**LEAFIELD PARISH COUNCIL**

**Draft Minutes for the Parish Council Meeting**

**Held at 8.15 pm on Wednesday 11 August 2021 at Leafield Village Hall**

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

**Absent:** Cllr Kevin Ward

**Members of Public**: One

**1. Welcome from the Chairman**The Chairman welcomed everyone to the meeting, and especially new councillor Tom Butler.

**2. To receive apologies for absence**
Cllr Kevin Ward
OCC Cllr Liam Walker

**3. To approve and sign the minutes of the council meeting on 21 July 2021**It was **resolved** to approve the minutes of the council meeting on 21 July 2021. The minutes were signed by the Chairman.

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

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

Cllr Hill entered the meeting.

**6. To receive update regarding councillor vacancies**The Clerk reported that adverts and information have been uploaded to the website and Facebook, and put on the noticeboard. One application form has been sent out.
The Clerk will create a councillor job description for council approval.

**7. To receive reports from District and County Councillors**WODC Councillors
Cllr Dingwall advised that:
- WODC held a full council meeting this month;
- that a motion has been raised to stop the North Witney Strategic Development, which if goes ahead would have an adverse effect on the Local Plan.

Cllr Hill advised that:
- WODC have developed the Better Housing Better Health service in partnership with the NEF and other authorities. There are grants available for eligible residents.
- Free meals for children are available from West Oxfordshire leisure centres during the summer holiday.

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 31 July 2021 was reviewed. 14% of the budget has been spent. It was noted that the council will need to decide later in the year whether to vire the budget or use general reserves for the employer HMRC payment line and the stationery/laptop line.
It was **resolved** to approve the current year budget update.

**10. Reserves –to review the reserves**It was noted that a page has been added to show use of general reserves.
It was **resolved** to approve the reserve levels.

**11. Finance update – to review and approve finance update**The finance update to 29 July 2021 had been circulated to council.
As of 29 June 2021: receipts were £32,656.75, payments were £15,691.63, and the balance was £101,921.83.
The bank reconciliation for July 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 July 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 August £14.39 LGA 1972 s111

CDS Group Consultancy £1170.00 LGA 1972 s214(2)

Playsafety Ltd Annual playground inspection £193.80 Public Health Act 1875 s164

RPM Ltd Replacement basket swing £1544.40 Public Health Act 1875 s164

Currys PC World Laptop bag £24.99 LGA 1972 s111

Anne Ogilvie Clerk salary – P5 Personal LGA 1972 s112, s151

HMRC PAYE & NI – P5 Personal LGA 1972 s112, s151

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

**Receipts received**Community Gym Rent July - September £325.00

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.
It was **resolved** to appoint Cllr Butler as an additional bank signatory.
It was **resolved** to remove Richard Hamilton as a bank signatory.

**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 approve the Churchyard Maintenance working group Terms of Reference with the two agree amendments.

**15. To review and approve the Disciplinary and Grievance Policy**It was **resolved** to approve the Disciplinary and Grievance Policy.

**16. To review and approve the Equal Opportunities Policy**It was **resolved** to approve the Equal Opportunities Policy.

**17. To co-opt new councillors**No application forms had been received.

**18. Village Hall – to receive update from Cllr Pearce**Cllr Pearce reported that the Village Hall was full open and currently oversubscribed regarding bookings.
It was **resolved** to remove this standing item from the agenda.

**19. Playground – to receive playground inspection report and agree actions**Internal playground inspection reports were received.
It was noted that the basket swing has been installed.
The external annual playground inspection reports were received.
a) Slide on multiplay unit – bottom section of the slide has been damaged. It was **resolved** to request a quotation for repairs.
b) Deficiencies noted in annual inspection report. It was **resolved** to request a quotation for repairs.
New government guidance has been received regarding play areas post 19 July. It was **resolved** to update the playground signage in line with the new guidance.

**20. Pavilion – to receive update regarding insurance claims and agree actions**a) Car damage – the insurer has informed the council that they will not be approving repairs caused by the impact damage whilst the subsidence claim is being actioned.
b) Subsidence – WODC have provided confirmation that the building was inspected and completed satisfactorily. This information has been forwarded to the insurers.

**21. Football Club – to consider request from Football Club to install a temporary portacabin in the Village Hall Car Park for changing facilities**It was noted that the information and documents requested by the Clerk have not been received.
It was **resolved** to defer this item until the information and documentation have been received and reviewed.

**22. Churchyard**

**22.1 To receive working group update from Cllr Russ**Cllr Russ will circulate the approved TOR to members of the working group, then contact the group.

**22.2 To receive update regarding drainage issue from Cllr Russ and agree actions (deferred from meeting on 10 March 2021)**No update. It was **resolved** to remove this item from the agenda until decisions are required by council.

**22.3 To receive churchyard maintenance project management plan update from Cllr Caunt and agree actions**Cllr Caunt reported that he is working on the draft project management plan and provided a progress update.
It was **resolved** to obtain a quotation for memorial safety testing.
It was **resolved** to suspend Financial Regulation 10h in relation to obtaining three quotations for memorial safety testing due to the specialist nature of the work and limited number of contractors.

**23. Burial Ground project – to receive report from Burial Administration working group and agree actions**Cllr Russ reported that the group had not met since the last meeting.
It was **resolved** to give the Clerk delegated authority to approve and sign the Access Agreement with the landowner regarding access for the contractor to undertake the phase 2 path works.

**24. Village Green – to receive working group update**There was no update from the working group.

**25. Red telephone box – to receive update regarding installation of the telephone box**.
The siting has not taken place due to availability of those moving and installing the box.
It was **resolved** to remove this standing item from the agenda until a motion is proposed to the Clerk.

**26. To comment on any planning applications received before date of meeting**Nil

**27. 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
**21/02193/S73** – Malt House, Witney Lane, Leafield – Variation of condition 2 of permission 20/03184/FUL to allow the creation of a new pedestrian gate.
Under consideration
**21/02526/HHD** – Vine Cottage, 99 Lower End, Leafield – Demolish existing porch and rebuild small washroom and utility
Under consideration

Cllr Dingwall left the meeting.

**28. Correspondence Register – to receive register and agree actions**The correspondence register was received and noted.
Platinum Jubilee – It was agreed to check with the Village Hall and the Primary School regarding any planned activities.
Speed sign – It was agreed to obtain a quotation for a speed sign and posts.

**29. To receive items for information only**
a) The disruption caused by the Wilderness Festival was noted. It was agreed that Cllr Pearce would draft a letter to the organisers.
b) The council was informed that the WODC Monitoring and Returning Officer, Keith Butler, would be retiring at the end of August. It was agreed to thank him for his work and support over the years.
c) It was noted that the insurance review was due. It was agreed to review the asset register to ensure that the insurance value as well as asset value of equipment is logged.
d) It was noted that the Village Hall insurance renewal paperwork has not been received by the council.

**30. 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**a) Request from Clerk to attend the SLCC National Conference in October.
b)To consider review of the CCTV system and obtaining quotation for a new system.
c) To receive update regarding the Lychgate.
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.

**31. To agree date, place and time for the next meeting**It was **resolved** to hold the next meeting of the council on Wednesday 08 September at 8.15 pm, at Leafield Village Hall.

The meeting was closed at 10.25 pm

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