

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held at 8.15 pm on Wednesday 08 November 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

**347. Welcome from the Chairman**

Cllr Butler welcomed everyone to the meeting.

**348. To receive apologies for absence**

Cllr Stammers, OCC/WODC Cllr Walker

**349. To approve and sign the minutes of the Council meeting on 18 October 2023**

It was **resolved** to approve the minutes of the Council meeting on 18 October 2023. The minutes were signed by the Chairman.

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

None.

**351. 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 the volume of traffic associated with events at Cornbury Park, including large vehicles, travelling through the village.

A member of the public raised concerns about vehicle damage on the Village Greens.

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

WODC Cllr Dingwall

- Advised that he had suggested to Leaffield Football Club that they use WODC's crowdfunding platform to raise funds for the proposed changing room.

No report was received from OCC/WODC Cllr Walker.

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

The Clerk's report was received and noted.

- The Clerk reported that the Council had been asked by the insurer to provide a new estimate for the Pavilion car damage works.

- The Clerk advised that the 20 mph speed limit would be decided at the OCC Highways meeting on 16 November 2023.

- The Clerk advised that House of Flags have requested payment in advance for the flagpole maintenance works. It was agreed to offer 50% payment in advance.

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

The action report was received and noted.

It was **resolved** to follow the advice of the independent inspector and infill the split edges of wetpour with soil and encourage grass to grow in those areas.

**355. To consider creating a Playground Refurbishment Working Group and agree actions**

It was **resolved** to create a Playground Refurbishment Working Group.

It was **resolved** that Cllr Caunt would be the councillor link for the Playground Refurbishment Working Group.

It was **resolved** that the draft Terms of Reference would be updated and approved by Council.

It was **resolved** that the Council would create an earmarked reserve of £6,000 for the new equipment, the remainder to be raised by grants and fundraising. It was noted that budget surpluses in future years could be used to help fund the project.

**356. Playing field – To consider the request from Sustainable Leaffield to plant trees on areas of the playing field and agree actions**

It was **resolved** to allow the planting of trees in areas two, three and four on the revised plan. It was noted that the positions of the four trees in the car park (area two) need to be agreed. It was noted that planting a tree near the pre-school needs to be agreed.

The Council asked Sustainable Leaffield to provide costs for more substantial tree supports.

It was **resolved** to plant one tree on the Village Green.

**357. To consider concerns from residents regarding the increased traffic due to local events and agree actions**

The Council considered concerns regarding the increased traffic due to local events.

It was **resolved** to contact Cllr Walker about the concerns.

It was **resolved** to contact OCC Highways about the concerns.

It was **resolved** to contact Cornbury Park about the issues of increased traffic due to their events.

**358. To review the first consideration of the Council's biodiversity duties as per the Environment Act 2021 and agree actions**

It was **resolved** to approve the first consideration of the Council's biodiversity duties as per the Environment Act 2021.

It was **resolved** to add a clause regarding not using pesticides in the churchyard.

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

None received.

**360. 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

Approved – 31/10/23

**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

Approved – 31/10/23

**23/02245/FUL** – Demolition of the existing garage, bungalow, associated buildings and hardstanding.

Construction of seven dwelling with associated works – Wychwood Garage, Fairspear Road, Leaffield

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, Leaffield

Approved – 31/10/23

**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

Under consideration.

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

The finance update to 31 October 2023 was reviewed.

As of 31 October 2023: receipts were £74,696.75, payments were £31,642.87, and the balance was £98,484.97.

It was **resolved** to approve the bank reconciliation to 27 October 2023.

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

**362. Budget update – To review and approve the budget update**

The budget update to 31 October 2023 was reviewed.

It was noted that 39% of the budget had been spent.

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

### 363. Reserves – To review and approve the reserves

It was noted that as of 31 October 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 **resolved** to approve the reserves update.

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

Payee	Reason	Gross Payment
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It was **resolved** to ratify the following payments:

None

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

OALC	Training – project management	£60.00
Ubico Ltd	Grass cutting – Village Greens	£662.59
Open Spaces Socy	Annual renewal	£45.00
Town & Country Trees Ltd	Tree works	£300.00
Anne Ogilvie	Litter picking equipment	£268.19
Amazon	Book – Essential Law for Cemetery and ...	£39.00
Anne Ogilvie	Administration reimbursement	£5.75
Anne Ogilvie	Net salary – P8	personal
HMRC	PAYE and NI – P8	personal
LGPS	Employer/employee pension – P8	personal

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

It was noted that the following receipts had been received:

Community Gym	Rent	£325.00
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### 365. 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.

### 366. To review and approve the risk assessments

It was **resolved** to approve the risk assessments.

### 367. To consider holding Council meetings at a different time and location and agree actions

It was **resolved** to hold Council meetings on the second Tuesday of the month, at 7.00 pm, at Leaffield Village Hall from the February 2024 meeting, Tuesday 13 February 2024.

### 368. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.

Concern had been raised about damage to the Village Greens. It was **resolved** to purchase 20No bollards, cost circa £300. It was **resolved** to put a plan on the website and invite residents to print a copy and log areas of concern. It was **resolved** to investigate options and costs of vehicle mats.

A resident raised concern about traffic speed. It was noted that the SID will be moved to the top of Lower End. Residents were frustrated about the erratic bin emptying in the village. It was agreed to approach Ubico to see if the issues could be resolved.

### 369. To receive items for information only

It was noted that the Football Club had asked to continue using the Pavilion toilets. It was agreed to permit an extension until the end of November.

### 370. 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

- Car park – phase 2 works
- Village Hall – update regarding the CIO
- Consultation responses and Council actions

- Action plan, budget and precept

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.

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

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

**372. To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of the following items**

It was **resolved** under Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during the consideration of the following items.

**373. To review the Clerk's annual appraisal report and consider the annual SCP increase**

The Clerk's annual appraisal was held on 25 October by Cllrs Butler and Russ. The report was considered and approved. It was **resolved** to increase the Clerk's salary from SPC 27 to SPC 28, backdated to September 2023. It was noted that this increase would be included in the November payroll.

**374. To note the NALC cost of living salary scale increase for the Clerk for 2023-2024, to be backdated from April 2023**

The NALC cost of living salary scale increase for the Clerk for 2023-2024, to be backdated from April 2023 was noted. It was noted that this backdated increase would be included in the November payroll.

The meeting was closed at 10.22 pm.

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

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