**LEAFIELD PARISH COUNCIL**

**Draft Minutes for the Annual Council Meeting**

**Held as a Video Conference at 8pm on Wednesday 05 May 2021**

**Present:** Cllr Gina Pearce (Chairman), Cllrs Jeremy Russ, Luke Caunt, Kevin Ward and Richard Hamilton (from item 28)
Clerk – Anne Ogilvie

**Absent:** Nil

**Members of Public**: 1

**1. To elect the Chairman of the Council**Cllr Pearce was proposed by Cllr Ward and seconded by Cllr Caunt. She was elected by a show of hands.

**2. To receive Acceptance of Office of the Chairman**The Acceptance of Office of the Chairman was signed by Cllr Pearce.

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

**4. To receive apologies for absence**
Cllr Hamilton – will join meeting later if possible.

**5. To elect the Vice Chairman of the Council**Cllr Caunt was proposed by Cllr Pearce and seconded by Cllr Russ. He was elected by a show of hands.
The Acceptance of Office was signed by Cllr Caunt.

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

**7. To approve and sign minutes of meeting on 26 April 2021**It was **resolved** to approve the minutes of the Council meeting on 26 April 2021. These will be signed at the earliest opportunity.

**8. 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*A member of the public asked whether the community would be able to clear up a piece of land near the pub car park. The council advised that there was a misregistration issue regarding this piece of land so the council was not in a position to give permission.

**9. To create committees required to carry out council business and agree terms of reference**It was **resolved** that there were no existing committees.

**10. To create committees required to carry out council business and agree terms of reference**It was **resolved** that no committees were required to carry out council business.

**11. To appoint members to serve on committees**Not required as no committees in existence or created.

**12. To review existing working groups and agree terms of reference**It was **resolved** to keep the two current working groups
 - Village Green
- Churchyard Maintenance
It was **resolved** to create Terms of Reference for these working groups. Clerk to provide template TORs to Cllr Cllrs Russ and Hamilton to facilitate this process and ensure consistency. Cllrs Russ and Hamilton to create TORs for approval at next council meeting.

**13. To create working groups required to carry out council business and agree terms of reference**It was **resolved** to create a Burial Ground Administration working group.
It was **resolved** to create Terms of Reference for this working group. Clerk to create TOR for approval at the next council meeting.

**14. To appoint members to serve on working groups**It was **resolved** to appoint the following members to serve on working groups
Village Green – Cllr Hamilton, Cllr Russ, Cllr Pearce
Churchyard Maintenance – Cllr Hamilton, Cllr Russ, Cllr Pearce
Burial Ground Administration – Cllr Ward, Cllr Russ, Clerk

**15. To review and approve delegation arrangements to external committees and other local authorities**There are no delegation arrangements to external committees and other local authorities.

**16. To review and approve delegation arrangements to staff**It was **resolved** to approve the current delegation arrangements to staff, as listed in Standing Orders and Financial Regulations.

**17. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**It was noted that the council has the following arrangements:
The council rents the Village Hall to the Village Hall Trustees;
The council rents part of the Pavilion to the Community Gym.

**18. To review and adopt Standing Orders**It was **resolved** to adopt Standing Orders.

**19. To review and adopt Financial Regulations**It was **resolved** to adopt Financial Regulations.

**20. To review representation on, or work with, external bodies and arrangements for reporting back to council**There is no representation on, or work with, external bodies.

**21. To review and approve inventory of land owned or maintained by the council**It was **resolved** to approve the inventory of land owned or maintained by the council.

**22. To review and approve the asset register**It was **resolved** to approve the asset register.

**23. To review and approve council insurance policy and renewal agreement**It was **resolved** to approve the council insurance policy and renewal agreement.
The current insurer is Came and Co. Renewal is due on 01 October 2021.

**24. To review and approve council’s and staff subscriptions and memberships to other bodies**It was **resolved** to approve the following subscriptions:
Community First Oxfordshire (CFO)
Oxfordshire Association of Local Councils (OALC)
Society of Local Council Clerks (SLCC) – Clerk membership
Information Commissioners Office (ICO)
British Register of Accredited Memorial Masons (BRAMM)
Institute of Cemetery and Crematorium Management (ICCM)
Oxfordshire Playing Fields Association (OPFA)
Open Spaces Society

**25. To review and approve council’s complaints procedure**It was **resolved** to approve the council’s complaints procedures.

**26. To review and approve dates of review of all council policies, procedures and notices to include the council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, the council’s policy for dealing with the press/media, and the council’s employment policies and procedures**It was **resolved** to approve the dates of review of all council policies, procedures and notices to include the council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, the council’s policy for dealing with the press/media, and the council’s employment policies and procedures.

**27. To review council’s expenditure incurred under s137 of the Local Government Act 1972, and note expenditure limit for 2021-2022**The s137 expenditure for 2020-2021 was noted as the following:
Eamonn Bull Renovation work to red phone box £1,093.86
X Connectt Ltd Item for renovation of red phone box £534.63
Royal British Legion Remembrance Day wreath £17.00
Matthew Collins Furniture Door and paint – red telephone box £52.32
Total expenditure £1,697.81The s137 expenditure limit for 2021-2022 is £6,172.94.

Cllr Hamilton joined the meeting.

**28. To approve adoption of the Councillor code of conduct**It was **resolved** to approve the adoption of the Councillor code of conduct.

**29. To appoint an internal auditor for the current financial year**It was **resolved** to obtain quotations and information from other internal auditors, to create a comparison report, and to appoint an internal auditor for the current financial year by August 2021.

**30. To receive and comment on RFO’s review of annual accounts to 31 March 2021**The RFO gave a report regarding the annual accounts 31 March 2021. This is subject to change following the completion of the internal audit.
Total receipts were £114, 585.49, total payments were £91,048.40. The ending balance was £84,956.71, which formed the general and earmarked reserves, and is the opening balance for 2021-2022.
The council spent 61% of its 2020-2021 budget (which was approved in 2019). Some budget line were vired during the year to allow for expenditure over the initially approve amount.
£50,680.47 of earmarked reserves were used, £2,308.27 of general reserves were used.
The 2021-2022 budget was approved in December 2020 – receipts £2,954.60, payments £64,898.52. £61,495 was agreed as the precept figure.
The internal audit is currently being carried out by IAC.

Cllr Walker (WODC) entered the meeting. He reported that the decision regarding the HGV usage of the bridge at Buford has been deferred to the July Transport Cabinet Meeting.
Cllr Walker left the meeting.

**31. To receive and comment on the internal audit report for the year ending 31 March 2021**It was **resolved** to defer this item to the next meeting as the report has not been received.

**32. To approve and sign the Annual Governance Statement for the year ending 31 March 2021**It was **resolved** to defer this item as the internal audit report has not been received.

**33. To approve and sign the Accounting Statements for the year ending 31 March 2021**It was **resolved** to defer this item as the internal audit report has not been received.

**34. To set the date for the commencement of the Exercise of Public Rights**It was **resolved** to defer this item as the internal audit report has not been received.

**35. To approve Scheduled Payments List for year to 31 March 2022**It was **resolved** to approve the following Scheduled Payments:
Company/payee Reason Frequency
Clerk Salary Monthly
HMRC PAYE tax and NI Monthly
Zoom Video conferencing Monthly
Bitdefender Anti-virus Annually
Ionos Website and mailboxes Monthly
Came & Company Insurance Annually

**36. To approve grants and donations for year to 31 March 2022**It was **resolved** to approve grants and donations for year to 31 March 2022 in accordance with the Grants and Donations Policy.

**37. To approve list of regular Standing Orders and Direct Debit payments**It was **resolved** to approve the following regular Standing Orders and Direct Debit payments to April 2022:
Company/payee Reason Frequency
Castle Water Pavilion water 6 monthly
EE Council mobile phone Monthly
ICO Annual registration Annual
UK Debt Management Office PWLB loan repayment 6 monthly
 burial ground
It was noted that Standing Orders are to be set up for the Clerk’s salary and HRMC NI and tax payments.

**38. To receive and comment on Clerk’s report**The Clerk’s Report was received and noted.
It was noted that contractor has completed their cuts of the burial ground. CDS will be inspecting the site on Friday, Clerk to attend inspection.

**39. Reserves – to review the reserves, and review and approve the earmarked reserves**The council reviewed and **resolved** to approve the reserves.
The council reviewed and **resolved** to approve the earmarked reserves.

**40. Finance update – to review and approve finance update**The council reviewed and **resolved** to approve the finance update.
It was noted that the April bank statement had not been received so the bank reconciliation had not taken place. The current account balance after the May payments have been processed will be £112,470.23. The savings account balance is £566.09.

**41. 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 May £14.39 LGA 1972 s111

James Hearn Churchyard mowing March & April £480.00 LGA 1972 s215

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

**Receipts received -** Nil

**42. 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.

**43. Planning application
21/00869/FUL** – Fairspear Hill Farm, Fairspear Road, Leafield – Erection of agricultural building
Comment deadline -19 May 2021
The council had no comment on this application.

**44. To comment on any planning applications received before date of meeting
21/00867/FUL –** Fairspear Hill Farm, Fairspear Road, Leafield – Erection of agricultural livestock building
Comment deadline: 11 May 2021
The council had no comment on this application.

**21/00868/FUL –** Fairspear Hill Farm, Fairspear Road, Leafield – Erection of agricultural straw and machinery storage barn
Comment deadline: 25 May 2021
The council had no comment on this application.

**45. 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
**20/03436/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
Approved – 29 April 2021
**APP/D3125/W/21/3268121 –** Roselyne, 60 Lower End, Leafield – ref application 20/02212/S73
In progress
**21/00701/LBC** –Old George House, The Green, Leafield – Replacement of stone slates with natural slates to roof of existing garden room
Under consideration
**21/00836/FUL** – The Leazings, Witney Lane, Leafield – Demolition and rebuilding of the existing milking shed to provide additional living accommodation
Under consideration
**21/00847/LBC** – The Leazings, Witney Lane, Leafield – Internal and external alterations to demolish and rebuild existing milking shed to provide additional living accommodation
Under consideration

**46. Correspondence Register – To receive register and agree actions**The Correspondence Register was received and noted.
Council agreed to permit the Village Green to be used for a garage sale in September (car boot sale only to go ahead if weather permits), but noted that the organiser would need to provide the council with a copy of the liability certificate for the event.
It was agreed not to give a donation to Enrych Oxfordshire.

**47. To receive items for information only**
The council noted the Clerk’s request for a new computer. The Clerk will provide a report with options for the next meeting.

**48. To receive items for the next agenda, and not that items for the next agenda must be received at least one week before the next meeting**Request to dig a trench on parish council land to allow installation of EV charging point
Update from Burial Ground Administration working group
Terms of reference for the Village Green and Churchyard Maintenance working groups
It was noted that items for the next agenda must be received at least one week before the next meeting.

**49. To consider options for holding council meetings and making decisions from 07 May 2021 and agree actions**It was agreed that future meetings will be held in Leafield Village Hall.

**50. To determine the time and place of ordinary meetings of the council and committees up to and including the next Annual Meeting**It was **resolved** to hold the next meeting of the council on Wednesday 09 June 2021 at 8.15 pm, at Leafield Village Hall.
It was **resolved** to defer the determination of the time and place of the remainder of the ordinary meetings of the council up to and including the next Annual Meeting to the next meeting.

The meeting was closed at 9.51 pm

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