

LEAFIELD PARISH COUNCIL MEETING

Minutes

Wednesday 27th September 2017

Held in the Pavilion Room, Village Hall, Leaffield.

Those Present: Cllr Caunt (Vice-Chair), Cllr Hitchman, Cllr Wright, Cllr Wood

In attendance: Lorraine Grant (Clerk and RFO) & Cllr Walker

Mrs Lorraine Grant
Clerk to Leaffield Parish Council

Item No.	Subject
	<p>Welcome & Apologies for Absence</p> <ul style="list-style-type: none"> • Cllr Pearce was on Holiday and gave her apologies last month. • Cllr Mullins gave his apologies and emailed over his report to the Clerk. • JD gave her apologies and sent over a Report to the Clerk. • No apologies from Cllr Hill or Cllr King.
1	Ordinary Council Meeting Standing Items
1.1	<p>Declarations of Interest in Items on the Agenda</p> <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	<p>Approval of Minutes of the Council Meeting held on 30th August 2017</p> <ul style="list-style-type: none"> • Clerk advised DRAFT minutes had been circulated and only one correction request received from Cllr Caunt. • No other correction requests received so Cllr Caunt signed as a true copy. • The recording of this meeting will now be deleted.
1.3	<p>Matters Arising – Cllr Caunt ran through the matters arising following August and September meetings.</p> <p><u>Matters rolling from August’s meeting</u></p> <ul style="list-style-type: none"> • Clerk / Cllr to make contact to ask Harris Brothers to re quote for the Lower End Notice board – make 25 – 30 % bigger. (Clerk had emailed them twice already) – LG / MW to try and action. • Clerk to work on the CCTV issue. Cllr Pearce to try and get / update any VH key register. • Clerk (with the help of Cllr’s) try and source a Networking Consultant to hard wire from VH to Pavilion. RE: WIFI • Clerk to source a new padlock for the Archive cabinet. • Clerk to write to the Northern section of Old Drover Lane detailing the repair work – once we have appointed a Contractor. <p><u>Matters from September meeting</u></p> <ul style="list-style-type: none"> • Clerk to check the ALCC section (concerning the SLCC renewal) • Clerk to speak to the Bank on what actions LPC need to do about unblocking the A/C – Clerk to also get two copies of 3b forms. • Clerk to draft a letter to the Bank for Cllr’s to sign to consent to the removal of Mr & Mrs Thornton. • Clerk to renew LPC’s Public Liability Insurance. • Clerk to log Foxborrow Farm “grass verge” to fix my street – over grown greenery. • Clerk to contact REIDS concerning the jet washing of small play area. • Cllr Pearce to obtain “ramp” quotes for VH. • Clerk to contact McCracken to ask to trim / cut VH car park hedges and also clearing brambles, tidy tree’s and hedges at the Burial Ground. • Clerk will also get McCracken to carry out some controlled weed killing in the VH car park. • Clerk to buy the 30 speed stickers. • Clerk to arrange the first session for the speed surveillance device. • Clerk to find out who has the high vis jackets as she purchased four of them and we only have 1. • Clerk to speak to PSCO regarding the planter on Lower End.

	<ul style="list-style-type: none"> • Clerk to contact Sheila regarding the tree's she is kindly looking after, possibly to re plant. • Clerk to find three quotes for 4/5 industrial type traffic cones. • Clerk to make contact with JD about the security light outside the VH. • Clerk to find costs for possibly moving the De fib from The Fox to the BT Kiosk. • Cllr Hitchman to make contact with the Chair of the Fete Committee. • Clerk to make contact with Churchill Servicing and then draft a resident letter. • Clerk to make contact with the Owner of the Windrush. • Clerk to find out if we need to obtain three quotes for the proposed remedial work following the Tree Survey. Also add the results of the survey to LPC's website. 																																								
1.4	<p>County & District Councillors' Reports - Clerk has received Cllr Mullins report and addressed the meeting with it.</p> <ul style="list-style-type: none"> • Cllr Mullins advised King Development in Witney Lane have replaced the deteriorating board which now looks much better and no longer presents a hazard. Further work should begin within two months with a anticipated completion being twelve months. <p>Cllr Mullins advised at the moment there is a total of £200k in pledges of shares to buy the Freehold of The Fox – they are very close to being able to make an offer to any interested parties who would like to pledge. There will be a “pop up” pub night at the VH on the 6th October where the share prospectus will be available and further details will be shared.</p> <ul style="list-style-type: none"> • Cllr Walker advised that he had visited the Primary School during drop off times and PSCO Waller was there, they did have a good chat over the parking issues. He did say he doesn't think extending the ZigZag lines will help, in fact possibly make the situation worse, it would only push people around the corner. The School have launched the “walking bus” and Clerk said she had made contact with the School about the situation and if we could try and work together on a suitable solution. <p>Cllr Walker said it another option was double yellow lines or providing a car park, which Cllr Caunt said that would be to tricky providing a car park as the School sits within “Village Green” and can't really give away Village green for parking unless it can be replaced with other Land. Cllr Walker said it was an ongoing problem in all Villages and Villages have to adapt. Everyone agreed that although some Parents are not able to walk to School because of possible work commitments it does remain the responsibility of the driver to park safely. The Parish Council have offered on a previous occasions for Teachers to use the VH car park but Teachers refused.</p>																																								
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> <ul style="list-style-type: none"> • No members of the Public were at the meeting. 																																								
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> <p>Clerk did advise that she was not sure what ALCC (part of the SLCC renewal was for) she did have the documents but it was not very self-explanatory – Clerk will check this and report back to Cllr's</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>Oxford Signs – Install costs for Drovers Lane Sign</td> <td>401740</td> <td>£40.00</td> <td></td> <td>PHA 1875 s.164</td> </tr> <tr> <td>SLCC – Membership Renewal</td> <td>401741</td> <td>£158.00</td> <td></td> <td>LGA 1972 s.143</td> </tr> <tr> <td>Island Fire Protection Ltd – VH Fire Safety Assessment</td> <td>401742</td> <td>£478.80</td> <td></td> <td>LGA 1972 s.133</td> </tr> <tr> <td>Clerk Expenses – Book of 2nd Class Stamps</td> <td>401743</td> <td>£6.72</td> <td></td> <td>LGA 1972 S.112 (2)</td> </tr> <tr> <td>HMRC – Tax & NI (Includes Month 1,2,3,4 & 5)</td> <td>401744</td> <td>£410.75</td> <td></td> <td>LGA 1972 s.112 (2)</td> </tr> <tr> <td>Totals</td> <td></td> <td>£1,750.77</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)	Oxford Signs – Install costs for Drovers Lane Sign	401740	£40.00		PHA 1875 s.164	SLCC – Membership Renewal	401741	£158.00		LGA 1972 s.143	Island Fire Protection Ltd – VH Fire Safety Assessment	401742	£478.80		LGA 1972 s.133	Clerk Expenses – Book of 2 nd Class Stamps	401743	£6.72		LGA 1972 S.112 (2)	HMRC – Tax & NI (Includes Month 1,2,3,4 & 5)	401744	£410.75		LGA 1972 s.112 (2)	Totals		£1,750.77	£	
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2.2	<p>Actual v's Budget</p> <ul style="list-style-type: none"> • Clerk advised she had circulated to Cllr's the new layout / format of the Budget v's Actual. • Cllr Caunt did say that the extra bit to do with the SLCC / ALCC will need to be included in next year's budget. • It was also discussed that we will have a meeting to discuss the current budget and where we are at the moment, it can then be presented at October's Public meeting. 																																								

2.3	<p>LPC Banking</p> <ul style="list-style-type: none"> • Cllr Hitchman advised meeting that she had tried to speak with the Bank / order a new Cq book. She did not pass the Security stage and thus the Account blocked – Clerk to speak to the Bank to see what we need to do to unblock it. • Clerk advised that the “housekeeping form” had been returned to the incorrect address, been re sent to the Clerk with some action requirements (Cllr Wright & Cllr Woods) to both complete section 3b) and (an LPC letter signed by two signatories for the removal of Mr & Mrs Thornton) Clerk will get some 3b copies and draft a letter for Cllr’s to authorise the removal of old Signatories.
2.4	<p>Staffing & Grievance Policy</p> <ul style="list-style-type: none"> • Clerk advised she had circulated this Policy to all Cllr’s and wanted the Policy to be adopted at tonight’s meeting. • Cllr Caunt had one minor correction (Section 6.1, should read 3 members at not 7) Clerk asked if all Cllr’s were in favour of the Policy (subject to the minor correction) all Cllr’s were in favour.
2.5	<p>LPC Public Liability Cover Renewal</p> <p>A Comparison Core Cover sheet had been circulated to all Cllr’s detailing what the top three Companies that had quoted had to offer. Clerk did mention that she did favour the Inspire / AXA because they offered the email / internet cover, they also covered Motor, if a member of LPC was using their car on Council Business and were to have an accident that the excess payable can be claimed back via LPC’s policy.</p> <p>Clerk also advised that all three recommended Companies offered a further 5% discount if LPC take a 3 year deal. All Cllr’s at the meeting decided Inspire/AXA were the best option over a three year deal. Clerk will renew based on that information.</p> <p>A discussion was also had over the Horse Chesnutt Tree in the Village. Clerk advised she will check on LPC’s position and inform Cllr’s.</p>
<p>3 Recreation & Leisure</p>	
3.1	<p>Village Hall Update – JD was not at meeting but Clerk read out JD report.</p> <ul style="list-style-type: none"> • Bookings are Healthy • Working on getting three quotes for replacement of Fire Doors • They still lack a Secretary – the current minutes only show five names against “actions” they welcome more members. • They have a Premise License and is displayed within the Village Hall – just recently paid the annual fee. • They are always looking for more classes to use the VH. • Good news, they now have found a handy man to take on “ad hoc” duties at the VH. • A WODC Community Grant was submitted last week, just before the deadline. Following a very extensive and helpful telephone conversation with Council Officers it is unlikely we can meet the criteria, there are two main points 1) The builders quotes do not express enough detail to be compared like for like. The likely outcome is they will apply to the Big Lottery fund and also re submit the application to WODC in March 2018. If anyone has or knows anyone that can help with the completion of Grant applications then please get in touch ASAP! • Cllr Caunt wanted to discuss the possibility of adding in a access ramp (to the VH entrance) the Evergreens had requested a hand rail but when it was discussed at the last VH meeting it seemed a waste of money and possibly would not comply with current legislation, however they are looking at providing a “proper ramp” at some point IE) steps one side / ramp the other complete with rails. Cllr Caunt did ask other members to consider the option of LPC funding it. A brief discussion took place on what this would entail and where the ramp would go – Cllr Pearce is obtaining some quotes. • It was discussed the “Fete Notice Board Money” it was highlighted that any surplus would be used towards the VH Def Fib which, a Grant covered that. Cllr Hitchman agreed to make contact to find out about 1) the Notice Board and 2) The surplus funds.
3.2	<p>Village Hall Car Park Project</p> <ul style="list-style-type: none"> • Cllr Caunt briefly discussed the recent quotes he had already circulated. He did say the cheapest quote did not allow for any meeting time so, if there was extra meetings held between LPC and them then further charges would be added. • All Cllr’s voted in favour (Gina agreed previously via email) to go with Wilsham Consulting. • Cllr Caunt will continue to lead on this but will also keep Cllr members and the Clerk updated. • Cllr’s also voted in favour – if Wilsham are busy and cannot fit us in then Cllr Caunt can go ahead and instruct Glanville.
3.3	<p>Play Area and Village Inspection – Clerk carried out Village Inspection 22nd September 2017</p> <ul style="list-style-type: none"> • Def fib at VH all OK • VH door had been propped open by the toddler group, I did pop my head in and asked if they can ensure it is kept shut, mainly for their safety.

	<ul style="list-style-type: none"> • Detectival sign was still on the green, Clerk confirmed they had not spoken to LPC or advised us that this event was happening within the Village, and although we appreciate they may not off needed to, having 1,000 people in the Village for an event and that many people, we would like to of known and permission should have been sought for the advertising sign on the Village green - having said that, LPC did not receive any noise complaints and the event was a success. • Foxborrow Farm – Clerk advised we did have a complaint email a month ago about the overgrown greenery within the brick wall. Clerk to log via “fix my street” • The gate (opposite the Pearl) one side has fallen down. The gate is owned by a local. <p>The play park repairs are due 16th October, the small fenced play area will be closed that day and possibly the following day as some of the equipment is having a paint. Separate notices will also be displayed. Cllr’s all agreed that the small equipment in the small play area could have a jet wash – Clerk to contact REIDS to see if they can combine this work.</p> <p>Clerk ask the Cllr if she could ask McCracken to cut / trim the VH car park bushes and Cllr Caunt said it would be a good idea to get the brambles (by the Burial Ground) cut at the same time – all Cllr’s were in favour. Cllr’s also thought having some weed killing in and around the car park to kill the weeds.</p> <ul style="list-style-type: none"> • Clerk asked Cllr’s if she could purchase some “30 speed stickers” a minimum of 50 stickers is required and all Cllr’s were in favour, Cllr Walker also thought this was a good idea. • Clerk advised the speed surveillance device had been booked from 9th October and Clerk will liaise with PSCO Tracy Walker for collecting the unit. • Clerk spoke about the recent burglaries in the Village during the 18th Sept. PSCO has increased patrols and all expressed the importance of reporting anything suspicious to 101. • Clerk said she had reported the glass in the VH playing field to WODC who said it could take up to 2 weeks to clear, Clerk has been and moved as much glass away from the grass and sectioned of the green shelter. <ul style="list-style-type: none"> • Clerk advised there was a resident who wanted to add a wooden planter near the “Leafield Sign” (Lower End way) and maintain this herself, Cllr Caunt had suggested that this may not be appropriate due to the safety issues surrounding the road edge. Clerk will go back and find out some further information. • Clerk has made contact with Joanne regarding the planting of the tyres, this will coincide with “tidy up day” • Cllr Caunt mentioned the tree’s Sheila is looking after them for us, find out how many she has and then possibly being planted in the VH area, a good possibility is the far fence. • Cllr Caunt wanted to touch on “Traffic Cones” all Cllr’s favoured the larger size cones, Clerk to see how much they are (three quotes) • Clerk asked if we could look at getting a security light that covers the Pavilion / VH area, Cllr’s said they thought there was one – Clerk to email JD
3.4	<p>Play Area / Park Project</p> <ul style="list-style-type: none"> • Lots of discussions already covered in item 3.3. • MW and JH still working on the Grant APP.
3.5	<p>BT Kiosk</p> <ul style="list-style-type: none"> • Clerk advised the Cllr’s that we have an opportunity to purchase the Kiosk at Old Drovers Lane for £1 and then comes with free Electric. <p>She also advised the De fib that is currently housed at The Fox could be moved to the kiosk and provide a better shelter. All Cllr’s were in favour – Clerk to find out the cost of moving the device.</p>
4 Environment	
4.1	<p>Old Drovers Lane</p> <ul style="list-style-type: none"> • It was decided that we would use Churchill Servicing to undertake the Emergency Repair work. LPC are paying for this work and reserving the right to seek costs from residents if OCC deem the frontages are liable. All Cllr’s were in favour – Clerk to draft a letter to residents detailing the repair.
4.2	<p>Windrush, The Green</p> <ul style="list-style-type: none"> • Email received from Owner / Connection Company requesting permission from LPC to lay mains gas. Cllr’s did discuss this and how it would be very difficult to give permission at this stage due to the circumstances surrounding the Old Drovers Lane pending decisions from OCC. Clerk to advise Owner that we have declined at this stage and will make further contact with him once OCC make their decision.
4.3	<p>Tree Survey</p> <ul style="list-style-type: none"> • Clerk has circulated the results from the recent Tree Survey. Cllr’s discussed the coding of the requested works. We have 2 reds and a few oranges. No immediate work noted. Reds are to be done within 6 months of the Survey. • Total costs of work is estimated at £1,500. • T3 and T4 was agreed to be done at the same time.

4.4	<p>Leafield Technical Centre Update</p> <ul style="list-style-type: none"> • Cllr Wright advised a few weeks ago he heard smashing glass and people shouting, he called 999 and he was assured someone would be sent to investigate. He also took registration numbers of cars seen in that area. Two hours later Security had found that a small fire had been lit, Police did arrive. Cllr Wright has written to the Inspector of TVP – no reply to date.
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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

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.

6 Ordinary Council Meeting Standing Items

6.1 Any Other Business

- VH wanted to thank LPC for their kind donation last month.
- The Mirror opposite car park entrance has been cleaned – thank you again to the home owner.
- Burial Ground to be on the next Agenda.

6.2 Date of Next Meeting – Wednesday 25th October 2017 @8pm

6.3 I confirm that these minutes are a true and accurate account of the meeting held on the 27th September 2017.
