

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held at 8.15 pm on Wednesday 13 December 2023 at Leaffield Village Hall

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

Absent: Cllr Kevin Ward

Members of Public: OCC/WODC Cllr Liam Walker, four members of the public

375. Welcome from the Chairman

Cllr Butler welcomed everyone to the meeting.

376. To receive apologies for absence

Cllr Ward

377. To approve and sign the minutes of the Council meeting on 08 November 2023

It was **resolved** to approve the minutes of the Council meeting on 08 November 2023. The minutes were signed by the Chairman.

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

None.

379. 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 regarding vehicle damage on the verges on Lower End, near Hatching Lane.

The Council agreed to investigate the installation of bollards on the verges.

380. To receive reports from District and County Councillors

OCC Cllr Walker

- Advised that the 20 mph speed limit change in Leaffield was nearly complete.

- Informed the Council that he had met with the Guides a few weeks ago, and that they were planning to undertake a youth survey for the village.

- Noted that the draft budget had been released, with the proposal to increase their precept by 4.99%. The opposition would be putting forward a budget, and a debate would be held in February.

WODC Cllr Walker

- Advised that flytipping fines would increase to a maximum of £1,000.

- Advised that an online budget consultation was underway.

- The green waste bin charge would increase by £5 next year.

- Noted that the Council had obtained a £500,000 grant from central government for leisure centres.

No report was received from WODC Cllr Dingwall.

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

The Clerk's report was received and noted.

The Clerk advised that WODC had approved the works to the sycamore tree on the west side of the Village Green, and that the quote for bramble clearance had been received. It was **resolved** to approve the quotation for bramble clearance, cost £224, from Pampered Paddocks. Cllr Stammers declared an interest in this item and did not take part in the vote.

It was **resolved** to approve the draft Terms of Reference for the Playground Refurbishment Working Group, noting that grant applications have to be made by the Clerk.

382. Playing field – To consider a request from Leaffield Football Club to install a shed on the playing field and agree actions

It was **resolved** to approve the installation of a 6' by 8' wooden shed by Leaffield Football Club behind the Pavilion. It was noted that this may need to be moved when the Pavilion insurance works take place.

383. Football Club changing facilities – To receive an update following the meeting with the Oxfordshire Football Association regarding a new changing facility and agree actions

An update was received following the meeting with the Oxfordshire Football Association (OFA). It was noted that the amount of funding from the OFA was limited, and that the Football Club would need to source other funding options as well for the build.

The Football Club representatives agreed to obtain indicative costs for the creation of a new changing facility and to research funding options, and provide this information to Council. Cllr Butler agreed to research funding options to aid the Football Club.

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

The action report was received and noted.

It was noted that the gaps in the wetpour had been filled with topsoil.

It was agreed to amend the action report to show the urgency of the outstanding actions.

385. Car park hedge – To consider quotations for car park hedge maintenance and agree actions

It was noted that three quotations had been requested, but only one had been received. It was **resolved** to suspend Financial Regulation 11.1 h to enable the work to be undertaken this winter.

It was **resolved** to approve the quotation of £280 for car park hedge maintenance from Pampered Paddocks, noting that the Council would receive a 10% discount if the Council approved Pampered Paddocks as the contractor for the vegetation clearance.

386. Vegetation clearance – To consider quotations for clearing the vegetation behind the Village Hall and Pavilion, and agree actions

It was noted that three quotations had been requested, but only one had been received. It was **resolved** to suspend Financial Regulation 11.1 h as this work is required to clear the fire exit route from the Village Hall.

It was **resolved** to approve the quotation of £224 for vegetation clearance from Pampered Paddocks, noting that the Council would receive a 10% discount if the Council approved Pampered Paddocks as the contractor for the car park hedge maintenance work.

387. Village Hall – To receive an update regarding the CIO and agree actions

The Village Hall representative was unable to attend the meeting. It was **resolved** to defer the update regarding the CIO to the next meeting.

It was **resolved** to ratify the purchase of the records as shown on the Land Registry system for the Village Hall and the entrance to the playing field.

It was noted that there are no Land Registry records for the Village Hall, Pavilion and playing field. It was **resolved** to investigate the costs and process for registering the Village Hall, Pavilion and playing field with the Land Registry.

It was **resolved** to purchase the Land Registry records for the Village Green.

388. To receive an update regarding the burial ground hedge-laying in January and agree actions

An update regarding the burial ground hedge-laying in January was received and noted.

389. To receive an update regarding the bollards for the Village Green and agree actions

It was noted that twenty verge posts had been purchased and placed around the Village Green.

It was **resolved** to calculate the number of verge posts required to edge the remainder of the Village Greens.

It was **resolved** to investigate options for twelve 1m high verge posts for verges near Hatching Lane.

390. Planning – W/23/01303/PRMA – New Premises Licence – Wilderness Festival, Festival Grounds, Cornbury Park

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

391. Planning – 23/03087/FUL - Erection of 9 two storey dwellings with access and footpath, carports, parking, landscaping and all enabling works, together with new allotments and dedicated parking for users – Land adjoining Greenwich Lane, Leaffield

It was **resolved** to comment on this application. It was **resolved** to comment that the Council requests that if the application is approved, the area is included in the Leaffield Conservation Area.

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

None received.

393. 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, Leafield
Awaiting decision

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
Refused – 21/11/23

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, Leafield
Withdrawn – 28/11/23

394 To consider the 2023 consultation responses and agree actions

It was noted that the main themes from the consultation were:

- car park improvements
- Village Green enhancements
- playground/sports facility improvements
- increased community engagement and decreased bureaucracy
- traffic concerns

It was **resolved** that Cllr Stammers would draft a document outlining the responses and Council’s proposed actions for publication.

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

The draft Action Plan for 2024-2025 was considered.

It was **resolved** to approve the Action Plan for 2024-2025.

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

The draft budget for 2024-2025 was considered.

It was **resolved** to approve the following budget for 2024-2025: Receipts - £2,783, Expenditure - £71,094.11 plus £200 for the 2023 election.

397. To set the precept for 2024-2025

It was **resolved** to set the precept for 2024-2025 at £68,512, a 4% increase, £2,869.

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

The finance update to 30 November 2023 was reviewed.

As of 30 November 2023: receipts were £74,696.75, payments were £35,413.25, and the balance was £94,714.59.

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

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

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

The budget update to 30 November 2023 was reviewed.

It was noted that 43% of the budget had been spent.

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

400. Reserves – To review and approve the reserves

It was noted that as of 30 November 2023:

Earmarked reserves - £2,856 had been used, and £21,803.74 remained.

General reserves - £265.99 had been used, and £38,581.56 remained.

It was noted that an EMR had been set up for the playground refurbishment project.

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

401. 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:		
Castle Waer	Pavilion water	£14.26
EE	Council mobile phone	£16.79
Ionos	Website and email	£26.40

Castle Water Pavilion water £13.80

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

Ubico Ltd	Grass cutting – Village Greens	£308.89
RPM Ltd	Playground repairs	£1770.00
Wel Medical	Defibrillator battery	£267.60
Roseland Saddlery	Verge posts for Village Green	£271.20
SLCC	Practioners’ Conference (part)	£102.75
Anne Ogilvie	Administration reimbursement	£8.45
Anne Ogilvie	Net salary – P9	personal
HMRC	PAYE and NI – P9	personal
LGPS	Employer/employee pension – P9	personal

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

It was noted that the following receipts had been received:

None.

402. 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.

403. To receive the report from the Internal Financial Check on 15 November 2023 and agree actions

The report from the Internal Financial Check undertaken by Cllr Stammers on 15 November 2023 was received and considered.

It was **resolved** to accept the report from the Internal Financial Check on 15 November 2023.

It was noted that there were no actions required following the Internal Financial Check.

404. Correspondence Register – to receive register and agree actions

The correspondence register was received and noted.

It was noted that the report from Future Nature WTC had not been received. It was agreed to chase for this report.

405. To receive items for information only

None.

406. 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 motions requested.

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.

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

Wednesday 10 January 2024, 8.15 pm, at Leaffield Village Hall.

The meeting was closed at 9.45 pm.

Signed: _____

Date: _____