

LEAFIELD PARISH COUNCIL MEETING

Wednesday 25th October 2017

Held in the Pavilion Room, Village Hall, Leaffield.

Those Present: Cllr Caunt (Vice-Chair), Cllr Hitchman, Cllr Wright, Cllr Wood & Cllr Pearce
 In attendance: Lorraine Grant (Clerk and RFO), Cllr Walker & 4 Residents.

Mrs Lorraine Grant
 Clerk to Leaffield Parish Council

Item No.	Subject
	Welcome & Apologies for Absence <ul style="list-style-type: none"> • Cllr Mullins sent his apologies along with his report. • No apologies from Cllr Hill, Cllr King or Jane Digby.
1 Ordinary Council Meeting Standing Items	
1.1	Declarations of Interest in Items on the Agenda <ul style="list-style-type: none"> • Cllr Caunt declared his house backs onto the VH Car Park. • Cllr Wright declared his house is situated in close proximity to Leaffield Technical Centre.
1.2	Approval of Minutes of the Council Meeting held on 27 th September 2017 <ul style="list-style-type: none"> • DRAFT minutes were not signed so therefore will be signed at Novembers meeting.
1.3	Matters Arising – Cllr Caunt ran through the matters arising September 2017. <ul style="list-style-type: none"> • Clerk / Cllr to chase Harris Brother on notice board work. • Clerk to work on the CCTV issue. Cllr Pearce to try and get / update any VH key register. • Clerk to source a new padlock for the Archive cabinet. • Clerk to contact McCracken to ask to trim / cut VH car park hedges and also clearing brambles, tidy tree's and hedges. • Clerk will also get McCracken to carry out some controlled weed killing in the VH car park. • Clerk to find three quotes for 4/5 industrial type traffic cones. • Clerk to find costs for possibly moving the De fib from The Fox to the BT Kiosk. • Clerk to make contact with WODC regarding the VH's bin and collection service – LPC are currently paying for this service. • Clerk to speak to PSCO Waller / or make enquiries on a "smiley sign" device that could be owned by LPC. • Clerk to obtain quotes from a handy man type person or a painter – to paint the small area play equipment and jet wash the climbing wall. • Clerk highlighted the climbing wall (left side) has a deep hole, possibly from when REIDS moved posts – REDIS will need to come back and fill in. • Concrete on the skate park where it was previously filled in is rough and has raised edges, Clerk to get quotes for repair and a quote for a more suitable surface. • Clerk to contact the Church to advise the Bells were 10 minutes out. • Clerk to add notice at small play area on the siting of two Hazel Tree's and also notices in the Village of a Public Consultations regarding The Old Chapel Horse Chesnutt. • Clerk to make contact with The Fox Pub and Cllr Mullins with regards to page 5 of the "Save The Fox" Business Plan and marketing details.
1.4	County & District Councillors' Reports - Clerk has received Cllr Mullins report and addressed the meeting with it. <ul style="list-style-type: none"> • Cllr Walker highlighted the success of the recent speed surveillance carried out in the Village on the 2nd October. He was pleased about the number of residents who stopped and spoke to us to suggest other areas within the Village. Very positive feedback received. • He briefly discussed the recent consultation "HGV Ban" in Burford, Cllr Walker is strongly against as he had concerns that traffic would end up through Minster / Leaffield. Thankfully it has now been put on hold for 6 months whilst tests and further investigations work are undertaken. • Cllr Walker did touch on Old Drovers Lane and advised OCC had done a huge amount of work on the subject.

	<ul style="list-style-type: none"> • Cllr Mullins is keen to hear feedback from Cllr's and residents on the new bin collections. Cllr's did voice their concerns over some teething problems where bins had not been emptied (both resident and VH) • Cllr Pearce will put all the concerns in an email and forward to Cllr Mullins. Clerk to check with WODC on what LPC pay for regarding the VH's bin collection. • Cllr Mullins said an offer was made by the Community Purchase Group and was rejected. They continue to need further investment from interested parties. Any interest or questions email savethefox@outlook.com
1.5	<p>Opportunity for the Public to Speak – This will be limited to 5 minutes per resident and must only be about items already on this Agenda.</p> <p>Reference 4.4 – Old Chapel Residents</p> <p>They are wanting the tree removed because in the Arboricultural report it highlights that the Horse Chesnut tree is a risk. If the tree does not continue to grow and is maintained as advised it won't pose a risk, however, if that maintenance lapses for any reason then the risk is very much there. Owners are spending a huge amount per year on levelling monitoring so when or if they sell the house they have a bank of evidence to prove there is currently no issue. Owners confirmed that as of today's date there has been no further movement. Has been quite a wet year. The thing for the Owner's is they felt it wasn't done in a friendly manner and would like to work with LPC when considering the removal of the tree.</p> <p>The Owner's highlighted it is not a very old tree and not particularly a nice tree whereas the other two that were removed had some significance.</p>

2 Policy & Finance

2.1	<p>Approval of Receipts & Payments for Sept 2017 – Cllr Caunt and Cllr Hitchman were given the payments to authorise.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Chq No.</th> <th>£</th> <th>£</th> <th>Power to Spend</th> </tr> </thead> <tbody> <tr> <td>Clerk Salary – Sept 2017</td> <td>Now on S/Order</td> <td>£656.50</td> <td></td> <td>LGA 1972 s.112 (2)</td> </tr> <tr> <td>Royal British Legion “Poppy Wreath”</td> <td>401750</td> <td>£15.00</td> <td></td> <td>War Memorial LAP Act 1923 s.1</td> </tr> <tr> <td>McCracken & Son – Grass Cutting Sept</td> <td>401749</td> <td>£616.80 (£102.80 VAT)</td> <td></td> <td>Open Spaces Act 1906 s.9-10</td> </tr> <tr> <td>WODC – Chargeable Household Rubbish 01.10.17 – 31.03.18</td> <td>401748</td> <td>£213.98</td> <td></td> <td>Litter Act 1983 s.5-6</td> </tr> <tr> <td>BDO – LPC's External Audit 16/17 Fee</td> <td>401747</td> <td>£360.00 (£60.00 VAT)</td> <td></td> <td>LGA 1972 s.154</td> </tr> <tr> <td>Totals</td> <td></td> <td>£1,862.28</td> <td>£</td> <td></td> </tr> </tbody> </table>	Description	Chq No.	£	£	Power to Spend	Clerk Salary – Sept 2017	Now on S/Order	£656.50		LGA 1972 s.112 (2)	Royal British Legion “Poppy Wreath”	401750	£15.00		War Memorial LAP Act 1923 s.1	McCracken & Son – Grass Cutting Sept	401749	£616.80 (£102.80 VAT)		Open Spaces Act 1906 s.9-10	WODC – Chargeable Household Rubbish 01.10.17 – 31.03.18	401748	£213.98		Litter Act 1983 s.5-6	BDO – LPC's External Audit 16/17 Fee	401747	£360.00 (£60.00 VAT)		LGA 1972 s.154	Totals		£1,862.28	£	
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2.2	<p>Actual v's Budget - Clerk had circulated this to Cllr's.</p> <ul style="list-style-type: none"> • Clerk confirmed nothing to be concerned about. • The Cllr's will hold a pre-budget meeting in November for agreement at November PC meeting, 																																			
2.3	<p>Cllr's to review the External Audit and approve.</p> <ul style="list-style-type: none"> • Clerk advised that the recent External Audit was now complete with no recorded action. • Clerk confirmed all necessary advertising had been done and no requests were received to view accounts. 																																			
2.4	<p>Bank “Approved Person”</p> <ul style="list-style-type: none"> • Clerk proposed she be added as a “approved person” this would enable her to order stationary and check payments made but, would not be a signatory – All Cllr's agreed. 																																			

3 Recreation & Leisure

3.1	<p>Village Hall Update</p> <ul style="list-style-type: none"> • No further news on the Extension Project. • No further update.
3.2	<p>Village Hall Car Park Project</p> <ul style="list-style-type: none"> • Appointed letter for the Civil Engineer has been completed, Cllr Caunt and the Contractor will start the process but, early works will consist of Engineer work and getting the drainage sorted. Cllr Caunt advised he will be working on things like the footpaths and lighting. • Cllr Pearce did highlight the proposed new VH access ramp and would this impact the new car park, Cllr Caunt advised that area probably won't be car park area more a terrace area so should not impact on VH access ramp.

3.3	<p>Play Area and Village Inspection – Clerk carried out Village Inspection 6th October 2017.</p> <ul style="list-style-type: none"> • The recent speed surveillance was a huge success, we counted over 100 cars along Lower End in a space of an hour. We caught three speeding. Lots of residents stopped and suggested different areas in the Village – Thanks to Cllr Walker and Cllr Wright, was a fun and productive hour, also thank you to the Resident for supplying tea and biscuits. We are also happy for residents to volunteer to man the device for an hour – email leafieldparishcouncil@outlook.com • Clerk will look into the possibility of a “smiley face sign” that LPC could own. • Clerk noted a lot of rubbish in the entrance to VH car park, this had already been dealt with by Cllr Pearce. • Play park repairs (REIDS) had been done, although there seemed some confusion on what Cllr’s and Clerk thought were being done. Cllr’s thought all play equipment was going to be painted but Clerk explained that it was only the pieces of equipment that were listed on the ROSPA inspection. Cllr’s asked for Clerk to get a quote for all the play equipment to be painted, a handy man could possibly paint. • Concrete on the skate park where it was previously filled in certain area’s is becoming rough and has raised edges, Clerk to get quotes for repair and get quotes for possibly re surfacing with a more suitable material. • Clerk noted the Church Bells were ringing, however on the evening of this meeting the Bells were ten minutes out. Clerk to contact Church.
3.4	<p>Play Park Area – General Improvements.</p> <ul style="list-style-type: none"> • Sheila has two Hazel Tree’s (thank you Sheila) to plant, a suggestion was “the other side of the Children’s play area” Sheila has very kindly agreed to re plant them, Cllr Hitchman has also offered to help with the planting – no objections were raised at the meeting and all agreed to go ahead and plant. LPC will also add to the next newsletter. Clerk to put notices up around play area informing residents.
<p>4 Environment</p>	
4.1	<p>Old Drivers Lane</p> <ul style="list-style-type: none"> • OCC have made a decision and they believe that the road is not maintainable at Public expense although could be considered a private road and OCC are unwilling to exercise powers under the Highways Act, S 230. OCC have also highlighted it to be Village Green / Land. • Cllr Caunt feels that an appeal of any nature would not be worthwhile as there is no new evidence. • Cllr Caunt addressed its members of the possible three options LPC could consider. 1) Legal Remedy 2) Legal Easement 3) Restrict access to the Lane to minimise further damage. <p>He read out in depth on each of the above (this has been circulated to Cllr’s and Mr Triff)</p> <ul style="list-style-type: none"> • LPC are also open to consider further options that the residents group may want LPC to consider. • It has always been, if you damage areas of The Green then then you pay for it, there has been several companies / individuals where LPC have claimed damages. • LPC have appointed a Contractor to carry out the emergency repairs, Clerk asked its members to agree the wording of the letter to be issued to residents, all Cllr’s agreed that LPC can reserve the right to reclaim costs back from effected frontages for the emergency repairs and LPC are not admitting Liability at this stage. • LPC have offered to meet Mr Triff and the residents group. • Cllr Caunt reminded the meeting that the map of 1835 was not clear enough to show that Old Drivers Lane was a road maintainable at OCC expense. • Mr Triff and a member of the residents group expressed their feeling that both sides seem to work together with reaching a good level of agreement and are happy with how LPC are handling the situation.
4.2	<p>Leafield Technical Centre Update</p> <ul style="list-style-type: none"> • Cllr Wright advised of a recent break-in, they broke into a transformer (11,000 volts going through it) they nicked the earth (£10 worth of cooper) electricians were called and some wires were dangling not far from the ground with 11,000 volts. It had been reported. • Cllr Wright had received a reply from the Police – they advised they were going to set up a meeting with the receiver and include Cllr Wright in that meeting – Cllr Wright has heard nothing in weeks.
4.3	<p>Fire Risk Assessment</p> <ul style="list-style-type: none"> • LPC have received the report and there is a list of actions. • We have asked for a representative from each Committee to help form the “working party” • Jo from the VH has already done some work at the VH, clearing the fire escape. • Clerk received correspondence from the Gym. • A meeting will be set up for all Committee representatives to attend along with some Cllr’s to formalise a plan for actions. Clerk to set up Doodle.com with some suggested dates. • Gym are prepared to go half with the LPC on Pavilion Fire Extinguishers – Clerk to purchase and invoice the Gym. • LPC have an action on the kitchen electrical cupboard - Cllr Caunt suggested to a handy man / carpentry. Cllr Woods will get this work completed as per the Fire Assessment.

4.4	<p>The Old Chapel – Horse Chesnutt Tree</p> <ul style="list-style-type: none"> • Letter received from residents of The Old Chapel • 2016 LPC cut down 2 trees and the Horse Chesnutt remained with an advisory of it been trimmed each year to maintain the size of the tree. • Old Chapel residents want the tree removed and if not, they may seek Legal action against LPC. • Cllr Caunt confirmed receipt of letter only recently as it went to the wrong place. • As far as Aviva are concerned the matter is closed, LPC have spoken to our new Insurance Company and they have advised, providing LPC follow any advice and keep the tree maintained to the current size they are happy to cover us. • Clerk is arranging the annual maintenance for January 2018. • Clerk advised she had old Key facts and reports. • Owners did initially offer to pay for the removal of the Chesnutt but, then withdraw that offer because of additional costs they had to pay (IE) higher premiums and monitoring. • There has been no further movement of the tree at The Old Chapel since June 2016. • LPC are having to pay extra per year (approx. £500/£600) per year to ensure it's maintained. • If the tree was seen to be at risk of damaging the Old Chapel in the future then LPC would have to remove. • Cllr Pearce suggested there were two sides, social and financial aspects when considering removal. • Removal costs are estimated to be £600 / £800. • All Cllr's were in favour of a Public Consultation on the tree removal. • This will be on the Agenda for November "should we remove the tree" feedback should be by email to the Clerk or have your say at the meeting. Notices will be displayed within the Village. • Cllr Hitchman wanted to say how the initial feelings surrounding this topic was not a very nice experience for anyone involved and caused unnecessary stress. We want to ensure that the Village and its residents have their say on this issue before a decision is made. • Cllr's voted on getting an independent report undertaken on behalf of LPC – three Cllr's voted no and two voted yes.
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4.5	<p>Burial Ground – Cllr Pearce is helping lead the project and will update when necessary.</p> <ul style="list-style-type: none"> • Cllr Pearce is currently working on the Planning issue / change of use. • A Consultant will be appointed and they can assist LPC with the Planning Permission and getting started (efforts will be made to obtain three quotes, however this work is of a specialist nature so may prove tricky) • The Church have pre agreed to carry out some drainage work within the Churchyard to try and elevate the water issue where the potential remaining slots are and to help with water logging on current graves. This work was due end of October. • The Churchyard have issued LPC a closure notice and the Clerk has given this form to Cllr Pearce. LPC can ask the District Council to take over maintenance of the Churchyard. Cllr Caunt pointed out that the Church has indicated in the closure notice that the overall condition of the Churchyard is "good" LPC may not want to take over maintenance if the drainage work has not been completed. • There is some ongoing issues within the Churchyard over reserved plots. • Clerk suggested contacting Bladon PC as they have been in a similar situation and now have a Churchyard and Burial ground.
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5 Planning

Planning Applications Received & Decision Notices – A round up of all recent planning approvals and new additions.			
17/01996/H HD	Windrush, The Green, Leafield	Extension / Alterations	Pending Consideration - LPC have objected
17/01996/H HD	Windrush, The Green, Leafield	Extension / Alterations - Amended (these amendments are not for proposed new car park area)	Pending Consideration - LPC have objected
17/02121/H HD	9 Hewitts Close, Leafield	Erection of Lean To	Letter Rec'd from WODC to get PC comments
Windrush	Windrush, The Green, Leafield	Connect to mains gas Will mean digging trenches on Village Green.	Letter rec'd from owners / SGN Connections

	<ul style="list-style-type: none"> • Cllr's did discuss the amended plans that have been submitted to WODC regarding 17/01996/HHD and that we are still objecting as the amended plans have not taken the proposed new car parking area into consideration and that a proposal to cross Village Green is still active. • LPC agreed the allow Windrush to undertake the connection of mains gas on the condition that the road / green was put back to the same condition prior to the work. • Clerk mentioned the recent WODC Planning correspondence regarding Lowbarrow, Cllr's were all in agreement that as long as it was kept to an agricultural building then there were no objections. Clerk has made a comment on WODC Planning website to reflect the Cllr's decision.
6 Ordinary Council Meeting Standing Items	
6.1	<p>Any Other Business or Council items for November.</p> <ul style="list-style-type: none"> • Old Chapel – Horse Chesnutt Tree • Burial Ground . 18-19 Budget approval <p>• Clerk presented the Official LPC's Reserve document to Council, it has been pre circulated via email to all Cllr members and asked the Council to agree – all Council members agreed.</p> <p>• Clerk / Cllr Pearce wanted to bring a paragraph that is being used in the "Save The Fox" Business Plan. <i>Section 5 – Property – there is also an unpaved track (an unadopted road) in front of the building which provides some limited additional space for parking.</i></p> <p>The Council have agreed that this is incorrect and should be highlighted to the relevant people. Clerk will write to Cllr Mullins. It was also agreed that LPC should make contact with the owner and ensure that he has declared this when marketing the property. LPC have not and will not give permission for this track to be used as car parking – Clerk will email the relevant people.</p> <p>Clerk reminded Cllr's that her laptop was going to be handed over this evening to Cllr Pearce for repair – all agreed.</p>
6.2	<p>Date of Next Meeting – Wednesday 29th November 2017 @8pm</p> <p>I can confirm this is a true account of the meeting held on 25th October 2017</p> <p>Signed (Chair) _____</p> <p>Date _____</p> <p>Meeting Closed: 9:50pm</p>