**LEAFIELD PARISH COUNCIL**

**Draft Minutes for the Parish Council Meeting**

**Held as a Video Conference at 8pm on Wednesday 10 March 2021**

**Present:** Cllr Gina Pearce (Chairman), Cllrs Jeremy Russ, Richard Hamilton, Kevin Ward and Luke Caunt
Clerk – Anne Ogilvie

**Absent:** Nil

**Also in attendance**: OCC Cllr Liam Walker

**Members of Public**: 5

**1. Welcome from the Chairman**The Chairman welcomed everyone to the meeting.

**2. To receive apologies for absence**
Nil

**3. To approve and sign minutes of Council meeting on 10 February 2021**It was **resolved** to approve the minutes of the Council meeting on 10 February 2021. These will be signed at the earliest opportunity.

**4. To receive declarations of interest in items in the agenda**It was noted that Cllr Pearce has a dispensation with regard to the Village Hall, and Cllr Caunt has a dispensation with regard to the Car Park.

**5. To receive and comment on the Clerk’s Report**
The Clerk’s Report was received and noted. There were no comments.

**6. To receive reports from District and County Councillors**No reports received from WODC Cllrs Gill Hill and Kieran Mullins.

OCC Cllr Liam Walker reported:
a) Vaccine update – All front line health and social care workers have been offered the vaccination. Over 95% of the over 74’s have been offered the first vaccination, as have 100% of care home residents. The vaccination programme is now opening to over 56 year olds, area dependent.
b) OCC have been rated the best performing council for recycling for the last seven years.
c) HGV update – He thanked residents for their responses. The matter is due to go before Cabinet in June.

Cllr Walker left the meeting.

**7. Opportunity for the public to speak –** *to provide members of the press/public 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 15 minutes in total and five minutes per person*Members of the public will raise their comments at the relevant agenda point in the meeting.

**8. Budget update – To review and approve current year budget update**
The Council reviewed and **resolved** to approve the current year budget update.
It was noted that all lines were on or under budget.

**9. Reserves – To review the reserves**Total reserves - £60,094.78: ear-marked reserves - £30,372.82, general reserves - £29,721.96
The Council reviewed and **resolved** to approve the reserves.
It was **resolved** create earmarked reserves at the end of the financial year with the following unspent budget lines:
Churchyard maintenance, Community First Oxfordshire, Open Spaces Society, Village Hall Car Park Planning/Loan.

**10. Finance update – To review and approve finance update**The Council reviewed and **resolved** to approve the finance update. It was noted that the current account balance after the February payments (with the exception of the Clerk’s pay) have been processed will be £85,487.79. The bank statement and bank reconciliation were approved.

**11. Payments and receipts – to review and approve current payments, to note current receipts**

**Payee Reason Payment Receipt Power to spend
 inc VAT**

Zoom Monthly fee February £14.39 LGA 1972 s111

EE Clerk mobile phone £13.27 LGA 1972 s111

Ionos Web hosting Feb-March £6.00 LGA 1972 s142

OALC Membership renewal £187.76 LGA 1972 s111

OPFA Membership renewal £42.00 LGA 1972 s111

ICCM Cemetery training for Clerk £162.00 LGA 1972 s111

Anne Ogilvie Salary Personal LGA 1972 s112, s151

HMRC PAYE/NI Personal LGA 1972 s112, s151

It was **resolved** to approve the above payments.

It was noted that the Leafield Village Hall donation, £805.02, approved at the last meeting was not paid, as this was no longer required by the Village Hall.

**12. To instruct bank signatories to approve payments**

It was **resolved** that Cllr Pearce will enter the bank payments and Cllr Caunt will approve the payments.

**13. To review and approve the Press and Media Policy**It was **resolved** to approve the Press and Media Policy.

**14. To review and approve the Complaints Procedure**It was **resolved** to approve the Complaints Procedure.

**15. To review and approve the Compliments and Complaints Form**It was **resolved** to approve the Compliments and Complaints Form.

**16. To review and approve the Grants and Donations Policy**It was **resolved** to approve the Grants and Donations Policy.

**17. To review and approve the Asset Register.**The Asset Register was reviewed, and the location of the WiFi extender was changed. It was **resolved** to approve the Asset Register.

**18. To review and approve the effectiveness of audit 2019/20**It was **resolved** to approve the effectiveness of audit 2019/20 report.

**19. Village Hall – To receive update from Cllr Pearce**Cllr Pearce reported that the Village Hall remained closed in line with the current National Restrictions, with the exception of the preschool which was still operating.
She reported that clarity has been sought from CFO regarding which activities will be permitted from 12 April. There has been a problem with the heating, a contractor has been appointed to carry out the necessary works. The Gigaclear broadband installation has been approved. The Committee is keen to work with the Community Gym to help them restart if the Pavilion is not available for use.

**20. Village Hall Car Park**

**20.1 To approve the quote for the car park refurbishment in principle, subject to planning and funding**It was **resolved** not to approve the quote for the car park refurbishment from White Horse Contractors, quote ref C20-015 Rev 4.

**20.2 To agree actions to investigate loans and other funding**It was **resolved** not to investigate loans and other funding.

**20.3 To identify urgent repairs required if motions 20.1 and 20.2 are not approved**
It was **resolved** to approve the following works:
a) Repair of potholes and making good of overflow carpark.
b) Replacement of driveway concrete with suitable surface, replacement of speedhump, and installation of gate.
c) Investigation of replacement of rotten fencing timbers.
d) Obtaining of quotations to tidy shrubbery and vegetation.

**21. Playground works – To receive updated on project to consult, review and develop the playground, to include playground repairs, and the reopening of the enclosed playground, and agree actions**It was **resolved** to contract RPM to carry out the following repairs, as per their quotation RPM/WR/4827: wetpour replacement, Kompan Spica, Kompan Junior Multiplay Unit, Kompan Toddler Unit.
It was **resolved** to obtain a quotation for replacing three damaged timber stepping logs, Clerk authorised to approve works if cost is under £450.
It was noted that volunteers are required to form a working group to create a new playground over the next two years, using a variety of funding sources.

**22. Pavilion – To receive update regarding insurance claim and agree actions**
Subsidence – investigations are ongoing.
Business interruption claim – council is waiting for response from loss adjuster.
Impact damage – the damage caused on 04 March has been reported to the insurer and TVP. Requested paperwork is being collated.
Unoccupied building insurer requirements – the insurer’s requirements whilst the building is unoccupied has been adhered with.
It was noted that moving the defibrillator needs to be investigated.
It was noted that the electric supply for the Village Hall from the Pavilion needs to be investigated.

**23. Playing Field – To consider request from a local football club to use the playing field for training and matches**It was **resolved** to allow Leafield Football Club to use the playing field for training and matches, with no rent being charged for the first twelve months if the Football Club carry out required works, maintenance, mowing and marking out to the pitches during that time in lieu of rent.

**24. Mobile catering vendor – To consider request from mobile catering vendor to have a trailer in Leafield**It was **resolved** that the Council was happy for the vendor, Nutmeg + Thyme, to use the layby on the Village Green once a week (except on a Tuesday). It was noted that the vendor would need to supply their own power, and provide a copy of their public liability certificate to the Council.

**25. Churchyard**

**25.1 To receive Working Party update from Cllr Hamilton**

Cllr Hamilton reported that he had met with a representative of Sustainable Leafield to examine areas suitable for wild flowers.

**25.2 To receive update regarding the drainage issue from Cllr Russ and agree actions**Cllr Russ reported that there was no update. It was **resolved** to defer this item to the next meeting.

**26. Burial Ground Project**

**26.1 To receive update on progress of construction phase from Cllr Pearce**Cllr Pearce reported that the contractor is aware of the drainage issue and has issued advice to the council of ways the situation might be alleviated.
The contractor has four more cuts to complete, anticipated to be completed by the end of April.
A quotation for the installation of path on the left hand side has been requested.
It is believed that the burial ground will be handed over from the contractor to the council at the end of April.

**26.2 To receive update on progress of consecration of plots from Cllr Russ**Cllr Russ noted that the consecration decision required further thought, due to new information received.
It was **resolved** to defer a decision to the next meeting.

**26.3 To consider membership of BRAMM**It was **resolved** to become a member of BRAMM, the British Register of Accredited Memorial Masons.

**27. Village Green – To receive Working Party update from Cllr Hamilton**Cllr Hamilton reported that Rich Weinhold has cut back bushes by the old telephone box. The Council thanked him for his work.
Deborah and Michael Triff were thanked for the litter pick and daffodil day.

**28. Grass cutting contract**

**28.1 To consider general area grass cutting quotations**
It was **resolved** to offer the general area grass cutting tender for 2021 to Ubico Ltd, at a cost of £3,576.82.

**28.2 To consider requesting first season cut of general area from McCracken & Son Ltd**It was **resolved** that this was not required.

**28.3 To consider requesting first season cut of Churchyard from James Hearn Mowing**It was **resolved** to request a first season cut of the Churchyard from James Hearn Mowing.

**29. Lychgate**

**29.1 To consider suspending Financial Regulation 10.3 to allow the consideration of the only quote received for the specialist repair works to the Lychgate**The Clerk reported that three quotations had been requested for this specialist work, but only one quotation had been received. One contractor advised that they have no capacity for new works this year, the other contractor had not responded.
It was **resolved** to suspend Financial Regulation 10.3 to allow the consideration of the only quote received for the specialist repair works to the Lychgate.

**29.2 To consider the quotation received for repair works to the Lychgate and agree actions**It was **resolved** to accept quotation 1745 received from Prosser Carpentry & Building Ltd, for £4673, for repair works to the Lychgate.

**29.3 To receive planning enquiry update and agree actions**The Clerk reported that WODC had acknowledged receipt of the enquiry, and aim to respond within 15 working days. It was noted that, if LBC is required, this process could take up to 13 weeks.

**29.4 To agree response regarding grant extension date**It was **resolved** to request a six month grant extension.

Cllr Hamilton left the meeting.

**30. Climate action – To consider a project to investigate the feasibility of creating a new woodland/wildflower meadow/food forest within the parish**It was **resolved** that to commit to identifying a suitable piece of land and exploring how to adopt/buy/lease this land.
It was **resolved** to create an earmarked reserve for this project.

**31. Red telephone box – To receive update regarding installation of the telephone box**
It was **resolved** to accept David Bull as the contractor carrying out the installation work of the telephone box on the Village Green.

**32. To comment on any planning applications received before date of meeting
21/00733/HHD –** Cornbury Cottage, Witney Lane, Leafield – Formation of a new vehicle access and off street parking for two cars
Comment deadline: 31 March 2021
The Council had no comment on this application.

**33. To receive update of previous planning applications
20/00029/APPEAL** – Roselyne, 60 Lower End, Leafield – Removal of conditions 6 (relating to windows that serve en-suites) and 12 (to allow the garage accommodation to be used, in addition to the parking of vehicles, for storage, DIY, hobbies and other suitable purposes) and non-compliance with condition 2 (to allow the plans as approved under 19/03002/FUL to be used) all of planning permission 18/00890/FUL –
In progress
**APP/D3125/C/20/3262127 –** Lower Farm, Witney Lane, Leafield – Unauthorised material change in the use of the land from agricultural use to domestic tennis court
In progress
**APP/D3125/C/20/3262148**- Lower Farm, Witney Lane, Leafield – Unauthorised construction of a hard surfaced tennis court
In progress
**20/03297/FUL –** Stables, Fairspear House, Fairspear Road – New external staircase and landing area with bin store and utility area beneath together with new windows photovoltaic panels forming part of the conversion approved under 20/02010/PN56
Approved – 19 February 2021
**20/03184/FUL –** Malt House, Witney Lane, Leafield – Refurbishment works to include single storey extension and glass link together with new entrance porch. Creation of a new independent vehicular access
Approved – 04 March 2021
**20/03436/FUL –** Greenwich Lane Farm, Greenwich Lane, Leafield – Change of use of land to extend domestic garden, installation of outdoor swimming pool and construction of detached pool house
Under consideration
**20/03539/HHD –** 25 Chapel Close, Leafield – Erection of single storey front and a two storey rear extension
Approved – 03 March 2021
**APP/D3125/W/21/3268121 –** Roselyne, 60 Lower End, Leafield – ref application 20/02212/S73
In progress
**21/00282/HHD-** Vine Cottage, 99 Lower End, Leafield – Erection of a single storey front extension
Under consideration

**34. Correspondence Register – To receive register and agree actions**The Correspondence Register was received and noted.

**35. To receive items for information only**Nil

**36. To receive requests for items for next agenda**Nil

**37. To agree next ordinary council meeting – Wednesday 14 April 2021 via Zoom**

**38. To consider whether to resolve under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the following business to be transacted**It was **resolved** under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public to protect the confidential nature of the following business to be transacted.

**39. To discuss Civic Protocols**Civic Protocols were discussed. It was **resolved** that the Clerk would create and circulate a draft document.

**40. To consider Clerk annual salary review (April)**It was **resolved** to increase the Clerk’s salary by one scale point from 01 April 2021.

**41. To consider overtime for Clerk to allow completion of current project work to timescales required**
It was **resolved** that the Clerk would undertake 17 hours of paid overtime this month.

The meeting was closed at 10.30 pm

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