**LEAFIELD PARISH COUNCIL**

**Draft Minutes for the Parish Council Meeting**

**Held at 8.18 pm on Wednesday 09 June 2021 at Leafield Village Hall**

**Present:** Cllr Gina Pearce (Chairman), Cllrs Jeremy Russ and Richard Hamilton
Clerk – Anne Ogilvie
WODC Councillor Colin Dingwall, OCC Councillor Liam Walker

**Absent:** Cllrs Luke Caunt and Kevin Ward

**Members of Public**: 7

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

**2. To receive apologies for absence**
Cllrs Caunt and Ward
WODC Councillor Gill Hill

**3. To approve and sign minutes of Council meeting on 05 May 2021**It was **resolved** to approve the minutes of the Council meeting on 05 May 2021. The minutes were signed by the Chairman.

**4. To receive declarations of interest in items on the agenda**It was noted the Cllr Pearce has a dispensation with regard to the Village Hall.

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

**6. To receive reports from District and County Councillors**WODC Councillors
1. Cllr Dingwall noted that he had been elected last month, and had starting attending council meetings.
2. No report received from Cllr Hill.
OCC Councillor
Cllr Walker noted that he had been re-elected last month.
He advised that the Burford bridge HGV restriction issue was due to go before Cabinet in July, but believed that a decision might not be made until January 2022. He suggested that concerns could be resent to Cllrs Leffman and Sudbury. (The Chairman stated that she will advise the community later this month on how best to respond.)
He noted that the Boundary Commission has started a Parliamentary Constituency boundary review has commenced, with the aim of being complete by the next General Election.

**7. To consider moving item 28 to precede item 7 on the agenda**Cllr Pearce proposed moving item 28 to precede item 7 on the agenda.
It was **resolved** to move item 28 to precede item 7 on the agenda.

**8. To consider in principle requests from residents to lay power cables for EV charging points under Drovers Lane, north of the Village Green in Leafield**The Council heard from one of the sets of residents requesting to lay power cables for EV charging points under Drovers Lane.
The Council advised that the land is registered as Village Green and is maintained by OCC Highways. The Council advised that it was waiting for a response from OCC to see if they were going to take responsibility for handling this request, or whether the decision would lie with the Parish Council. The Council advised that if it were in the Council’s power to grant permission the PC would need to agree a policy, and if permission were granted a Deed of Grant of Easement would be required.

**9. To consider moving item 23 to precede item 7 on the agenda**Cllr Pearce proposed moving item 23 to precede item 7 on the agenda.
It was **resolved** to move item 23 to precede item 7 on the agenda.

**10. Pavilion – to receive update regarding insurance claim and agree actions**Impact damage – The Clerk reported that approval has been given to undertake repairs to the door to secure the building. Clarification has been requested concerning this approval as this item was not separated on the quotation supplied. The insurer has been asked to confirm that the building can safely be used once the approved repairs have taken place.
Subsidence – The Clerk reported that the arboriculturist has sent his report to the insurer, stating that trees need to be removed.
Concern was raised by the Community Gym regarding the slowness of responses and decisions from the insurers.

**11. 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 queried how the Council review and comment on planning applications, as he was concerned about the accuracy of a recent application. Cllr Pearce explained the council process.
It was agreed to contact WODC regarding the application, 20/01232/HHD, to ask why the inaccuracy was not picked up by the LPA during the decision-making process.

Cllrs Walker and Dingwall left the meeting. Two members of the public left the meeting.

**12. Budget update – To review and approve the current year budget update**The budget update to 31 May 2021 was reviewed. It was noted that 6% of the budget had been spent. It was noted that funds may need to be vired later in the year to cover HMRC payments as one payment from the last financial year was paid in this year.
It was **resolved** to approve the current year budget update.

**13. Reserves – To review the reserves**The earmarked reserves as of 31 May 2021 were £35,909.59
The general reserves as of 31 May 2021 were £48,481.03
It was noted that the earmarked reserve for the Village Hall Air Source Heat Pump may need to be reviewed later in the year due to a change in requirements.
It was **resolved** to approve the above reserve levels.

**14. Finance update – To review and approve finance update**The finance update to 31 May 2021 had been circulated to council.
As of 31 May 2021: receipts were £31,781.75, payments were £4019.86, and the balance was £112,718.60.
The bank reconciliations for April and May were reviewed.
It was **resolved** to approve the finance update. The Chairman signed the update.
It was **resolved** to approve the bank reconciliations to 29 April 2021 and 28 May 2021. The Chairman signed th reconciliations.

**15. 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 June £14.39 LGA 1972 s111

Ionos Web hosting May – June £6.00 LGA 1972 s142

Castle Water Pavilion water £57.57 LGA 1972 s133

RPM Ltd Timber stepping logs £540.00 Public Health Act 1936, s87

RPM Ltd Enclosed playground repairs £5,325.60 Public Health Act 1936, s87

Ubico Ltd Grass cutting April 2021 £776.09 Public Health Act 1875, s164

EE Mobile phone contract £13.43 LGA 1972 s111

Anne Ogilvie Clerk salary –P2 Personal LGA 1972 s112, s151

Anne Ogilvie Clerk salary – P3 Personal LGA 1972 s112, s151

HMRC PAYE & NI – P2 and P3 Personal LGA 1972 s112, s151

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

**Receipts received**

HMRC VAT repayment £689.25

OALC Course refund £120.00

**16. To instruct bank signatories to pay the approved payments**
It was **resolved** that Cllr Pearce will enter the bank payments, and Cllr Caunt will approve the payments.

**17. To receive report regarding new computer for Clerk and agree actions**A report regarding a computer for the Clerk showing cost options for a new machine and other considerations was received and noted.
It was **resolved** to approve the purchase of a new computer for the Clerk. A budget of £400 was approved. It was agreed that the machine should have minimum of an i3 processor, and a SSD.
It was **resolved** to purchase a copy of Office 365 for the machine.
It was agreed that options printing would be agreed when the new machine had been set up.

**18. To note revised payment and receipt figures for year ending 31 March 2021 following internal audit**Following the internal audit it was noted that the revised figures for year ending 31 March 2021 are:
Receipts - £124,718.49
Payments - £101,181.40

**19. To receive and comment on the internal audit report for the year ending 31 March 2021, and agree actions**The internal audit report for year ending 31 March 2021 was received and noted.
The recommendations from the internal auditor were noted, discussed and the following actions agreed:
a) No lease agreement with community gym – a lease agreement will be created and set up
b) Clerk pension set up is not complete – this will be completed with OCC LGPS
c) Bank reconciliations were not signed and dated at council meetings, but approval was minuted – bank reconciliations will be printed out, signed and dated at the council meetings at which they are approved
d) Incorrect dates were used for last year’s Exercise of Public Rights – the dates will be proposed by the Clerk, then checked and approved by council at the appropriate council meeting, and minuted.
It was **resolved** to approve the above actions.

**20. To complete, approve and sign the Annual Governance Statement for the year ending 31 March 2021**The Annual Governance Statement for the year ending 31 March 2021 was completed by the council.
It was agreed to tick “No” to statement 4 as the incorrect dates were used on the Notice of Public Rights for 2019-20. The council reviewed the matter and agreed an explanation to describe how it will address the weakness identified. This will be published with the Annual Governance Statement and sent to the External Auditor.
It was **resolved** to approve the Annual Governance Statement for the year ending 31 March 2021.
The Statement was signed by the Chairman and the Clerk.

**21. To approve and sign the Accounting Statements for the year ending 31 March 2021**It was noted the RFO had signed the Accounting Statements.
It was **resolved** to approve the Statement of Accounts as of 31 March 2021. The Statement of Accounts was signed by the Clerk and the Chairman.
It was **resolved** to approve the end of year bank reconciliation to 31 March 2021.It was **resolved** to approve the Accounting Statements for the year ending 31 March 2021.
The Accounting Statements were signed by the Chairman.

**22. To set the date for the commencement of the Exercise of Public Rights and note the ending date**The Clerk advised that this period needs to be 30 working days and include the first ten days in July. The Clerk proposed 17 June 2021 as the commencement date, with the end date being 28 July 2021. These dates were checked for compliance by the council.
It was **resolved** to approve 17 June 2021 as the commencement date, with 28 July 2021 as the end date.

**23. To note that the council has been selected at random by the External Auditor for intermediate review**It was noted that the council had been selected at random by the External Auditor for intermediate review, and that additional documents would need to be supplied.

**24. To approve Terms of Reference for the following working groups**

**24.1 Village Green working group**It was **resolved** to defer this item to the next meeting.

**24.2 Churchyard Maintenance working group**It was **resolved** to defer this item to the next meeting.

**24.3 Burial Ground Administration working group**It was **resolved** to approve the Terms of Reference for the Burial Ground Administration working group.

**25. Village Hall – To receive update from Cllr Pearce**Cllr Pearce reported that the Village Hall was very busy with bookings.
The Annual Meeting would take place next month, and two new committee members would be joining.
She thanked Joanne Williams for her work keeping the hall clean and safe.

**26. Playground works**

**26.1 To note that repair works have taken place in the enclosed playground and agree actions regarding reopening**The repair works have been checked by council.
The contractor will be cutting the grass on Friday.
Cllr Russ agreed to remove the entrance barriers after the grass has been cut so the playground can be used.

**26.2 To receive playground inspection report and agree actions**Playground inspection reports were received.
It was noted that the replacement basket seat is on order. It was noted that no further actions are required.

**27. Churchyard**

**27.1 To receive working group update from Cllr Hamilton**Cllr Hamilton reported that the group had met on 15 May, and were planning to meet every two months on the third Saturday from July. He reported that trails had been mowed through the wildflower area which would be maintained by the mowing contractor.

**27.2 To receive update regarding the drainage issue from Cllr Russ and agree actions (deferred from meeting on 10 March 2021)**It was **resolved** to defer this item to the next meeting.

**28. Burial Ground project**

**28.1 To note that construction phase is complete, aside from path on left hand side**It was noted that construction phase, aside from path on left hand side, is complete.
It was noted the purchase order for the path has been acknowledged, but not scheduled in by the contractor yet.

**28.2 To receive reports from Burial Administration working group and agree actions**The report from the Burial Administration working group was received and noted.
It was noted that due to a burial taking place next week, the grave layout needed to approved.
It was **resolved** to approve the grave layout proposed by the gravedigger as per sketch provided.
It was **resolved** to base this layout on 5ft grave widths.

**29. Village Green – To receive working group update from Cllr Hamilton**Cllr Hamilton reported that they were planning to meet every two months. He noted that a rowan tree needs to be staked and protected. A member of the public would be approached to give advice and assist.
It was noted that a solution needs to be found that prevents vehicles from driving on the Green, but that does not prevent people from easily accessing it.

**30. Red telephone box – To receive update regarding installation of the telephone box**The installation of the telephone box has been temporarily delayed.
The council was saddened by the death of Eamonn Bull who had been refurbishing the telephone box, and offered their condolences to the family.

**31. Planning application
21/01753/HHD – Stoley, 95 Lower End, Leafield – Erection of a garden building to the rear of the property
Comment deadline – 15 June 2021**The council commented that that development is on the edge of the Conservation Area, and that consideration should be given to using suitable materials.

**32. To comment on any planning applications received before date of meeting
21/01827/CLE – Roselyne, 60 Lower End, Leafield - Certificate of lawfulness to allow the continued independent residential use of the existing caravan and associated land as its domestic curtilage**The council agreed to request the LPA show photographic confirmation that a caravan is currently in situ.

**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 –
Appeal allowed – 22 April 2021
**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
Appeal dismissed – 18 May 2021
**APP/D3125/C/20/3262148**- Lower Farm, Witney Lane, Leafield – Unauthorised construction of a hard surfaced tennis court
Appeal dismissed – 18 May 2021
**APP/D3125/W/21/3268121 –** Roselyne, 60 Lower End, Leafield – ref application 20/02212/S73
Appeal allowed – 22 April 2021
**21/00701/LBC** –Old George House, The Green, Leafield – Replacement of stone slates with natural slates to roof of existing garden room
Approved – 19 May 2021
**21/00836/FUL** – The Leazings, Witney Lane, Leafield – Demolition and rebuilding of the existing milking shed to provide additional living accommodation
Approved – 08 June 2021
**21/00837/LBC** – The Leazings, Witney Lane, Leafield – Internal and external alterations to demolish and rebuild existing milking shed to provide additional living accommodation
Approved – 08 June 2021

**21/00869/FUL** – Fairspear Hill Farm, Fairspear Road, Leafield – Erection of agricultural building
Under consideration

**21/00867/FUL –** Fairspear Hill Farm, Fairspear Road, Leafield – Erection of agricultural livestock building
Under consideration
**21/00868/FUL –** Fairspear Hill Farm, Fairspear Road, Leafield – Erection of agricultural straw and machinery storage barn
Under consideration
**21/01239/HHD –** 73 Lower End, Leafield – Proposed garage
Under consideration

**34. Correspondence Register – To receive register and agree actions**The correspondence register was received and noted.
Concern re dog fouling – resident to be requested to contact WODC.
Cllr Hamilton had completed the CPRE survey on behalf of the council.
The council will complete the playing pitch survey.

**35. To receive items for information only**a) Traffic count update was received.
b) Discussion took place regarding traffic monitoring equipment.
c) Discussion took place regarding traffic speed signage.

**36. To receive requests for items for the next agenda, and note that items for the next agenda and background papers must be received at least one week before the next meeting**To consider how planning applications are reviewed by the council.
It was noted that items for the next agenda must be received at least one week before the next agenda and background papers must be received at least one week before the next meeting.

**37. To determine the time and place of ordinary meetings of the council up to and including the next Annual Meeting (deferred from meeting on 05 May 2021)**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.

**38. To agree date, place and time for the next meeting**It was **resolved** to hold the next meeting of the council on Wednesday 14 July 2021 at 8.15pm, at Leafield Village Hall.

The meeting was closed at 10.24 pm

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