

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

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

Absent: Cllr Jeremy Russ

Members of Public: No members of the public

240. Welcome from the Chairman

Cllr Butler welcomed everyone to the meeting.

241. To receive apologies for absence

Cllr Russ
OCC/WODC Cllr Walker
WODC Cllr Dingwall

242. To approve and sign the minutes of the Council meeting on 14 June 2023

It was **resolved** to approve the minutes of the Council meeting on 14 June 2023. The minutes were signed by the Chairman.

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

Cllr Caunt declared an interest regarding item 253.

244. 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*

None.

245. To receive reports from District and County Councillors

None.

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

The Clerk's report was received and noted.

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

The action report was received and noted.

It was noted that there is some movement in the planks on the toddler multi-play, the roof is not fully attached and there is some movement on the junior multi-play, and the climber web is noisy when moving.

It was **resolved** to delegate authority to the Clerk to arrange for the replacement of the damaged bolt caps.

It was **resolved** to obtain a quotation to clear the cut down scrub behind the enclosed playground to create a path.

It was **resolved** to obtain a quotation for the grounds maintenance of a new path behind the enclosed playground.

248. Neighbourhood Plan – To consider whether to undertake a Neighbourhood Plan and agree actions

It was **resolved** not to undertake a Neighbourhood Plan.

It was **resolved** to carry out a consultation regarding council activities.

249. Village Green – To consider a request to allow a group to plant daffodils on the Village Green and agree actions

It was **resolved** to approve the planting of more daffodils on the Village Green in principle, subject to agreement of the proposed planting plan.

250. Village Green – To consider a letter from residents regarding the proposal for a replacement tree on the Village Green and agree actions

A letter from residents regarding the proposal for a replacement tree on the Village Green was considered.

It was **resolved** that a professional opinion would be obtained regarding a replacement tree and its positioning.

- 251. Churchyard and Burial Ground – To consider a request from the Church for the paths to be weeded and agree actions**
It was **resolved** not to have the paths in the Churchyard weeded.
It was **resolved** to follow the current Churchyard Specification for Grass Cutting, which includes a clause stating that herbicides are to be used as required to keep gravel paths weed-free.
- 252. Planning – 23/01429/FUL – Replace existing storage shed with new log cabin for use as pre-school office/meeting room and erection of new storage shed in revised position – New Village Hall, Lower End, Leafield**
It was **resolved** not to comment on this application.
- 253. Planning – 23/01142/FUL – Erection of 2.2m high ivy screen fencing and increase height of main pedestrian gate to 1.8m. Remove existing storage shed and construction of new cabin to provide additional teaching space together with associated works – Leafield Church of England Primary School, The Green, Leafield**
It was **resolved** to delegate authority to the Clerk to comment on this application, to allow for further research.
- 254. Planning – 23/01583/HHD – To allow the use of garage for additional living space (retrospective) – Wychwood Grange, Fordwells, Witney**
It was **resolved** not to comment on this application.
- 255. Planning – 23/01494/HHD – Internal and external alterations including removal of outbuildings, removal of existing conservatory and erection of single storey rear extension. Installation of electric vehicle charging point, removal of external cladded wall with associated door and window and replacement stone wall, timber door and window – Witney Cottage, Witney Lane, Leafield**
It was **resolved** not to comment on this application.
- 256. Planning – 23/01495/LBC – Internal and external alterations including removal of outbuildings, removal of existing conservatory and erection of single storey rear extension. Installation of electric vehicle charging point, removal of external cladded wall with associated door and window and replacement stone wall, timber door and window - Witney Cottage, Witney Lane, Leafield**
It was **resolved** not to comment on this application.
- 257. To comment on any planning applications received before the date of the meeting 23/01644/FUL – Change of use of land and formation of an all weather straight gallop (no fencing) (Part retrospective) – Fairspear Equestrian Centre, Fairspear Road, Leafield**
It was **resolved** not to comment on this application.
- 258. Planning – To receive an update of previous planning applications 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, Leafield**
Under consideration
- 259. Finance update – to review and approve the finance update, to review and approve the bank reconciliation**
The finance update to 30 June 2023 was reviewed.
As of 30 June 2023: receipts were £33,579.05, payments were £11,677.33, and the balance was £77,332.81.
It was **resolved** to approve the bank reconciliation to 29 June 2023.
It was **resolved** to approve the finance update.
- 260. Budget update – to review and approve the budget update**
The budget update to 30 June 2023 was reviewed.
It was noted that 12% of the budget had been spent.
It was **resolved** to approve the budget update.
- 261. Reserves – to review and approve the reserves**
It was noted that as of 30 June 2023:
Earmarked reserves - £2,461 had been used, and £21,373.74 remained.
General reserves - £0 had been used, and £31,701.35 remained.
It was **resolved** to approve the reserves.
- 262. 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 – June	£16.79
ICO	Registration renewal	£35.00
It was resolved to approve the following payments:		
Low Voltage UK Ltd	CCTV memory	£402.00
SLCC	Clerk membership (part)	£135.99
Pampered Paddocks	Grass cutting – churchyard, burial gnd, playgnd	£288.00
Anne Ogilvie	Administration reimbursement	£17.30
Anne Ogilvie	Net salary – P4	personal
HMRC	PAYE and NI – P4	personal
LGPS	Employer/employee pension – P4	personal

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

It was noted that the following receipts had been received:

Chadlington Parish Council – Training donation	£105.00
Community Gym – Rent	£325.00

It was **resolved** to move the training donation, £105.00 to a Training earmarked reserve.

263. 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.

264. To consider the 2023-2024 Action Plan and agree actions

It was **resolved** to defer this motion to the next meeting.

265. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.

Cllr Ward agreed to complete the Ballot form for the ICCM Board Elections 2023

Cllr Caunt advised that he would not be able to attend the Parishes Together meeting – Clerk to send apologies.

266. To receive items for information only

It was noted that the Clerk's appraisal would be due in September.

It was noted that the Clerk will be on annual leave for one week in July, one week in August, one week in September and one week in November.

267. 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

- To consider a donation to the Village Hall

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.

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

Wednesday 09 August 2023, 8.15 pm, at Leaffield Village Hall.

The meeting was closed at 9.20 pm.

Signed: _____

Date: _____