**LEAFIELD PARISH COUNCIL**

**Draft Minutes for the Parish Council Meeting**

**Held at 8.15 pm on Wednesday 21 July 2021 at Leafield Village Hall**

**Present:** Cllr Gina Pearce (Chairman), Cllrs Jeremy Russ and Luke Caunt  
Clerk – Anne Ogilvie  
WOD Cllr – Colin Dingwall

**Absent:** Cllr Kevin Ward

**Members of Public**: Five

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

**2. To receive apologies for absence**  
Cllr Kevin Ward  
WODC Cllr Gill Hill, OCC Cllr Liam Walker  
An apology for absence was received from Tom Butler, who had been co-opted at the council meeting on 14 July 2021. It was **resolved** to allow that his Declaration of Acceptance of Office can be signed at a later date, but no later than the next meeting of the council.

**3. To approve and sign the minutes of the council meeting on 09 June 2021 and the council meeting on 14 July 2021**It was **resolved** to approve the minutes of the council meeting on 09 June 2021. The minutes were signed by the Chairman.  
It was **resolved** to approve the minutes of the council meeting on 14 July 2021. The minutes were signed by the Chairman.

**4. To receive declarations of interest in items on the agenda**Nil

**5. To note resignation of Cllr Hamilton and start of councillor vacancy process**The council noted the resignation of Cllr Hamilton. They thanked Cllr Hamilton for his hard work as a very active member of the council.  
It was noted that no election has been requested to fill the vacancy, and that the council’s co-option process will start.

**6. To receive and comment on Clerk’s report**The Clerk’s report was received and noted.  
There were no comments.  
The Clerk advised that a response has been received from Ubico regarding the damaged tree report and mowing on Village Green if mowing of playing field is not required. Ubico had viewed the wrong tree, but the council have established that the damage was not due to strimming. Ubico would remind its employees to be careful round the trees. Ubico have agreed to increase the mowing on the Village Green if mowing is not required on the playing field.

**7. To receive reports from District and County Councillors**WODC Councillor  
Cllr Dingwall advised that:  
- WODC has set up a LoyalFree app to try to boost high street sales and support local businesses;  
- Witney’s splash park Woodstock’s lido are opening tomorrow;  
- OCC will be making a decision regarding the Burford bridge restriction next week; and   
- the Oxfordshire Plan 2050 consultation document has been approved.  
OCC Councillor – no report received.

**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***Nil

**9. Budget update – to review and approve current year budget update**The budget update to 30 June 2021 was reviewed. It was noted that the “playing field and playground equipment” line is over budget, due to the necessary playground repair works which have been carried out.  
It was **resolved** to use general reserves to cover the overbudget amount.  
It was **resolved** to use general reserves to cover the cost of the playground basket seat which is currently on order.  
It was **resolved** to approve the current year budget update.

**10. Reserves –to review the reserves**It was **resolved** to create a reserves line for the monies received for burials.  
It was **resolved** to approve the reserve levels.

**11. Finance update – to review and approve finance update**The finance update to 29 June 2021 had been circulated to council.  
As of 29 June 2021: receipts were £32,331.75, payments were £11,764.61, and the balance was £105,523.85.  
The bank reconciliation for June was reviewed.  
It was **resolved** to approve the finance update. The Chairman signed the update.  
It was **resolved** to approve the bank reconciliation to 29 June 2021. The Chairman signed the reconciliation.

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

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

Zoom Monthly fee July £14.39 LGA 1972 s111

Ionos Web hosting June-July £6.00 LGA 1972 s142

Ionos Web hosting July-August £6.00 LGA 1972 s142

Ubico Ltd Grass cutting May 2021 £102.17 Public Health Act 1875 s164

Ubico Ltd Grass cutting June 2021 £495.18 Public Health Act 1875 s164

EE Mobile phone contract - June £13.43 LGA 1972 s111

EE Mobile phone contract - July £13.43 LGA 1972 s111

ICO Annual renewal £35.00 LGA 1972 s111

SLCC Part Clerk annual membership £129.15 LGA 1972 s111

IAC Internal audit 2021 return £312.00 Accounts and Audit Regs 2015 s5

UK Debt Mgt Office PWLB loan repayment £1266.48 LGA 2003 sch1 para 2

Currys PC World Computer and Microsoft 365 Personal £458.99 LGA 1972 s111

Anne Ogilvie Clerk salary – P4 Personal LGA 1972 s112, s151

HMRC PAYE & NI – P4 Personal LGA 1972 s112, s151

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

**Receipts received**Burials Burials June 2021 £550.00

The above receipt was noted.

**13. 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.

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

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

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

**15. To consider creating an Action Plan for 2022-23 and agree actions**It was **resolved** to create an Action Plan for 2022-23.  
It was **resolved** that Cllr Russ will work the Clerk to produce a draft Action Plan for the September meeting.

**16. To review and approve the Sickness and Absence Policy**It was **resolved** to approve the Sickness and Absence Policy.

**17. To review and approve the Training and Development Policy**It was **resolved** to approve the Training and Development Policy.

**18. To receive and comment on Internal Check report undertaken on 30 June 2021**The Internal Check report undertaken on 30 June 2021 by Cllr Russ was received. Cllr Russ advised council of the actions required following the check, and of the reasons for “no” responses.  
There were no comments from council.  
It was **resolved** to approve the report and the actions required.

**19. To appoint internal auditor for year 2021-22**Council considered quotations and specifications from internal auditors.  
It was **resolved** to appoint Jane Olds as the internal auditor for the year 2021-22.

**20. Village Hall – to receive update from Cllr Pearce**Cllr Pearce reported that the Village Hall was open and taking many bookings. She advised that two new committee members were appointed at the Annual Meeting in June, and that she is no longer Chair of the Village Hall Committee, but remains as booking clerk.

**21. Playground – to receive playground inspection report and agree actions**Playground inspection reports were received.  
a) Surface shrinkage – pentagon swing unit, basket swing, web climber. It was **resolved** to request a quotation for repairs.  
b) Surface damage – rocker horse. It was **resolved** to ask local contractor to inspect and report on options for repair.

**22. Pavilion – to receive update regarding insurance claims and agree actions**a) Car damage – no update. It was **resolved** to ask the insurer the reason for not progressing the claim and allowing full repairs to the area.  
b) Subsidence – the request from the arboriculturist to a local landowner to remove four ash trees has been refused. The council has been asked to provide building inspection documents. It was **resolved** to ask what the next actions would be if the documents are not able to be supplied.  
c) It was noted that the Community Gym are now able to use the Pavilion.

**23. Churchyard**

**23.1 To receive working group update from Cllr Russ**Cllr Russ will circulate the draft TOR to the working group when created.

**23.2 To receive update regarding drainage issue from Cllr Russ and agree actions (deferred from meeting on 10 March 2021)**Information and options have been received from a hydrogeologist. These will need to be discussed with the Church.

**23.3 To consider project management plan for maintenance of churchyard and agree actions**Cllr Caunt is working on a draft project management plan. He will provide an update in August, and aims to have the draft plan completed for approval at the September council meeting.  
It was **resolved** to obtain a churchyard wall condition survey, and then agree works required.

**24. Burial Ground project – to receive report from Burial Administration working group and agree actions**Cllr Russ reported that the group are working on the documents required, and that the group had attended a cemetery software demonstration, and a quote has been received and circulated to council.

**25. Village Green – to receive working group update**There was no update from the working group.  
It was reported that the wildflower strip by the school has been successful.

**26. Red telephone box – to receive update regarding installation of the telephone box**It was reported that the memorial plaque wording has been approved. It was reported that the moving and siting has been delayed due to the availability of the gentleman providing the moving equipment.

**27. To comment on any planning applications received before date of meeting  
21/02526/HHD – Vine Cottage, 99 Lower End, Leafield – Demolish existing porch and rebuild small washroom and utility**The council had no comment.

**28. To receive update of previous planning applications  
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 building  
Under consideration  
**21/01239/HHD –** 73 Lower End, Leafield – Proposed garage  
Withdrawn – 30 June 2021  
**21/01753/HHD –** Stoley, 95 Lower End, Leafield – Erection of a garden building to the rear of the property  
Approved – 29 June 2021  
**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  
Refused – 15 July 2021  
**21/02193/S73** – Malt House, Witney Lane, Leafield – Variation of condition 2 of permission 20/03184/FUL to allow the creation of a new pedestrian gate.  
It was **resolved** to ratify the comments made using Clerk’s delegated authority regarding safety concerns.

**29. To consider how planning applications are reviewed by council and agree actions**It was **resolved** to defer this item to the September council meeting.

**30. Correspondence Register – to receive register and agree actions**The correspondence register was received and noted.

**31. To receive items for information only**  
a) The Clerk will be on annual leave from 26 to 30 July, and 16 to 30 August.  
b) The problem of dog mess on the playing field was discussed. It was noted that there is a sign prohibiting dogs on the playing field, but that the council is currently unable to enforce this.

**32. 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**Request from Football Club to install temporary portacabin for changing facilities in the carpark.  
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.

**33. 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 hold the ordinary meetings of the council on the second Wednesday monthly at 8.15 pm, at Leafield Village Hall, up to and including the next Annual Meeting.

**34. To agree date, place and time for the next meeting**It was **resolved** to hold the next meeting of the council on Wednesday 11 August at 8.15 pm, at Leafield Village Hall.

The meeting was closed at 10.06 pm

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