rights

The Clerk advised that this period needs to be 30 working days and include the first ten working days of July.

The Clerk proposed 05 June 2023 as the commencement date, with the end date being 14 July 2023. These dates were checked for compliance.

It was **resolved** to approve 05 June 2023 as the commencement date of the Exercise of Public Rights, with the end date being 14 July 2023.

183. To appoint the internal auditor for the current financial year

It was **resolved** to appoint Jane Olds as the internal auditor for the current financial year ending 31 March 2024.

184. To approve grants and donations for the year to 31 March 2024

It was **resolved** that the Council would follow its Grants and Donations Policy to the year ending 31 March 2024.

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

The Clerk's report was received and noted.

The Clerk was asked to investigate whether the Greens area by the school which becomes waterlogged could be improved.

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

The action report was received and noted.

It was noted that the junior multi-play unit in the enclosed playground has the following issues: the vertical climbing board is becoming loose at the top due to wear and age, two of the rubber footrests are split.

It was noted that brambles are starting to encroach into the enclosed playground.

187. Playground – To consider options and quotations for playground fence repairs for the enclosed playground and agree actions (deferred from the April meeting)

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

188. 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 June meeting.

189. CCTV – To consider the quotation for the installation of a larger capacity hard drive for the Village Hall CCTV and agree actions

It was **resolved** to accept the quotation from Low Voltage UK Ltd for the supply and installation of a 6TB Skyhawk hard drive for a cost of £335.

It was **resolved** to use the remainder of the CCTV earmarked reserve to cover £75 of the cost, with the remaining £260 being covered from the general reserves.

190. Coronation Events – To receive an update about Coronation Event activities and Big Help Out activities and agree actions

The Council thanked all the volunteers who took part in the events.

Big Help Out activities including litter-picking, cleaning up the Village Hall, weeding and sign cleaning.

There is rubbish which needs to be removed.

191. Planning – To comment on any planning applications received before the date of the meeting

None.

192. Planning – 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

Refused – 01/02/23

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

23/00441/HHD – Single storey side extension to provide accessible bathroom and utility. External accessible ramp to provide level access to entrance – 1 Radio Station Cottages, Langley

Approved – 26/04/23

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, Leafield

Approved – 26/04/23

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

The finance update to 30 April 2023 was reviewed.

As of 30 April 2023: receipts were £33,149.05, payments were £3,018.60, and the balance was £85,561.54.
 It was **resolved** to approve the bank reconciliation to 28 April 2023.
 It was **resolved** to approve the finance update.

194. Budget update – to review and approve the budget update

The budget update to 30 April 2023 was reviewed.
 It was noted that 4% of the budget had been spent.
 It was **resolved** to approve the budget update.

195. Reserves – to review and approve the reserves

It was noted that as of 01 April 2023 the total reserves were £55,431.09, made up of:
 Earmarked reserves: £25,334.74
 General reserves: £30,096.35
 It was noted that as of 30 April 2023:
 Earmarked reserves - £325 had been used, £25,009.74 remained
 General reserves - £30,096.35 remained
 It was **resolved** to transfer the funds (£1,500) from the Village Green power supply earmarked reserve to the general reserves.
 It was **resolved** to approve the reserves.

196. Payments and receipts – to ratify previous payments, review and approve current payments, to note current receipts

Payee	Reason	Gross Payment
It was resolved to ratify the following payments:		
EE	Mobile phone – April	£16.79
Ionos	Mailboxes/hosting – April	£26.40
Bitdefender	Antivirus software	£39.99
Castle Water	Water charges	£9.69
It was resolved to approve the following payments:		
Pampered Paddocks	Grass cutting – churchyard, playground	£243.00
ICCM	Memorial management training	£360.00
Jane Olds	Internal audit	£300.00
WODC	Pavilion rates – May to Jan	£414.00
Leaffield Fund Fete	Coronation event donation	£250.00
Anne Ogilvie	Administration reimbursement	£8.40
Anne Ogilvie	Net salary – P2	personal
HMRC	PAYE and NI – P2	personal
LGPS	Employer/employee pension – P2	personal
It was noted that GPC was used as the power to spend.		
It was noted that the following receipts had been received:		
WODC	Precept (1 st half)	£32,821.50

197. To instruct the bank signatories to approve the payments

It was **resolved** that the Clerk will enter the bank payments, and Cllrs Caunt and Butler will authorise the payments.

198. To consider training options for the Clerk and Council in 2023 and agree actions

Training options were considered.
 It was **resolved** that Cllr Butler would attend a Chairmanship training, and that the Clerk would arrange this with Cllr Butler.
 It was **resolved** that the Clerk could attend the SLCC National Conference 2023 and the SLCC Practitioners' Conference 2024, costs to be shared with other Council's employing the Clerk.

199. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.
 The Clerk was asked to arrange a meeting between the Council and the Village Hall regarding the changes the Village Hall is proposing.

200. To receive items for information only

None.

201. 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.

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

Wednesday 14th June 2023, 8.15 pm, at Leaffield Village Hall.

The meeting was closed at 10.03 pm.

Signed: _____

Date: _____