

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 8.15 pm on Wednesday 18 October 2023 at Leaffield Village Hall

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

Absent: Cllr Richard Stammers

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

298. Welcome from the Chairman

Cllr Butler welcomed everyone to the meeting.

299. To receive apologies for absence

Cllr Stammers, OCC/WODC Cllr Walker

300. To approve and sign the minutes of the Council meeting on 09 August 2023

It was **resolved** to approve the minutes of the Council meeting on 09 August 2023. The minutes were signed by the Chairman.

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

Cllr Ward – item 324.

302. 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 advised that a hedgehog house has been obtained, and requested permission to put it in the churchyard. The Council advised that it was happy for this, subject to agreement from the PCC.

A member of the public advised that the hedgelaying training in the burial ground will take place on 20 January 2024.

303. To receive reports from District and County Councillors

WODC Cllr Dingwall

- Advised that WODC is undertaking a consultation on the new Local Plan which ends on 25 October.
- Advised that he had received emails regarding the issues with bin collections.

304. To consider moving item 12 on the agenda to precede item 7 on the agenda

Cllr Butler proposed moving item 12 on the agenda to precede item 7 on the agenda.

It was **resolved** to move item 12 on the agenda to precede item 7 on the agenda.

305. Football Club – To consider the paper regarding options for changing room facilities and agree actions

The Council heard from representatives of the Football Club of their preferred option for changing room facilities – to build a permanent changing room, and considered the paper from the Village Hall working group.

It was **resolved** in principle to permit the building of changing facilities to replace the two Football Club portacabins in the Village Hall car park.

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

The Clerk's report was received and noted.

- It was agreed that the Clerk will regularly request updates regarding both outstanding claims from the insurer.
- The Clerk will follow-up the quote requests for enclosed playground fence and gates.

307. Playground – To consider the annual independent playground inspection reports and agree actions

The annual independent playground inspection reports were considered.

It was noted actions had been recommended for the playgrounds.

It was noted that no actions had been recommended for the skate park.

It was noted that a quotation, RPM/7334, for the playground repairs had been received from RPM Ltd.

It was noted that repairs for the agility trail had been carried out by RPM Ltd, as these were listed as high priority in the inspection report due to timber delay, cost of works £650.

It was **resolved** to approve in principle quotation 7334 from RPM Ltd for the remainder of the recommended works, £2,290, this to be amended if required following Council decisions regarding the junior multiplay unit.

308. 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.

309. To consider the purchase of a new multi-play unit to replace the junior multi-play unit in the enclosed playground and agree actions

The report showing options and considerations for a new multi-play unit to replace the junior multi-play unit in the enclosed playground was considered.

Fundraising options to cover the cost of a new multi-play unit and safety surface were discussed.

It was **resolved** to create a document showing multi-play options for circulation in the community.

It was **resolved** to investigate fundraising options.

310. Village Hall car park – To consider replacing the wooden barriers in the car park and agree actions

It was **resolved** to obtain quotations for replacement barriers in the car park.

311. Village Hall car park – To consider the advertised use of the Village Hall car park and agree actions

It was noted that the Village Hall car park had been advertised on some websites as suitable for overnight parking of motor caravans/motorhomes. It was noted that this information has now been removed.

It was agreed that the situation would be monitored.

312. Village Hall – To consider a request from the Village Hall for approval to insulate the cavity walls and roof spaces and agree actions

It was **resolved** to approve the request from the Village Hall to insulate the cavity walls and roof spaces.

The Council were advised that the works have been scheduled for the first week in January.

313. Village Hall – To consider a request from the Village Hall for the Parish Council to raise the order for the insulation works and pay for the works, and be refunded from the Village Hall, and agree actions

It was noted that professional advice regarding the financial and VAT implications of the Council raising the order for the insulation works had been obtained.

It was **resolved** that it would not be possible for the Parish Council to raise the order and pay for the insulation works, and be refunded from the Village Hall.

314. Pavilion – To receive an update regarding the insurance claims and agree actions

It was noted that a response to the complaint raised by Council had been received and circulated to councillors. The Council has received a compensation payment of £150.

The subsidence claim is ongoing. It was **resolved** to press for a resolution to the tree issue.

It was noted that the complaint letter advised that the car damage claim could be progressed, but information has not been provided to allow the Council to do this. It was **resolved** to press for the information required to allow the Council to progress the car damage repairs.

It was agreed to request information from the insurer regarding the minimum distance required between the Pavilion and a new changing facility building.

315. Village Green – To ratify permission to allow the Leaffield Garage Sale and Car Boot to use the Village Green on Saturday 10 September for the event, subject to repairing any damage caused by the event

It was **resolved** to ratify the permission for the Leaffield Garage Sale and Car Boot to use the Village Green on Saturday 10 September for the event, subject to repairing any damage caused by the event.

316. Village Green – To consider the requests to undertake works to the Sycamore overhanging properties on the western side of the Village Green and agree actions

It was **resolved** to undertake works to the Sycamore overhanging properties on the western side of the Village Green, subject to approval from WODC as the tree is in the Conservation Area.

It was **resolved** to seek approval from WODC for works to the Sycamore tree.

It was **resolved** to accept quotation 12242 from Town and Country Trees Ltd for £500, if approval for the works is received from WODC.

317. Speed indication device – To consider the purchase of an extra speed indication device and agree actions

It was **resolved** not to purchase an extra speed indication device.

318. Speed indication device – To consider the purchase of extra mounting brackets and agree actions

It was **resolved** to purchase three extra mounting brackets from ElanCity at a cost of £24.03 per bracket plus £15 carriage, to be funded from the SID EMR.

319. EV charging – To ratify the Council’s expression of interest in the OCC community EV microhub scheme

It was **resolved** to ratify the Council’s expression of interest in the OCC community EV microhub scheme. It was noted that there is an expectation that there would be 24 hour access to the site. It was noted that an electricity supply would be required.

320. Village Green – To consider quotations for flagpole maintenance and agree actions

The quotations for flagpole maintenance were considered.

It was **resolved** to approve the quotation from House of Flags, dated 09 August 2023, for flagpole maintenance at a cost of £416.66, plus a new finial at £40.00. It was noted that there may be extra costs for parts if required. It was noted that the contractor will need to park on the road to undertake the works, and there may be a need to temporarily close the road to allow for the safe lowering and raising of the flagpole.

It was noted that the cost will come from general reserves.

321. Trees – To consider undertaking regular visual tree inspections as per OALC’s recommendations, and agree actions

It was **resolved** that the Council would undertake regular visual tree inspections as per OALC’s recommendations.

322. Churchyard and Burial Ground – To consider purchasing a copy of Essential Law for Cemetery and Crematorium Managers, cost £39, and agree actions

It was **resolved** to purchase a copy of Essential Law for Cemetery and Crematorium Managers, at a cost of £39.

323. Churchyard and Burial Ground – To note the Leaffield Churchyard ecology survey summary and agree actions

The Leaffield Churchyard ecology survey summary was noted.

324. Planning – 23/02563/FUL – Change of use of ground floor from restaurant to residential. Conversion of existing building into four dwellings and proposed detached dwelling – The Pearl, 110 Lower End, Leaffield

It was **resolved** to object to planning application 23/02563/FUL. It was **resolved** to object to the change of use of the property from commercial to residential.

325. Planning – WODC Local Plan 2041 consultation – comment by 25 October 2023

It was **resolved** to delegate authority to the Clerk to comment on the WODC Local Plan 2041 consultation if comments are received from Council.

326. Planning – To comment on any planning application received before the date of the meeting

None received.

327. Planning – To receive an update of previous planning applications

23/01442/FUL – Development of seven houses and a two storey block of four flats and associated works to included the widening of Greenwich Lane – Land west of Greenwich Lane, Leaffield

Awaiting decision

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, Leaffield

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, Leaffield

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, Leaffield

Approved – 07/09/23

23/01326/FUL – Temporary change of use and operational development in association with business and storage operation (Retrospective) – The Pump Depot, Field Assarts, Witney
Approved – 03/10/23

23/02245/FUL – Demolition of the existing garage, bungalow, associated buildings and hardstanding. Construction of seven dwelling with associated works – Wychwood Garage, Fairspear Road, Leafield
Under consideration

23/02273/HHD – Removal of existing rear dry stone wall and fence and rebuild with the addition of rear gate to allow access from the public footpath – Damson Cottage, 90 Lower End, Leafield
Under consideration

328. To consider the responses received from the September consultation and agree actions

The responses from the September consultation were considered.

It was **resolved** that the councillors would meet to discuss the responses, and consider how these could be fed into the Action Plan and budget for 2024-25.

It was noted that the consultation responses will be collated and published.

329. To consider the draft Action Plan for 2024-2025 and agree actions

It was noted that the draft Action Plan for 2024-2025 had been created.

It was **resolved** that the councillors would meet to discuss the 2024-2025 Action Plan.

It was noted that the Action Plan for 2024-2025 will need to be approved before the 2024-2025 budget is approved.

330. To consider the draft budget for 2024-2025 and agree actions

It was noted that the draft budget for 2024-2025 had been created.

It was **resolved** that the councillors would meet to discuss the 2024-2025 budget.

It was noted that the 2024-2025 budget will need to be approved at the December council meeting before the precept can be agreed.

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

The finance update to 30 September 2023 was reviewed.

As of 30 September 2023: receipts were £74,371.75, payments were £21,422.47, and the balance was £108,380.37.

It was **resolved** to approve the bank reconciliation to 29 September 2023.

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

332. Budget update – To review and approve the budget update

The budget update to 30 September 2023 was reviewed.

It was noted that 25% of the budget had been spent.

It was noted that the playground bin line will be overbudget by the end of the year, due to the timing of the invoices.

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

333. Reserves – To review and approve the reserves

It was noted that as of 30 September 2023:

Earmarked reserves - £2,536 had been used, and £22,123.74 remained.

General reserves - £260 had been used, and £38,587.55 remained.

It was noted that a new EMR had been set up for the OCC Cllr Priority Fund – litter picking equipment.

It was noted that donations had been received, and transferred to the Village Green EMR and the Red telephone box EMR.

It was noted that the VAT refund, peppercorn rent from the Football Club and the insurance compensation had been transferred to general reserves.

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

334. 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 – August	£16.79
EE	Mobile phone – September	£16.79
EE	Mobile phone – October	£16.79
Castle Water	Pavilion water – August	£14.26
Castle Water	Pavilion water – September	£14.26
Castle Water	Pavilion water – October	£13.80
Ionos	Mailboxes/hosting – August	£26.40
Ionos	Mailboxes/hosting – September	£26.40
Ionos	Mailboxes/hosting – October	£26.40
WODC	Bin emptying – playground	£261.14
Microsoft	365 renewal	£59.99
Kopyrite	Printing – consultation	£126.00
Amazon	Dog fouling signage	£86.25
Ubico Ltd	Grass cutting – Village Greens	£372.60
Pampered Paddocks	Grass cutting – churchyard, burial gnd, playgnd	£486.00
Playsafety Ltd	Playground inspection	£205.20
SLCC Enterprises Ltd	National conference	£113.00
Moore	External audit	£504.00
Anne Ogilvie	Administration reimbursement	£15.05
Anne Ogilvie	Net salary – P6	personal
HMRC	PAYE and NI – P6	personal
LGPS	Employer/employee pension	personal
Gallagher	Insurance renewal	£5,268.75

It was **resolved** to approve the following payments:

WODC	Chargeable waste	£416.00
Ubico Ltd	Grass cutting – Village Greens	£662.59
Churchill Surfacing	Car park pothole repairs	£1,200.00
Pampered Paddocks	Grass cutting – churchyard, burial gnd, playgnd	£243.00
RPM Ltd	Playground repairs	£780.00
J Parkers	Daffodil bulbs	£121.14
Anne Ogilvie	Administration reimbursement	£28.17
Anne Ogilvie	Net salary – P7	personal
HMRC	PAYE and NI – P7	personal
LGPS	Employer/employee pension – P7	personal

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

It was noted that the following receipts had been received:

HMRC	VAT refund	£7,100.20
Leaffield Fete Fund	Donation	£300.00
Leaffield F'tball Club	Pavilion licence fee	£1.00
Sustainable Leaffield	Donation	£100.00
MOP	Donation	£100.00
AXA Insurance	Complaint compensation	£150.00
WODC	Precept 2 nd half	£32,821.50
OCC	Cllr Priority Fund grant	£220.00

335. 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.

336. To ratify the insurance renewal, due on 01 October 2023, on a 3 year LTA

It was **resolved** to ratify the insurance renewal, which was due on 01 October 2023 on a 3 year LTA, for a renewal cost of £5,268.75 with Gallagher.

337. To note the External Auditor Report 2022-2023

It was noted that the External Auditor Report and certificate for 2022-2023 had been received. It was noted that Sections 1 and 2 are in accordance with proper practices, and no other matters were raised. It was noted that the External Auditor Report had been published on the website.

338. To note that the Conclusion of Audit 2022-2023 has been published

It was noted that the Conclusion of Audit 2022-2023 has been published on the website and posted on the noticeboard.

339. To review the effectiveness of the 2022-2023 internal audit and agree actions

The report on the effectiveness of the 2022-2023 internal audit was reviewed.

It was **resolved** to approve the effectiveness of the 2022-2023 internal audit report. The report was signed by the Chairman.

340. To consider the Christmas Tree risk assessment and agree actions

It was **resolved** to approve the Christmas Tree risk assessment.

341. To consider holding a meeting of the Internal Committee to review and approve council policies and procedures

It was agreed to hold an Internal Committee meeting before the Council meeting in February 2024.

342. To consider training requests and agree actions

It was **resolved** to approve the Clerk to attend OALC's Managing Projects and Major Work Programmes at a cost of £50.00.

343. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.

A resident had raised concern about parking around Hatchings Lane. It was **resolved** to contact OCC regarding this.

Sustainable Leafield had presented a proposal for planting trees in areas of the playing field. It was **resolved** that Cllr Caunt would liaise with Sustainable Leafield to produce an amended plan, to be brought to the next Council meeting for consideration.

A plan for daffodil planting on the Village Green had been received. It was **resolved** to approve the plan, with some modifications.

344. To receive items for information only

- It was noted that the Football Club was continuing to use the Pavilion toilets. The Clerk will advise the Football Club that this use must cease within two weeks.

345. 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

No motion requests received.

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.

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

Wednesday 08 November 2023, 8.15 pm, at Leafield Village Hall.

The meeting was closed at 10.38 pm.

Signed: _____

Date: _____