

**LEAFIELD PARISH COUNCIL**  
*Minutes*  
**Wednesday 26<sup>th</sup> July 2017**

Held in the Pavilion Room, Village Hall, Leaffield.

Those Present: Cllr Juli King (Chair), Cllr Luke Caunt (Vice-Chair), Cllr Hitchman, Cllr Pearce, Cllr Wright, Cllr Hill & Cllr Mullins.

In attendance: Lorraine Grant (Clerk and RFO) & three members of the Public.

Item No.	Subject
	Welcome & Apologies for Absence <ul style="list-style-type: none"> <li>• Cllr Caunt opened the meeting at 8:00pm and Chaired.</li> <li>• The meeting welcomed back Cllr King.</li> <li>• Apologies received from Cllr Woods &amp; Mr Triff</li> </ul>
<b>1</b>	<b>Ordinary Council Meeting Standing Items</b>
1.1	Declarations of Interest in Items on the Agenda <ul style="list-style-type: none"> <li>• Cllr Caunt declared his house backs onto the Car Park.</li> <li>• Cllr Wright declared his house is next to the Technical Centre.</li> </ul>
1.2	Approval of Minutes of the Council Meeting held on 28 <sup>th</sup> June 2017 <ul style="list-style-type: none"> <li>• Clerk confirmed DRAFT minutes had been circulated and no correction requests had been received, Chair asked the meeting if any corrections and there wasn't – Chair signed as a true account of that meeting.</li> </ul>
1.3	Matters Arising <ul style="list-style-type: none"> <li>• Clerk to raise a donation payment of £218.99 for the VH and to be signed at the August meeting.</li> <li>• Clerk to get sample reports from Fire Risk Companies so they can see what they are getting for the price quoted.</li> <li>• Clerk to contact the VH, Gym and Pre School to ask for copies of their Fire Risk Assessment and any inspection reports.</li> <li>• Clerk to make contact with PSCO Waller advising that she may have put stickers on the wrong shed.</li> <li>• Clerk to also make contact with PSCO Waller about littering and late night "visitors" in the playing field and also the Technical Centre.</li> <li>• Clerk to finish the Zip Wire Grant App.</li> <li>• Clerk to make contact with Roger to see if he has passwords / keys.</li> <li>• Clerk to contact WODC concerning the lorries parked on the Green and causing damage and to see what can be done to minimise disruption on bin days. Also make contact with the School when they return from the Summer break. Also to email Cllr Walker to see if he can help getting the zigzag lines extended outside the School.</li> <li>• Clerk to make a reply to the Pre School concerning Agenda item 4.3, Clerk will also log with PSCO Waller.</li> <li>• Clerk will check to see if she can polish the mirror opposite the playing field entrance.</li> <li>• Clerk to check with WODC planning on the status of 17/01996/HHD.</li> <li>• Clerk to respond to the Chip man on location.</li> <li>• Clerk to try and get two further quotes for the Lower End Notice Boards.</li> <li>• Clerk to send Cllr's the WODC Leader Grant details.</li> <li>• Clerk to check who to make the CQ payable – RE: Church / Floodlight. Clerk to also check if they are aware that the Clock does not appear to be ringing.</li> <li>• Clerk / Cllr's to make a document detailing the reserves set aside.</li> <li>• Clerk to do some CCTV / eye signs and place within the car park and play area.</li> <li>• Clerk to get three quotes for the repair work from the recent ROSPA inspection. Also to ask ROSPA if they know anyone that does repair work.</li> <li>• Clerk to check the site of the CCTV / DVR unit, find a key and then go and have a look. Also to contact JD about key register and getting a key for the Clerk.</li> </ul>

	<ul style="list-style-type: none"> <li>• Clerk to chase Cllr Walker on the proposed meeting that he was going to arrange between the Police / Fire services concerning the Technical Centre. Clerk to also get the RSPCA involved to try and get the Carp removed.</li> <li>• Clerk to speak to the Church to find out where they got their notice board from.</li> <li>• Clerk to speak with BT on Old Drover Lanes BT Kiosk.</li> <li>• Clerk to speak with the Gym about the WIFI and also source Dongle costs.</li> </ul>
1.4	<p>County &amp; District Councillors' Reports</p> <ul style="list-style-type: none"> <li>• Cllr Hill advised that Grants up to £75k were available "Leader Grants" and said all the information was on the website.</li> <li>• Cllr Hill advised Sarah-Jane would maybe like to join the PC in the next few years.</li> <li>• Cllr Mullins reminded people, plastic bags can now be used in the food boxes.</li> <li>• Cllr Mullins wanted to check with the meeting if anyone knew what was happening with the house on Witney Lane "King Church Homes" Clerk advised that she did try and made contact March / April time, Cllr Mullins will make some further investigations.</li> <li>• Cllr Mullins advised they had a meeting a week ago, there was approx. 80/90 people with about 37/38 pledge sheets expressing interest. Cllr King asked what happened to the other two interested parties but he advised he did not know. They advised they are going to set up a couple of open evenings.</li> </ul>
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"> <li>• A member of the Public wanted to speak about planning number 17/01996/HHD, this application effects the Green, parking and also street parking. The PC advised that they have already made a reply direct to WODC. He advised a planning Officer has already been out and he met with her, they talked about how notification had not been displayed but, then it was displayed incorrectly, he walked around with the Officer and ensured she knew why he objected regarding the parking. He did say that the overall design was nice but, sometime in the future there is a risk that this property would be divided into two.</li> </ul>

## 2 Policy & Finance

2.1	<p>Approval of Receipts &amp; Payments for July</p> <p>Please note: We now show the VAT element, this is what the PC will claim back.</p> <ul style="list-style-type: none"> <li>• Clerk advised the meeting regarding the ILCA course and how beneficial this will be for the Clerk.</li> <li>• Clerk advised that she did not know who to address the Church / Floodlight CQ to – Cllr's did not want to sign a blank CQ.</li> </ul> <table border="1" data-bbox="300 1189 1385 1805"> <thead> <tr> <th></th> <th></th> <th>Payments</th> <th>Receipts</th> <th></th> </tr> <tr> <th>Description</th> <th>Chq No.</th> <th>£</th> <th>£</th> <th>Power to Spend</th> </tr> </thead> <tbody> <tr> <td>Clerk Salary – June</td> <td>401727</td> <td>£656.50</td> <td></td> <td>LGA 1972 s.112 (2)</td> </tr> <tr> <td>Clerk Salary Over Time – Apr – May 31.5 Hours</td> <td>401727</td> <td>£344.61</td> <td></td> <td>LGA 1972 s.112 (2)</td> </tr> <tr> <td>SLCC (Society Of Local Clerks) L Grant ILCA Course</td> <td>401728</td> <td>£118.80 (£19.80 VAT)</td> <td></td> <td>LGA 1972 s.112 (2)</td> </tr> <tr> <td>Arrow Accounting – Internal Audit</td> <td>401729</td> <td>£253.08</td> <td></td> <td>LGA 1972 s.154</td> </tr> <tr> <td>Church Clock / Floodlight (PC Contribution)</td> <td>401730</td> <td>£250.00</td> <td></td> <td>PCA 1957 s2</td> </tr> <tr> <td>The Tree Council – Refund – Trees on the Green</td> <td></td> <td></td> <td>£268.00</td> <td></td> </tr> <tr> <td>SSE – Refund</td> <td></td> <td></td> <td>£2.00</td> <td></td> </tr> <tr> <td><b>Totals</b></td> <td></td> <td><b>£1622.99</b></td> <td><b>£271.00</b></td> <td></td> </tr> </tbody> </table>			Payments	Receipts		Description	Chq No.	£	£	Power to Spend	Clerk Salary – June	401727	£656.50		LGA 1972 s.112 (2)	Clerk Salary Over Time – Apr – May 31.5 Hours	401727	£344.61		LGA 1972 s.112 (2)	SLCC (Society Of Local Clerks) L Grant ILCA Course	401728	£118.80 (£19.80 VAT)		LGA 1972 s.112 (2)	Arrow Accounting – Internal Audit	401729	£253.08		LGA 1972 s.154	Church Clock / Floodlight (PC Contribution)	401730	£250.00		PCA 1957 s2	The Tree Council – Refund – Trees on the Green			£268.00		SSE – Refund			£2.00		<b>Totals</b>		<b>£1622.99</b>	<b>£271.00</b>	
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2.2	<p>To review Actual v's Budget.</p> <ul style="list-style-type: none"> <li>• Cllr's reviewed the new budget layout.</li> <li>• Clerk advised the Actual v's Budget was not fully up to date, the main reason being was she does not have regular Bank statements.</li> <li>• Clerk to ensure the VH Loan "budget" is shown.</li> <li>• Clerk reminded Cllr's that the end of year end figure was high and we needed documents detailing why IE) reserves etc.</li> </ul>																																																		

2.3	<p>To review the annual Donation made to the Village Hall.</p> <ul style="list-style-type: none"> <li>• Cllr's decided to donate £218.99 to the Village Hall for financial year 17-18.</li> <li>• Cllr Caunt &amp; Cllr Pearce briefly discussed the Fire door issue at the Village Hall – it was also discussed under Agenda item 3.2.</li> </ul>
<b>3 Recreation &amp; Leisure</b>	
3.1	<p>Village Hall Update – JD was not at meeting to provide update, however Cllr Caunt and Cllr Pearce were at the last VH meeting so were able to provide some update.</p> <ul style="list-style-type: none"> <li>• They have around 95% of what they need in order to submit the large Grant application.</li> <li>• Jo had given Cllr Caunt an “Outline Schedule” this is everything that will be put out for Tender. They have specified everything. It is only version 1.</li> <li>• They got SWA to give a more detailed “ITT” to go out to builders, main reason was they were having quotes ranging from £100k - £250k, this suggested that the schedule of work needed to be itemised.</li> <li>• The VH also discussed in their meeting they will be donating a £1 to the PC for rent.</li> <li>• The VH have now sorted out their insurance, the PC needed to be named on their insurance – now done – thank you.</li> <li>• Chilli fest – 17<sup>th</sup> September.</li> <li>• Beer Festival – 2<sup>nd</sup> September.</li> <li>• Pub Night – 18<sup>th</sup> August – 7pm – 11pm.</li> <li>• The VH wanted to do a “Heat Source Pump” to provide heating once extension done, this was hopefully going to be done at the same time as the PC drainage – it has been checked and cannot be done in the same trench. We may still be able to have one digger undertaking both jobs on the same day – to be discussed further.</li> <li>• The VH are going to ask for volunteers to do an “action day” this is to include, trim and cut back bushes in the car park area. Cllr Pearce is going to put something on the website.</li> </ul>
3.2	<p>Fire Risk Assessment of Gym, Pavilion, Village Hall and Pre School</p> <ul style="list-style-type: none"> <li>• Clerk advised the meeting that this was highlighted from our recent internal audit.</li> <li>• Clerk advised the PC has a duty of care to ensure the entire building is safe.</li> <li>• Clerk advised the Cllr's some quotes she had for the assessment. Hard copies still to be sent. They ranged from £499 + VAT - £1200 + VAT.</li> <li>• Cllr's want to see some sample reports, this will allow the Cllr's to compare the quotes accurately. Cllr King did remind the meeting that the PC did need a very detailed report.</li> <li>• Cllr's all agreed that the PC should hold copies of all “tenants” latest Fire Risk Assessment and latest inspections.</li> <li>• Cllr's all agreed that a decision can be made via email once all the sample reports were in.</li> </ul>
3.3	<p>Play Area and Village Inspection</p> <ul style="list-style-type: none"> <li>• Clerk advised a heightened issue with litter, complaint received from Pre School. Clerk has posted on Facebook and that did generate some resident's response and thank you to the residents who actually pick up the rubbish. Clerk will speak with PSCO to see if they can further help, especially with the problem cars entering the car park and leaving rubbish. Clerk will also check the CCTV on a more regular basis.</li> <li>• Clerk to do some signs (CCTV and eye) and pop up around the play areas. Also a larger sign to be placed by the entrance.</li> <li>• There has been a recent issue whereby previous tenants had dumped rubbish, Cllr Mullins had been in touch with the Landlord and the rubbish has now all gone.</li> <li>• ROSPA inspection has now been done, Clerk has only just received the reports so no available quotes as yet. The skate park has come back as overall risk of 13 (high) and the play park area has some work needed. The report was discussed in brief and Clerk will start getting quotes.</li> <li>• Monkey bars are again loose – Clerk will ensure that the recent repair work is checked.</li> </ul>
3.4	<p>Play Area / Park Project</p> <ul style="list-style-type: none"> <li>• Cllr Hitchman advised that an update will be available at August meeting. Clerk advised she has some work to do on the Application.</li> </ul>
3.5	<p>CCTV</p> <ul style="list-style-type: none"> <li>• A risk was identified via the maintenance Company, and that was “who has access to the siting of the DVR and passwords”</li> <li>• Cllr King did advise that all hirers of the hall do not have keys so cannot access the DVR / CCTV, the PC do not have a keys register of who has access to this locked area. It was suggested JD might have a keys register and she will know who has keys.</li> </ul>

	<ul style="list-style-type: none"> <li>• Clerk advised no prior Clerks had any passwords, Cllr King did suggest Roger may have password so Clerk to check with him.</li> <li>• Cllr Caunt suggested there was no Public access to the hall, Clerk advised she was over at the Pavilion once and the main door to the hall had been left wide open (whilst a class was on in the hall)</li> <li>• It was confirmed the CCTV is the responsibility of the PC and we have consulted with the ICO (Information Commissioner Office) for guidance on security and location of the DVR.</li> <li>• Cllr Pearce suggested JD once held a keys register.</li> <li>• Cllr's all agreed the Clerk will need a key to access the site of the DVR on her weekly / monthly inspections.</li> </ul>
<b>4 Environment</b>	
4.1	<p>Old Drivers Lane Update – Clerk has already circulated alongside the Agenda a statement from the Parish Council.</p> <ul style="list-style-type: none"> <li>• Clerk confirmed that the statement had been circulated alongside the Agenda and copies were also available at the meeting.</li> <li>• Cllr Caunt read the statement to the meeting. The statement gives residents 14 days to respond before action is taken.</li> <li>• Mr Triff had made a response to this statement via email, Cllr Pearce read out his response. He suggested whilst most residents were on holiday between then and end of August, he felt it would not be possible until early September to convene a meeting with residents to discuss the PC statement. He said there would be no formal representation at tonight's meeting. He does apologise that they cannot respond within the 14 day notice period and he hopes the PC understand.</li> <li>• Cllr Caunt confirmed that although we had a reply from Mr Triff, Leafield Parish Council will continue to standby their statement and the 14 days will apply, if we receive no further correspondence or action from effected residents the PC will have no choice but to ask Highways to intervene.</li> </ul>
4.2	<p>Leafield Primary / Bin Lorries – To discuss a recent complaint made by a resident on the current situation during rubbish collection days and School parking.</p> <ul style="list-style-type: none"> <li>• Clerk showed the meeting the photos of the recent complaint – photo taken by a resident. Photo 1 was of a recycling lorry wedged on the grass verge causing slight damage.</li> <li>• Clerk showed the meeting photo 2, this was the same recycling lorry parked on Old Drivers Lane, she highlighted to Cllr's how massive the lorry is and how small the lane is. Clerk did suggest that the bin lorries may have contributed to the damage of the wall on Old Drivers Lane.</li> <li>• Cllr Pearce was actually in the area when the resident took the photos and she said the Village came to a standstill for 20 minutes. Parking in Fairspear Road contributed to the problems, as well did the School staff trying to park. At 8:46am people were mounting the kerbs near the School to try and get though, there were Children on paths walking to School and people driving on the pavements.</li> <li>• Clerk has made contact with WODC, firstly to log the complaint about the lorries parked / using the grass verges and damage but, also the lorries being in the Village during School Drop / Pick up time.</li> <li>• They advised that this issue has been logged as a complaint and an Inspector will probably visit the Village to see if we would benefit from smaller lorries and / or different collection times.</li> <li>• It has been noted that Chimney End residents do not get a door stop collection and it may be worth considering Old Drivers Lane residents having to follow suit in order to keep the lorries off the Lane and the traffic moving.</li> <li>• A change in October (from a box to a wheelie bin) may make life easier for residents who have to bring bins to kerbside.</li> <li>• Cllr King did suggest going to Cllr Walker about extending the zigzag lines outside the School, Cllr King has tried this before.</li> <li>• Clerk will try and speak to the School to see if they / PC can assist with Staff parking.</li> </ul>
4.3	<p>Pre School – To discuss a complaint made by the Pre School concerning sections of road along Lower End.</p> <ul style="list-style-type: none"> <li>• Frequently parked cars are being parked opposite the entrance to the Village Hall, this is making it very difficult for parents to cross over – it was suggested that this is a Police matter and that the Pre-School should log this with them.</li> <li>• The mirror opposite the car park is badly tarnished and is obscured by plants / trees and parked cars – the house in which the mirror sits has been having a lot of work done over the last 9 months or so – PC suggested we contact the owners about cutting back the shrubbery and gaining access to clean the mirror or possibly replace.</li> </ul>

	<ul style="list-style-type: none"> <li>Cars traveling along Lower End, especially from the East, often travel at high speeds. Clerk did mention that the Village is already part of the Speed Surveillance Scheme but lacked volunteers, any volunteers who have a few hours spare can contact the Clerk and make arrangements.</li> </ul>
4.4	<p>Leafield Technical Centre Update</p> <ul style="list-style-type: none"> <li>Cllr Wright has been in contact with various people concerning the centre, Will Barton, Business Development Manager at WODC want to meet with the PC to hear our views on what we would like to see replace the centre. Cllr King did suggest he needed to tell us what was allowed or what the options were. Some ideas were hotel and leisure another idea was a university. Possibly move the School. Possible housing.</li> <li>A member of the Public wanted to voice her opinion on how they have put massive concrete blocks at the gates. The Children that play in there are still there, in fact when she drove past on her way to this meeting they waved at her. She highlighted what would happen if there was a serious accident in there and emergency services would NOT be able to gain access. The Children are now playing games on the roof, both on foot and bikes. The Children are climbing the masts right to the top and the Children on the ground are shouting, if the Children touch the wrong things up on these masts they may end up as charcoal on the floor.</li> <li>Cllr Walker was going to set up a meeting between the Fire and Police services, we have had no feedback from this proposed meeting – Clerk will chase.</li> <li>A member of the Public said that the Fire services have been and walked around following a concern that there was a potential fire risk underneath where the last live electricity cable remains, the Fire services upon that visit were appalled at what they found, fire extinguishers thrown through windows from the inside out. They have thrown everything into the pond where live Carp are still living there, the resident has been feeding the fish every other day and despite her best efforts no wildlife agencies will help, and Clerk will contact the RSPCA.</li> <li>Apparently the site has approx.40 cameras, or so the resident was told, this is too late as the site has been wrecked. Cllr King said it really does need a full time security guard, this is simply to keep people out.</li> <li>The resident also went to the Primary School to highlight the danger of the little Children following the bigger ones, she asked for letters to be sent home to Parents.</li> <li>Clerk to make investigations to see if she can locate any information.</li> </ul>

## 5 Planning

Planning Applications Received & Decision Notices – A round up of all recent planning approvals and new additions.				
17/00820/HH D	Oaks Cottage, Witney Lane, Leafield, OX29 9PG	Erection of Double Car Port	Approved	Letter Rec'v fr comments
17/00810/HH D	Vokins Barn, Purrants Lane, Leafield	Alt and Erc Single Story Ext and link to Guest / play	Approved	Letter Rec'v fr comments
17/00414/HH D	Four Furlings, Leafield Rd, S-U-W	F/Floor ext over existing garage and store	Approved	Approved
17/01208/S7 3	Acre End Hse, Hatching Lane, Leafield	Variation to 13/0201/P/FP to now include a 2.2m high boundary wall to southern boundary	Approved	No Objections
17/00925/HH D	The Old Bakehouse, The Green, Leafield	Dem of bound wall / create new drive, alt to existing access and alt to side door	Approved	No Objections
17/01287/CN D	The Old Reservoir, Leafield Rd	D/charge of 3,4,5,6,8 & 9 of permission of 16/03561/S73	N/A	Not in our Wa
17/01424/LB C	Claymore Cottage, The Green	Replace Dormer Window	Approved	No Objections Meeting
17/02307/CN D	2 Buttermilk Cottage, Leafield	D/charge of cond 3 & 4 of planning perm 15/00902/HHD	Logged 16.7.17	
17/01996/HH D	Windrush, The Green, Leafield	Extension / Alterations	Respond by 25.7.17	Letter Rec'd fr comments

	17/02121/HH D	9 Hewitts Close, Leaffield	Erection of Lean To	Respond by 4.8.17	Letter Rec'd from WODC comments
<b>7 Ordinary Council Meeting Standing Items</b>					
7.1	<p>Any Other Business</p> <ul style="list-style-type: none"> <li>• Notice board – Clerk to find two other quotes to present to Cllr's at August Agenda – Clerk to contact the Church to see where they had theirs done.</li> <li>• Chip Van, Cllr's had pre agreed to have a return of the Chip Van. Cllr's discussed in brief where he could go, it was agreed he could park in the layby with the serving hatch facing inwards. This will be on a Wednesday evening from approx. 5:30 pm – 8:30pm (9pm with clean down)</li> <li>• Cllr Hitchman asked the meeting if there was any update on the Burial Ground, Cllr King apologised and said she will now continue and update at August meeting.</li> <li>• BT kiosks – Old Drovers Lane one is still in situ, Clerk to check with BT on what is happening.</li> <li>• Clerk mentioned the WIFI in the Pavilion and how she wanted to occasionally work from Leaffield but, needs access to the internet, it could become "drop in" sessions for residents to access their Local Council. Clerk to check with Gym about the WIFI and also a possible Dongle.</li> </ul>				
7.2	Date of Next Meeting – Wednesday 30 <sup>th</sup> August 2017 @ 8:00pm				
	<p>Meeting ended 10:05pm</p> <p>Signed _____</p>				