

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Annual Council Meeting**  
**Held at 8.15 pm on Wednesday 14 June 2023 at Leaffield Village Hall**

**Present:** Cllrs Luke Caunt (Vice-Chairman), Jeremy Russ, Richard Stammers and Kevin Ward  
Clerk – Anne Ogilvie

**Absent:** Cllr Tom Butler

**Members of Public:** WODC Cllr Colin Dingwall, four members of the public

**203. Welcome from the Chairman**

Cllr Caunt welcomed everyone to the meeting.

**204. To receive apologies for absence**

Cllr Butler

OCC/WODC Cllr Walker

**205. To approve and sign the minutes of the Council meeting on 10 May 2023**

It was **resolved** to approve the minutes of the Council meeting on 10 May 2023. The minutes were signed by the Chairman of the meeting.

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

None.

**207. 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 raised concerns about planning application 23/01422/FUL.

**208. To consider moving item item 14 on the agenda to precede item 6 on the agenda**

Cllr Caunt proposed moving item 14 on the agenda to precede item 6 on the agenda.

It was **resolved** to move item 14 on the agenda to precede item 6 on the agenda.

**209. Planning**

**23/01422/FUL – Development of seven houses and a two storey block of four flats and associated works to include the widening of Greenwich Lane – Land west of Greenwich Lane, Leaffield**

It was **resolved** to comment on this application.

It was **resolved** to comment that the Council had concerns about the following:

- parking;
- utilities and sewage issues;
- environmental issues; and
- the planting scheme and the layout.

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

Cllr Dingwall (WODC) reported that:

- one full council meeting has been held, and committee positions have been agreed;
- he is now on the Climate and Environment Overview and Scrutiny Committee, and the Audit and Governance Committee;
- a housing development site in North Witney is being considered.

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

The Clerk's report was received and noted.

The Clerk was asked to obtain clarification from Cllr Walker regarding his offer to support the purchase of another speed indication device.

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

The action report was received and noted.

It was noted that a new bolt cap is required for the trim trail.

- 213. Playground – To consider options and quotations for playground fence repairs for the enclosed playground and agree actions (deferred from the April and May meetings)**  
Fence options were considered.  
It was **resolved** to obtain quotations for replacement fencing for the enclosed playground.
- 214. Playground – To consider options and quotations for new playground gates for the enclosed playground and agree actions (deferred from the April and May meetings)**  
Gate options were considered.  
It was **resolved** to obtain quotations for two playground gates for the enclosed playground to fit in the replacement fencing (item 213).
- 215. Village Hall – To consider the funding request from the Village Hall and agree actions**  
It was noted that monies for this funding request had not been budgeted for, so any funding would come from general reserves.  
It was **resolved** to defer this item until a discussion can be held with the Village Hall to discuss the request.
- 216. Playing field – To consider the Football Club request to seek a grant to reseed the football pitches and agree actions**  
It was **resolved** to approve the Football Club request to seek a grant to reseed the football pitches.
- 217. Tree works – To receive an update following the tree works and agree actions**  
It was noted that the agreed tree works following the 2022 survey had taken place on the Village Green, playing field and Buttermilk Lane. It was noted that the works in the churchyard have not yet taken place.  
It was noted that the works included the removal of one tree on Village Green due to damage and heart wood decay.
- 218. Tree works – To consider planting a tree on the Village Green to replace the removed cherry plum and agree actions**  
It was **resolved** to investigate suitable tree types and location for a new tree.  
It was **resolved** to obtain prices or quotations for a replacement tree.
- 219. Tree works – To consider obtaining grant support for the purchase of a replacement tree and agree actions**  
It was **resolved** to investigate grant options for the purchase of a replacement tree.
- 220. Tree works – To consider re-inspections as noted in the 2022 tree survey and agree actions**  
It was noted that the ivy logged on the 2022 tree survey had been severed from the affected trees.  
It was noted that the 2022 tree survey recommended climbing inspections for some trees.  
It was **resolved** to request a quotation from Jenks Oxford to carry out the re-inspection of trees from which the ivy had been severed, and those requiring a climbing inspection.
- 221. To consider the scheduling of works listed as low priority on the 2022 tree survey and agree actions**  
It was **resolved** to obtain a quotation from Town and Country Trees Ltd for the works listed as low priority on the 2022 tree survey.
- 222. Memorial Testing – To consider undertaking an in-house memorial inspection of the Churchyard and agree actions**  
It was **resolved** to start the works required to undertake an in-house memorial inspection of the Churchyard.  
It was noted that these works include: undertaking a survey of the churchyard to create an accurate plan of the graves; contacting the Church to obtain ownership details for the graves; creating the policies, procedures and risk assessments required; publicising the works to be carried out.
- 223. Burial Ground Administration Working Group – To consider holding a meeting to agree policies and charges for Council approval**  
It was noted that the outcome from the Defra consultation, “Groundwater and surface water discharge activities” had been published. The ICCM comment was “under the amended proposals, existing cemeteries won’t be affected”.  
It was **resolved** that the Clerk would send an overview to the Burial Ground Administration Working Group of the works to date, and then a meeting and work would be arranged as required.

**224. Planning – Proposed upgrade of existing base station installation at Cornerstone 10782528/00181 TEF Leaffield Technical Centre**

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

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

None.

**226. Planning – To receive an update of previous planning applications**

**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  
Approved – 05/06/23

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

The finance update to 31 May 2023 was reviewed.

As of 31 May 2023: receipts were £33,149.05, payments were £6,104.44, and the balance was £82,475.70.

It was **resolved** to approve the bank reconciliation to 26 May 2023.

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

**228. Budget update – to review and approve the budget update**

The budget update to 31 May 2023 was reviewed.

It was noted that 8% of the budget had been spent.

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

**229. Reserves – to review and approve the reserves**

It was noted that as of 31 May 2023:

Earmarked reserves - £325 had been used, £1,500 had been transferred to general reserves, and £23,509.74 remained.

General reserves - £0 had been used, £1,500 had been received from earmarked reserves, and £31,596.35 remained.

It was **resolved** to use £110 of the churchyard maintenance earmarked reserve for the memorial inspection training which had been carried out, and remove this cost from the training budget line.

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

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

Payee	Reason	Gross Payment
It was <b>resolved</b> to ratify the following payments:		
EE	Mobile phone – May	£16.79
Ionos	Mailboxes/hosting – May	£26.40
Ionos	Mailboxes/hosting – June	£26.40
Eli-Chem Resins	Line marker	£39.00
Greatstar Europe	Steel float	£10.00
Amazon	Roller set, utility knife	£12.19
NDR London	Duct tape	£5.49
Castle Water	Water charges	£14.26
It was <b>resolved</b> to approve the following payments:		
Pampered Paddocks	Grass cutting – churchyard, playground, hedge	£589.20
Ubico Ltd	Grass cutting	£569.41
Ubico Ltd	Grass cutting	£662.59
Town & Cntry Trees	Tree works (partial)	£2,100.00
Online Playgrounds	Wetpour repair kit	£78.80
Anne Ogilvie	Administration reimbursement	£5.00
Anne Ogilvie	Net salary – P3	personal
HMRC	PAYE and NI – P3	personal

LGPS Employer/employee pension – P3 personal

It was noted that GPC was used as the power to spend.

It was noted that the no receipts had been received.

**231. 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.

**232. To consider the Council’s communication methods to the community and agree actions**

It was **resolved** that more information about works to take place in the parish would be posted on the website and Facebook.

It was **resolved** to give Cllr Stammers access to the council website to enable him to post about Council works and activities.

**233. To consider the report following the asset inspection and agree actions**

The asset inspection was carried out by Cllr Stammers on 22 May 2023, with the Clerk.

The report was received and noted.

It was noted that the asset register will be updated.

It was **resolved** to obtain costs for replacing the memorial panel on the Lychgate.

It was **resolved** to investigate a safety survey for the flagpole.

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

**234. To review and approve the Grants and Donations Policy**

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

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

Training options were considered.

It was **resolved** that Cllr Stammers would consider training options for communications and community engagement.

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

The correspondence register was received and noted.

It was **resolved** that Cllr Caunt would represent the Council at the Parishes Together group.

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

It was noted that the Clerk would be attending playground inspection training on Thursday 15 June.

**238. 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.

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

Wednesday 12 July 2023, 8.15 pm, at Leaffield Village Hall.

The meeting was closed at 9.56 pm.

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

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