

Leaffield Parish Council

Minutes from 28<sup>th</sup> June 2017

Held in the Pavilion Room, Village Hall

Those Present: Cllr Hitchman, Cllr Woods, Cllr Wright, Cllr Caunt (joined us later) Cllr Walker, Cllr Mullins (left at 8:25pm)

Jane Digby (joined us later)

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

<b>No</b>	<b>Subject</b>
1	Cllr Hitchman was appointed Chair for this meeting and she opened the meeting at 8:01pm. We had received formal apologies from Cllr King, Cllr Pearce and Cllr Hill.
2	<b><u>Ordinary Council Meeting Standing Items</u></b>
	<p>Declaration of Office by Chairman</p> <p>Cllr King was absent from the meeting so Cllr Hitchman or Cllr Woods said she would go and visit Cllr King and ask her to sign her declaration.</p>
	<p>Declaration of Interests in items on the Agenda</p> <p>All Cllr's present were reminded that any conflict of interest concerning items on the Agenda were to declare it, none were given.</p>
	<p>Matters Arising</p> <ul style="list-style-type: none"> <li>•It was agreed by Cllr's that the DRAFT minutes from 7<sup>th</sup> June were only signed as a true copy if we excluded the Public Participation section (Item 5) Mr Triff had emailed his corrected version and the PC feels we need to re listen to the meeting's recording to ensure we have a true account of events and this could not be done in time for the meeting. CLERK and a CLLR will ensure the recording is reflected correctly in the minutes of the 7<sup>th</sup> June's meeting.</li> <li>•Clerk to now compile and issue a DRAFT copy of the Grievance Policy, hopefully in readiness for the July meeting.</li> <li>•Cllr Hitchman needed to complete the Grant Application for the new Zip Wire, Clerk to assist if necessary.</li> <li>•Clerk to call and give Boward's the Tree Survey Contract and arrange a date.</li> <li>•Clerk to ensure that grass verges are cut in the next week.</li> <li>•Cllr Hitchman / Cllr Woods to get Cllr King to sign her declaration.</li> <li>•Clerk to speak with Cllr Pearce on a possible quote for a new laptop / make good the spare one.</li> <li>•Cllr Hitchman to take Banking form to Cllr King for her to fill in.</li> <li>•Clerk to check PC's archive files for any paperwork for the fire door dating back to 2008.</li> <li>•JD to check old Village Hall minutes from 2008.</li> <li>•Clerk to follow up on the Chimney End sign.</li> <li>•Cllr Woods to follow up regards to Jet washing, planks of woods and possibly painting the fence.</li> <li>•Clerk to chase Cllr Walker and WODC concerning the Technical Centre.</li> </ul> <p>•Clerk also explained that her actions that arise from meetings or emails she does immediately.</p>
	<p>Approval of Minutes from Previous Meeting (7<sup>th</sup> June)</p> <p>Clerk advised that the minutes had been circulated and that she had received two correction requests, first from Cllr Mullins, he has since emailed his corrected update and lastly from Mr Triff (Resident) who has emailed his corrected version relating to item 5, Clerk felt these were incorrect and sought advice from Cllr's. It has been agreed to exclude the Public Participation item when Chair signs the minutes and the Clerk will ensure the recording is checked again, possibly with another Cllr to ensure the PC has an accurate account of the meeting.</p>
	<p>County &amp; District Cllr's Report</p> <ul style="list-style-type: none"> <li>•Cllr Mullins started by saying there was a County Proposal Document sent to the Government on Thursday 15<sup>th</sup> June, in response to a previous document by the County Council and South Vale</li> </ul>

	<p>Council. It is the view of the WODC Leader, James Mills and that of his colleagues at OCC and Cherwell District that Local Government restructuring is not likely to progress in the current context and want to focus on working collaboratively tackling issues that residents face. Lastly, he spoke briefly about the Fox and they were still working towards raising funds through personal pledges and Charitable funding such as the Plunket Foundation. The idea at the moment is to try and get 100% funding from within the Village or similar, rather than seek funding externally. Share prices have changed from the original £1k to now ranging from £250 to £20k – approx. 25 people have expressed interests in the original £1k share but they have yet to pledge, there are 3-4 individuals that have expressed a willing to pledge more than £10k each.</p> <p>Overall figure needed is approx. £340k. Sale price is currently on market for £295k +VAT but with refurbishment costs he predicts an overall cost of £340k. Clerk offered to advertise on the Village Facebook / Twitter account and website to give residents somewhere to get the information from.</p> <ul style="list-style-type: none"> <li>•Cllr Walker said not much to report due to the busy period of the elections – he did say Trading Standards Department who are part of WODC have over the past year clawed back ¼ Million pounds of victims money, they have worked closely with TVP on these cases.</li> <li>•Cllr Walker has now been appointed to the Performance and Scrutiny Committee, basicity means “holding the Council to account” Cllr Walker thinks this is a great idea, they have the Police &amp; Crime Commissioner and agree on Rural Crime, such as, marking tractors.</li> <li>•Clerk and Cllr Walker briefly spoke of the grass verge issue within the Village and Clerk confirmed it was on the list for Highways too cut. Clerk will check to see if this is done.</li> </ul>
3	<p><b><u>Policy &amp; Finance</u></b></p> <p>Approval of Receipts &amp; Payments for June 2017  Clerks Salary £656.50 (June Salary) NO VAT  Clerks Exp £6.72 (Stamps) NO VAT  ICO renewal £35 (Village Hall CCTV) NO VAT  REIDS Playground Repair £600 (Emergency repairs to Monkey bars &amp; Matting) PC will claim back £120 for the VAT.  Car Park Repair £1,080.00 (£450 contribution from Village Hall) PC will claim back £180 for the VAT.  Clerk also advised that she has had confirmation from HMRC of a VAT Reclaim amount of £1,322.71.</p>
	<p>Parish Laptop  Following an external inspection of the Clerks Laptop, remedial works have been recommended and quoted for, it was also suggested that if the repair quote was possibly high the PC might consider buying a new Laptop for the Clerk, Clerk also suggested giving Cllr Pearce the “spare laptop” to see if her contact could make a good one from either laptop. Clerk to speak with Cllr Pearce to see if her contact can give us a quote.</p>
4	<p><b><u>Banking</u></b></p> <p>To review the Co-Operative Letter  Clerk advised she had written to the Bank requesting some “housekeeping” work on the account, this was to ensure all old Signatories were removed and new added, also to change the correspondence address. Bank have issued a form to fill in, it does require some Cllr’s to fill in their details. Clerk has completed her sections. Cllr Hitchman said she will take form to Cllr King for her to have a look at. Cllr Caunt then arrived at meeting and joined in the discussion. It was agreed for all Cllr’s to add their details and return the form to the Clerk.</p>
5	<p><b><u>Village Hall Update – Sorry this had been missed of the Agenda.</u></b></p> <ul style="list-style-type: none"> <li>•Jane advised she has had the fire door in the hall looked at, it may be under Warranty – fitted in 2008 but she has no paperwork, Jane advised they are not fit for purpose – Clerk to check archive files and Jane will have a look through old Village Hall minutes.</li> <li>•She advised the water boiler has also stopped working, fuse checked and ok – Electrician to be called.</li> <li>•A meeting is scheduled for 21st July firstly a Committee Meeting followed by an Extension Meeting and Jane has been sent a link for 2 other possible funding sources.</li> </ul>

	<ul style="list-style-type: none"> <li>•Jane asked the meeting if anyone knows of someone that could help with 1 of the possible Grants – it require a full Business Plan. Cllr Caunt advised there are some good template ones on the internet.</li> </ul> <p>Jane was keen to try and source this help locally before having to consider paying someone to help with it. Cllr Walker asked Jane to email him as he might know of someone who might be able to help. Cllr Caunt advised Jane that Grants are available to help with Business Plans.</p>
6	<p><b><u>Staffing Committee</u></b></p> <p>Clerk spoke briefly on what was discussed at the last meeting, Cllr Caunt confirmed he had read the guidelines on the original paperwork. Clerk advised that she had sought advice from Christine @ OALC as it was suggested in a previous meeting we were too small for this Policy to exist, it has been confirmed that it's good practise for all Parish and Town Council to adopt this Policy. Cllr Caunt preferred the delegates powers option to the "Staffing Committee" It was agreed that 3 members of Council will form the "Staffing Committee" All voted and agreed it would be Cllr Hitchman, Cllr Woods and Cllr Wright. They will have the power to make decisions on any staffing issues (this includes Cllr;s and volunteers) Clerk advised Cllr Caunt that she has a standard terms of reference concerning this Policy, Clerk confirmed this document did detail what the Staffing Committee will be responsible for. Clerk will now finish this document and present to Council at next meeting. A separate "staffing committee" meeting will need to be arranged, which will meet approx. 3 meeting per year.</p>
7	<p><b><u>Recreation &amp; Leisure</u></b></p> <p>Play Park / Village Inspection</p> <ul style="list-style-type: none"> <li>•Clerk advised that a full inspection was not carried out during June, she did advise she re checked the monkey bars and they are fine.</li> <li>•DeFib is checked regularly.</li> <li>•There has been a recent issue concerning grass verges, PSCO Waller had reported that it posed a hazard to residents walking on the side with no area to get off the road. Highways had thought the PC were doing it but in fact he PC never entered into any Contract to take over the verge cutting. Cllr Walker was contacted and he was very helpful – thank you.</li> <li>•A resident has reported a sign that has gone missing "Chimney End" Clerk did advise that she had made contact with WODC – Clerk will follow up.</li> </ul> <p>Play Park Project</p> <ul style="list-style-type: none"> <li>•Cllr Woods advised she has made some key points regarding the comments that were received via the Village surveys. Most pointed towards the equipment was old and not very exciting, the area not very inviting, people want something for all ages whereby children can be kept an eye on, half of parents want the small play area gated and half want the fence removed. Council discussed ways to make improvements.</li> <li>•Cllr Hitchman said Hailey was an excellent park and recently had new gym equipment installed.</li> <li>•All Cllr's agreed that the fencing is an eyesore and the metal benches are not ideal. Jet washing was an idea (to clean the equipment) and the Clerk and Cllr Wood will look into the costs and Possibly painting the fences.</li> <li>•Cllr Woods suggested asking the Youth Club to help.</li> <li>•Cllr Caunt suggested about some cut out shapes and painting them – Cllr Woods to see what she can do.</li> <li>•Cllr Hitchman advised the Grant App was in hand, she had started to fill in and will aim to finish.</li> </ul> <p>Forthcoming Village Events</p> <ul style="list-style-type: none"> <li>•Cllr Woods advised ZiggyFest made nearly £5,500. Total raised since starting to nearly £30k. Clerk said that if Jo / Cllr Woods wanted to advertise the success of the event to let her know.</li> <li>•The Village Fete that weekend, which can go on the website.</li> </ul>
8	<p><b><u>Environment</u></b></p> <p>Tree Survey</p> <p>Clerk advised she has spoken with OALC and said she sent the Tender out with a deadline of the 26<sup>th</sup> May, we received only one response. The Tender date was extended but, despite chasing invitees by phone and email no one wanted to quote. OALC advised as long as we had advertised</p>

	<p>the Tender well then the Council could make a decision. All voted in favour that the work would be awarded to Boward Tree Services. Clerk to update them and arrange a survey date.</p>
	<p>Old Drovers Lane</p> <ul style="list-style-type: none"> <li>•Cllr Caunt spoke, he advised, he meet with the Solicitor on the 21<sup>st</sup> June, it was merely an introduction meeting and he gave the Solicitor residents’ documents. We did receive an update on the 27<sup>th</sup> June but the Council have yet to digest this update. It will be looked at and then we will add the topic to the next Agenda.</li> <li>•Clerk spoke to the meeting regarding the PC’s position concerning our Insurance. She said our Insurance Company (Came &amp; Company) will continue to provide a full coverage of Public Liability despite the concerns over safety on this Lane, she advised that the Insurance Company have made a note on our file and that the PC are taking steps to resolve the matter. Clerk did advise the meeting that if the PC did not take appropriate steps in resolving the issues then the Council could face higher premiums or our cover being withdrawn.</li> <li>•Cllr Caunt then spoke to the meeting and advised that a Risk Assessment had been undertaken, Cllr’s and Clerk met one evening and looked at the whole Lane, from the Church right up to The Fox and in between. Cllr Caunt said we did record various potholes, some large and deep ones were noted. Some Edges that could pose a trip hazard and storm water damage. The Council’s findings had been documented and finalised into DRAFT form and were circulated to Cllr’s yesterday, Cllr’s confirmed that they were not in a position to make comment on any assessment as yet. Cllr Caunt did confirm that some work was needed in the near future.</li> <li>•Cllr Caunt took a question from Mr Triff, and that was “will the PC share the Solicitors opinion” and Mr Triff was advised that it’s not an opinion, it was comments that the Solicitor has made and the PC need to consider these, at the moment there is nothing to share to the Public.</li> <li>•Cllr Caunt said the comments will be looked at will then consider what our next steps might be.</li> <li>•Mr Triff then asked “did we ask the Solicitor, is the Lane a private access route” Cllr Caunt advised that the Solicitor has not answered any questions as yet, more questions aimed at the PC, in that, what is it that we want to do.</li> <li>•Cllr Caunt advised, once the PC have had a chance to consider in more detail the information we have so far, the PC will then update the Residents.</li> <li>•Cllr Caunt then reassured the meeting that once the PC have something to share, they will share, both in writing and through PC meetings.</li> <li>•Mr Triff asked the meeting, “would he be able to pass questions to us, for us to pass onto Solicitor” •Mr Triff explained that the residents want Legal clarification on the “is the Lane a private access route or something else” that was the main Legal question.</li> <li>•Mr Triff has requested all Title Plans from residents, he confirms that he is waiting for 2 others.</li> <li>•Cllr Caunt did advise we do need everything back by the end of July for us to be able to move forward.</li> </ul>
9	<p><b><u>Planning</u></b></p> <p>No new applications          Planning number 17/01208/S73 Acre End House – APPROVED</p> <p>Deborah wanted to know if Leaffield has a “plan” for housing, Cllr Walker did respond by saying it was a lot of work and would need a group of volunteer to form a Committee. Our Local Plan doesn’t have much plan for our Village. A Community Plan is non Council lead and tends to only happen if people are not happy with the Local Plan or if housing are forecast to be built in Leaffield.</p>
10	<p><b><u>Ordinary Council Meeting Standing Items</u></b></p> <p>Public Participation          Please see item 8, the Public that wanted to speak concerning Old Drovers Lane were included then.          The meeting was asked if anyone wanted to discuss items on the Agenda – there were none.</p>
11	<p>Any Other Business</p>

	<p>Cllr Walker asked the meeting if anyone had any update on the Technical Centre, Cllr Wright said, Savills were at the later stages of selling it, he did hear the same thing 3 months ago. He said every weekend there are kids messing in and around the site.</p> <p>Clerk said why has it not been reported to her or Police. Cllr Wright said he felt the Police did not want to know and the place as no security.</p> <p>Cllr Walker did say there was a new Police Inspector at Witney who would want to know the issues. Cllr Walker also said that the site could pose a fire risk. Cllr Walker is going make some further investigation.</p> <p>Cllr Caunt did say he thought WODC had made contact with the owner and he was advised to board it up and make safe. Clerk to chase Cllr Walker and chase WODC</p> <p>No other Business.</p>
12	Date of Next Meeting – Parish Council will meet again in July 26 <sup>th</sup> @ 8:00pm in the Pavilion.
13	Chair Closed the meeting at 9:25pm _____