

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held at 8.15 pm on Wednesday 09 August 2023 at Leaffield Village Hall**

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

**Absent:** Nil

**Members of Public:** OCC/WODC Cllr Walker, one member of the public

**269. Welcome from the Chairman**

Cllr Butler welcomed everyone to the meeting.

**270. To receive apologies for absence**

None.

**271. To approve and sign the minutes of the Council meeting on 12 July 2023**

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

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

None.

**273. 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 requested an update regarding the Neighbourhood Plan and OCC's 20 mph scheme.

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

OCC/WODC Cllr Walker

- Advised that he was waiting for an update regarding the usage of the S106 monies from application 22/03408/FUL, Leaffield Technical Centre, for a footpath.
- Advised that he had responded to the 20mph scheme pre-consultation suggesting an extension on Witney Road. He believed that following the formal consultation, the scheme will be implemented early in 2024.
- Informed the meeting that he had received complaints regarding Wilderness Festival noise and traffic.
- Noted that a Sports Direct shop will be opening in the old Debenhams shop in Witney.

Councillors raised concern about the overgrown path from the Vicarage towards Lower End. Council was advised to raise this on FixMyStreet.

Councillors raised a query regarding the enforcement of the 20 mph scheme.

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

The Clerk's report was received and noted.

- The Clerk provided an update regarding the insurance – a complaint had been raised with the insurers due to the time taken for resolution and lack of updates from the insurers.
- It was **resolved** to use the Clerk's delegated authority to purchase new posts for the refurbishment of the "no parking" signs on the Village Green.
- It was noted the Cllr Ward will checking and recommending updates, if required, to the Burial Regulations and associated documents.

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

The action report was received and noted.

It was noted that encroaching brambles had been removed from the enclosed playground during inspections.

It was noted that the annual inspection report had not been received.

**277. Playground – To consider the quotation to create a path around the northern edge of the enclosed playground and agree actions**

It was **resolved** to approve the quotation from Pampered Paddocks for £669 to create a path around the northern edge of the enclosed playground.

**278. Playground – To consider the quotation to maintain a new path around the northern edge of the enclosed playground and agree actions**

It was **resolved** to approve the quotation from Pampered Paddocks for £12 per visit to maintain the new path around the northern edge of the enclosed playground.

**279. Village Hall – To consider a request from the Village Hall for a donation and agree actions**

The Council considered the request.

It was **resolved** to offer to pay a hall hire fee of £20 per Council meeting to the Village Hall.

It was **resolved** to request further information from the Village Hall regarding its finance planning.

It was **resolved** to close this item until the information requested has been received.

**280. Playing field – To consider the issue of dog fouling on the playing field and surrounding areas, and agree actions**

The Council considered options to resolve the issue of dog fouling on the playing field and surrounding areas.

It was **resolved** to purchase and erect signage on the playing fields and surrounding areas.

It was **resolved** to initiate a social media awareness campaign regarding the dog fouling issue.

**281. Village Green – To consider the request to purchase daffodil bulbs for the Village Green and agree actions**

It was **resolved** to purchase daffodil bulbs up to a cost of £100, plus delivery, for the Village Green.

**282. Tree work – To consider a quotation for the low priority tree works specified in the 2022 tree survey and agree actions**

It was **resolved** to approve the quotation from Town and Country Trees Ltd for £300 for the low priority tree works specified in the 2022 tree survey.

**283. Churchyard and Burial Ground – To note that a Faculty will be required to undertake memorial inspections and undertake remedial work, and agree actions**

It was noted that a Faculty will be required to undertake memorial inspections and remedial works. It was noted that the Council would be requesting this to be on a recurring basis.

It was **resolved** to apply for the Faculty to undertake memorial inspections and remedial works.

It was **resolved** to pay the statutory faculty application fee of £317.

It was noted that the Council would advertise the inspections in the parish prior to starting the works.

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

None received.

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

It was noted that the Council used the Clerk's delegated authority to comment on application 23/01142/FUL (Leaffield Church of England School). The Council noted two concerns:

- 1) That the ivy hedge will be unsightly and block the view of the school;
- 2) That the new cabin will not be in keeping with the main building's architecture.

It was noted that the Council used the Clerk's delegated authority to comment on application 23/01326/FUL (Pump Depot, Field Assarts). The Council commented:

- 1) That the amount of temporary storage would seem to indicate a business with dimensions bigger than the building for which the change of use was originally granted;
- 2) That there was concern about the traffic passing through Leaffield.

**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

Under consideration

**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, Leaffield

Approved – 03 August 2023

**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 – Leaffield Church of England Primary School, The Green, Leaffield

Approve d- 07 August 2023

**23/01583/HHD** – To allow the use of garage for additional living space (retrospective) – Wychwood Grange, Fordwells, Witney

Approved – 28 July 2023

**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

Under consideration

**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

Under consideration

**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

Under consideration

**23/01326/FUL** – Temporary change of use and operational development in association with business and storage operation (Retrospective) – The Pump Depot, Field Assarts, Witney

Under consideration

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

The finance update to 31 July 2023 was reviewed.

As of 31 July 2023: receipts were £33,579.05, payments were £15,284.77, and the balance was £73,725.37.

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

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

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

The budget update to 31 July 2023 was reviewed.

It was noted that 16% of the budget had been spent.

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

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

It was noted that as of 31 July 2023:

Earmarked reserves - £2,536 had been used, and £21,403.74 remained.

General reserves - £260 had been used, and £31,336.36 remained.

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

It was **resolved** to request a quotation for an Elan City speed indication device, to be funded from the Speed Indication Device EMR and general reserves.

It was **resolved** to change the Aviva Tree Money EMR to a Village Green EMR.

**289. 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 – July	£16.79
Castle Water	Pavilion water – July	£13.80
UK Debt Man Off	PWLB repayment – July	£1,228.40
Ionos	Mailboxes/hosting – July	£26.40
It was <b>resolved</b> to approve the following payments:		
Ubico Ltd	Grass cutting – Village Greens	£372.60
Pampered Paddocks	Grass cutting – churchyard, burial gnd, playgnd	£531.00
Anne Ogilvie	Administration reimbursement	£2.45
Anne Ogilvie	Net salary – P5	personal
HMRC	PAYE and NI – P5	personal
LGPS	Employer/employee pension – P5	personal

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

It was noted that the following receipts had been received:  
None.

**290. 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.

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

The 2023-2024 Action Plan was considered.

It was **resolved** to assign the Village Hall extension plan to Cllr Caunt.

It was **resolved** to confirm that Cllrs Russ and Ward would be responsible for the Speed Indication Device.

It was **resolved** to approve the 2023-2024 Action Plan.

**292. To consider options for the insurance renewal and agree actions**

Options for the insurance renewal were discussed.

It was **resolved** that the Clerk would work with Cllr Butler to submit the pre-renewal questionnaire and obtain options for including/removing items from the insurance schedule.

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

The correspondence register was received and noted.

It was agreed that the Council would send in an expression of interest regarding the OCC Community EV microhub scheme.

**294. To consider options for a parish consultation and agree actions**

The consultation questionnaire was discussed.

It was **resolved** to obtain quotations for printing the questionnaire.

It was **resolved** to delegate the Clerk to organise the printing of the questionnaire.

It was **resolved** that Councillors would deliver the questionnaire to residents.

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

- It was noted that the Clerk will be on annual leave for a week in August.

- Churchyard - It was reported that the British Legion are not accepting external grant applications. It was reported that the Commonwealth War Graves Commission will provide a plaque ref the war grave in the Churchyard.

- It was noted that potholes are developing in the car park.

**296. 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 play equipment to replace the junior multiplay unit in the enclosed playground.

- To consider replacement barriers in the Village Hall car park.

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.

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

Wednesday 13 September 2023, 8.15 pm, at Leaffield Village Hall.

The meeting was closed at 10.15 pm.

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

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