



**Leaffield Parish Council Meeting
29th March 2017, 8:00pm, Pavilion.**

31st March 2017

Attendees: Cllr Juli King (Chairman) Cllr Luke Caunt (Vice Chairman) Cllr Andy Wright, Cllr Gina Pearce, Cllr Jackie Hitchman, Liam Walker, PCSO Tracy Waller, Lorraine Grant (Clerk) and 2 members of the Public.

Mrs Lorraine Grant
Clerk to Leaffield Parish Council

1.	<p>Welcome & Apologies for Absence Cllr Juli King opened the meeting at 8:03pm – she chaired the meeting.</p> <p>Apologies: Cllr Mandy Wood, Cllr Gill Hill, Jane Digby and Jo Williams No apologies received from Cllr Kieran Mullins</p>																							
Ordinary Council Meeting Standing Items																								
2	Declaration of Interest in Items on the Agenda – Cllr Luke Caunt has two declarations to make, one as a member of staff at TVP and the other he has property that backs on to the Village Hall car park.																							
3	Approval of Minutes of the Council Meeting held on 22 nd February 2017 – Minutes from the last meeting (22 nd February 2017) were formally approved at this meeting (Cllr Juli King approved)																							
4	Planning Applications – No planning to report																							
4a	- Received - NONE																							
4b	- Decisions outstanding - NONE																							
4c	- Decisions made - NONE																							
5	<p>RE: Item 23 on the agenda – A villager expressed her disappointment on how the PC handled the Tree Grant and planting of the trees, decision, lacked transparency and consultation, only a handful of people knew of the project. She wanted to propose 1) PC should be more transparent when making changes to Village landscape and 2) A small committee to be founded to ensure all future projects have full public engagement.</p> <p>Another villager made the following points 1) while agreeing the consultation process had been flawed, she stressed there was never any intention of subverting the will of the public 2) The record of 12th October public consultation was clear regarding agreed planting sites on the The Greens, but ambiguous on those which were rejected 3) in the event, planting could not take place in the agreed sites around the School because of Governors decision. Given time restraints (IE the tree council grant requirement to plant during national tree week) alternative locations had to be decided at short notice 4) any decision to relocate the trees must be taken with due regard to a) community creditability and b) interests of third parties (especially the Guides) who had participated in the project in good faith.</p> <p>Cllr Gina Pearce also agreed that the consultation process was not carried out in a Democratic way and that in her opinion, only a few were allowed to vote on the planting of said trees. She sought assurance from other Cllr's that on all future projects a more Democratic process is followed and a better consultation period is implemented.</p> <p>Cllr Jackie Hitchman expressed her views in that the PC did not do anything deliberate and the public did have access to information on this matter through Newsletter and PC minutes from meetings.</p> <p>Cllr Juli King explained to the meeting the events surrounding the Tree Grant's process of which, started back in Sept 2015, she had difficult decisions to make in a relatively short space of time so she acted in what she thought was best for the Village.</p>																							
Policy & Finance																								
6	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%;"></th> <th style="width: 15%;">Payments</th> <th style="width: 15%;">Receipts</th> <th style="width: 10%;"></th> </tr> <tr> <th>Description</th> <th>Chq No.</th> <th>£</th> <th>£</th> <th>Power to Spend</th> </tr> </thead> <tbody> <tr> <td>OALC (Clerk) Training (Roles & Responsibilities)</td> <td>401708</td> <td>78.00</td> <td></td> <td>LGA 1972 s.137</td> </tr> <tr> <td>OALC Annual Subscription 17/18</td> <td>401709</td> <td>168.35</td> <td></td> <td>LGA 1972 s.111</td> </tr> </tbody> </table>						Payments	Receipts		Description	Chq No.	£	£	Power to Spend	OALC (Clerk) Training (Roles & Responsibilities)	401708	78.00		LGA 1972 s.137	OALC Annual Subscription 17/18	401709	168.35		LGA 1972 s.111
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	Cllr Juli King – Expenses: Ink Cartridge, Stationery & Stamps	401710	51.99		LGA 1972 s.137
	OPFA – (RENEWAL) Oxfordshire Playing Field Association	401711	40.00		LGA 1972 s.111
	Ubico – Purchase / Install New Dog Bin (by path at village hall)	401712	249.29		LGA 1972 s.137
	West Oxfordshire District Council – Waste Collection 01.04.17 – 30.09.17	401713	213.98		LGA 1972 s.133
	Community First Oxford – Membership Renewal	401714	55.00		LGA 1972 s.111
	Totals		856.61		

7 Review of Budget Expenditure to Date
Deferred

Recreation & Leisure

- 8 **Village Hall update and extension project** – Jane Digby emailed update, Had meeting 22.03.17, minutes to follow, A start made on a WODC facilities grant for a Sept 17 deadline, keen to work with PC on times. Names were discussed for a steering / reference group – potential members to be approached by Hall Committee – Next meeting beginning of May.
- 9 **The Fox Public House Sale update Kieran Mullins** – Cllr Mullins was not in attendance at tonight’s meeting.
- 10 **Playground Monthly Inspection** – Clerk did monthly inspection on 22.03.17, report was done and viewed at the meeting.
- 11 **Car park update Luke Caunt** – Cllr Caunt advised not much to update, been in talks with Structural Engineers which, seemed positive, one quote back and awaiting 4/5 further quotes so once he’s received all quotes he will circulate costs via email.
- 12 **Car park annual repairs** – Cllr Caunt advised he’s awaiting on Churchill Serving to respond, all seem to quote using a roller, as soon as he receives all information he will circulate via email and Cllr’s will vote via email as this is emergency work.
- 13 **New Playground equipment project** - Cllrs Mandy Wood was not at meeting but Cllr Hitchman has advised a survey has been complied and will be distributed throughout the Community paying attention to School, Playgroup and Youth Club. This will hopefully get a feeling of what residents want.
- 14 **The Ziggy Fest** – Date set for 27th May 2017, emailed received from JW on details, They have got first aiders but Cllr King feels that a “designated first aid station” where people know where to go would be advisable.
- 15 **The May Beer and Cider Festival** - It was said “The Fox” pub would not be doing one this year so the Village Hall have requested use of the Pavilion and possibly part of the playing field, date set to 30th April 2017 – no objection and voted ok.
- 16 **Youth Club Gardening** – The club asked if they could do come planting around the Village, they will plant the tyre in the playing field and possibly some concrete pots, it was also suggested that some bulbs could be planted around some signs throughout the village.
- 17 **The Village Fete** – Date set at 1st July 2017, the Village Hall has requested permission to use playing field, no objection made and all voted ok, this year’s beneficiaries will be – Village Hall, The Church and the Youth Club. Organisers are Jane Digby, Jo Williams and Nicky Bentley.

Environmental

- 18 **X9 Leafield - train station link bus service update** - Chris Blount WOBUG (West Oxfordshire Bus Users Group) – Chris went to meeting, Cllr King has chased Andy on three occasions and she has still not heard, still no further forward. Cllr King wanted to have a piece in the next Newsletter about the “Comet” The County Council will allow use of School Mini buses (certain times) residents have to join the scheme for a small fee, loads of information online.
- 19 **PCSO Police update and speed watch signage** – Tracy advised that there had been two shed fires (Hewitt’s Close and Lower End) When speaking to Lower End residents she advises that some were not happy by the “state” of Lower End. Cllr King made comment that grass verges were Highways and not maintained by PC. It was also discussed that maybe the Youth Club could plant some bulbs in and around that area, Tracy would update residents if she can.
- Sam Haines has indicated that she wants to be involved in Community Safety and therefore would be happy to assist with speed surveillance within the Village, Tracy Waller said this was a good idea and explained the process, Tracey will email the Clerk on details.
- Cllr Pearce advised that a wall “by allotments” was falling apart and deemed dangerous, also mentioned was the field gate situated by Greenwich Lane.
- It was reported that kids had been seen in the House on Witney Lane.

	<p>It was also discussed that the Technical Centre still had people coming and going, Cllr Wright gave Tracy two car registration numbers that had been seen in there, Tracy had advised that they hadn't really had many calls concerning the centre but Cllr King pointed out that one resident has now given up calling as nothing seems to be done. Tracy said for residents to call TVP if residents have any concerns at the Centre.</p>
20	<p>New Burial Ground update - Cllr King spoke about the "mix up" of plans, however perfectly good plans. Cllr King met with Simon to discuss the plan and it deemed the Church needed to give permission for the gap through in the wall, the Church didn't give permission and after a series of events Cllr King made the decision for contractors (who were already on site) for them to go ahead. The gap has been done, Cllr King said drainage works could not be done without this gap – Simon agreed. The Diocese would be the ones who need to give the permission for the gap. Cllr King sent the plan out January time via email. The Wychwood Project have been in touch and are keen to be involved. Next step is to deal with drainage, it was suggested that the proposed pathway could have the drainage underneath, all agreed was a good idea.</p>
21	<p>The Wychwood project partnership – Cllr King said the Trustee had emailed her and they want to be involved with any future Maintenance IE) ongoing plans for many areas.</p>
22	<p>Tree survey tender – Cllr King has not had time to work on this.</p>
23	<p>Tree Council grant tree planting – Public participation (see agenda item 5) Trees have now been planted and cannot be moved</p>
24	<p>Village Green advisory committee – Cllr Caunt said locals appeared to be passionate about being consulted over anything to do with the character and nature of the village greens. As such it may be an idea to see if the PC can set up an advisory subcommittee made up of villagers and councillors. This group could act as critical friends to the PC. A suggestion was made to nominate 3 Cllrs to the committee and four residents. Each of the resident would represent a specific quarter of the green eg NE quarter. The school as a significant local group would also be invited perhaps a representative from FOLS. Cllr Caunt said it was important for Cllrs to be on this committee. It was agreed to invite possible representatives to apply to see if there was significant interest in the community. This would be done by a notice in the next newsletter and on the website. Cllr Caunt to update after any responses had come in.</p>
25	<p>Witney Local Community Plan update – Juli didn't go to meeting, Liam Walker went to 2nd meeting, minutes are available to view either online or available in the Pavilion. Liam advises that Witney has really taken off with this and had a huge response, do Leaffield copy in Witney's footsteps? Cllr King re advised that it cannot be led by the PC or Cllr's, it really does have to be formed and run from residents or alike.</p>

Ordinary Council Meeting Standing Items

26	<p>The Council Four monthly forward plan showing the key decisions to be made. January – April 2107 – Dates were looked at during April and May but Cllr's took Easter and May Elections into account and opted for meeting during June.</p>
27	<p>Matters and actions arising from the previous meeting which are not covered by other agenda items. **missed from agenda** Cllr Liam Walker update – Spoke a little about the "local plan" for the whole District, Cllr King said Leaffield had not been identified to build in, nearest Parishes were Hailey and Charlbury, Cllr King expressed a shame as Leaffield needed new houses of some description. Liam advises a new piece of kit "dragon pot hole fixer" (Meeting was very happy) it costs approx. £100k but will take costs down to £10 from the current £60 per hole. Liam also said people's perception of what is a "pot hole" can vary greatly, typically if a surface is missing only a very slight topping then that is not deemed as a pot hole, whereas a big hole is. Cllr King said we need to make more people aware of "Fix my street" where residents can report things about their street including pot holes. Liam also advised that the deadlines for registration for Elections is 13th April 2017. Liam also advised that there are 63 seats, 10 of those are in West Oxfordshire. PC agreed to allow Sophia Marsden to carry out her DofE voluntary work undertaking litter picking in the Village, it was also said that Sophia must wear a high vis jacket at all times and check if she is allowed to work alone or must have someone with her and this is something that she needs to speak to DofE with. Cllr King wanted to briefly speak about the tree's at the Old Chapel. She explained we had followed advise concerning the trees and all monitoring and maintenance as per advise had been done but, despite this the PC have received letter from the Chapel owners regarding compensation, the matter is being dealt with by the PC's insurers, Avia. Clerk to make invitation to all Candidates that are standing in May, would they like to attend the next PC meeting on 26th April at 7:30pm. Clerk to make invitation to all Community Groups within the Parish to attend the Annual Parish Meeting on 17th May 2017.</p>
28	<p>Items for next meeting agenda Cllr Wright is going to email Winkworth regarding letter and invoice</p>
29	<p>Date of Next Meeting – Parish Council Meeting on Wednesday 26th April 2017 at 8:00pm Date of Annual Parish Meeting 17th May 2017 Date of Annual Parish Council Meeting 31st May 2017</p>

