

**LEAFIELD PARISH COUNCIL**  
**Minutes of the Annual Parish Council Meeting**  
**held at The Pavilion at 8pm on Wednesday 7<sup>th</sup> June 2017**

**Those Present:** Councillors Luke Caunt (Chairman of the Meeting) Jackie Hitchman, Andy Wright, Gina Pearce & Amanda Wood.

**In attendance:** Lorraine Grant, Clerk/RFO, Cllr Gill Hill and joined late in the meeting Cllr Kieran Mullins.

**Members of Public:** 4 and 2 other joining late in the meeting.

1. **Election of Chairman and Vice Chair of the Council:** Cllr Juli King was absent from the meeting but she was happy to be nominated to stand for Chair again. Cllr's voted 1<sup>st</sup> and 2<sup>nd</sup> and all were in favour.  
Cllr Luke Caunt expressed he would be happy to re stand as Vice Chair, therefore he was 1<sup>st</sup> and 2<sup>nd</sup> voted and all were in favour. Vice Chair signed his Declaration of Acceptance of Office and Cllr King will sign hers at the next PC meeting. No other interest was received to fill the Council Vacancy - LG will advertise on Facebook to remind residents we still have a vacancy.
2. **Election Results:** A summary was made available to all, Cllr Liam Walker won by 1814 (52%) There were a total of 9 rejected votes throughout the Ward, unmarked or unclear. Congratulations Cllr Walker we look forward to you supporting Leaffield.
3. **Apologies:** Cllr Juli King, Cllr Liam Walker and PCSO Tracy Walker.
4. **Completion of Declaration of Acceptance of Office:** Cllr Hitchman, Cllr Woods, Cllr Pearce and Cllr Wright all completed their Declarations and were signed by the RFO.
5. **Completion of Register of Members Interests and also on items on this Agenda:** All Cllr's were reminded to update or add any information that is relevant to the Parish. Cllr Caunt advised his interest as a member of TVP can now be removed but declared his Property backs onto the Village Hall Car Park. The Parish Council also has an interest in the Car Park as joint trustees and responsibility for the Village Greens.
6. **Approval of Minutes of the Council Meeting held on 26<sup>th</sup> April 2017:** Draft minutes had been circulated prior to the meeting and Cllr Caunt (Vice Chair) signed with one small correction. (item 5, from early Spring to Autumn 17/Spring18) and Cllr Caunt said his interest regarding TVP could be removed. No other corrections were declared and Cllr Caunt signed as a true account.
7. **Matters Arising:** Cllr Caunt explained to Clerk that this item is for "action points" that need to be dealt with and followed up at the next meeting. It was discussed that a decision on the Play Park would be announced at this meeting. Clerk deals with her action points on a daily / weekly basis or as soon as she receives them.
8. **County / District Councillors Report:** Cllr Hill advised there was not much further to update following her Annual Report which, was presented at the Annual Parish Meeting. She did briefly touch on the 2020 Vision. She did also ask if we had received the Local Planning 2031 information, Clerk advised we had not and the deadline was 8<sup>th</sup> June. Cllr Hill also said she had not heard anything about the Technical Centre.  
Cllr Mullins made a brief update on the Fox Pub, he was still looking at trying to raise funds through personal pledges and external funding. A Public meeting is going to be scheduled for mid – late July which, will give local people more of an idea on what is happening. A flyer will soon be sent to householders with details of this meeting. Cllr Walker could not attend the meeting but said he had very little to report. Cllr Mullins joined later in the meeting.
9. **Opportunity for the Public to speak:**  
We received a correction request from Mr Triff, this has not been accepted as a true account and therefore is subject to further review of the meeting's recording. This will be published separately at a later date.
10. **Approval of Receipts and Payments for May:**  
Clerk Salary £656.50, CQ 401720, LGA 1972 S.112 (2)  
Clerk Expenses £44.06, CQ 401721, LGA S112 (1)  
Total £700.56
11. **Annual Return and End of Year Reporting 2016/2017:** The Clerk had pre-circulated the Annual return, section 1 and 2 to all Cllr's prior to the meeting. The draft figures, quantified variance statement and bank reconciliation had also been pre-circulated to Cllr's. The Clerk then presented to the meeting for formal approval by the Vice Chair and then signed by the RFO. The Annual Return was written in pencil as advised by the Internal Auditor but Cllr Caunt was not happy signing in pencil so Clerk wrote in pen. Clerk also advised the meeting that there was a discrepancy of £540, this was a CQ that was written to WODC for Building Regs and never cashed, Clerk has been

in contact with Andy Crick who could not identify where that CQ was, Cllr Hitchman will speak with Tim so Clerk can follow an Audit trail with a view to disregarding the CQ.

12. **Reserves:** Clerk spoke briefly to the meeting about how she was unaware of the figures, mainly down to her start date of March 17. It was discussed the Clerk would look through again all archive emails and folders to see if she can find some further information on it. Cllr Caunt explained to the meeting that “these reserves” are from monies that the Council has received in the way of donations or grants which are for specific things.– LC advised he would see if he can find anything on his files.
13. **Review of Council Investments:** The Clerk said at the end of the last financial year the Council’s total assets are held with the Co-operative Bank were £45,688.42 and £561.34 in the other account held again with the Co-operative. Council discussed if this was an adequate amount to finish that year with, nobody had any comments.
14. **Expenditure S.137:** The previous year’s expenditure was discussed and it was also advised that 2017/18 year had an increase of 15p per resident. Clerk did point out that she felt the difference in resident population seemed incorrect this year compared to last year, Jane Digby also suggested that it always was around 800, it was agreed that either last year or this figure was wrong. It was also agreed that the overall spend using S137 last year was good. Clerk will clarify with WODC on actual figure we should be using this current year.
15. **Confirmation of Direct Debits & Standing Orders:**  
WODC non domestic rates bill at £428.72 for current year, payable in 8 monthly instalments. A decrease of £16.56 on prior year. There were no standing orders at present. The Clerk salary will be added to a regular debit from the account in due course.
16. **Confirmation of Annual Memberships:**  
Oxfordshire Playing Fields (2016 – 17 subs £40.00)  
Oxfordshire Associations of Local Councils (2016-17 subs £168.35)  
Community First Oxfordshire (was ORCC) (2016 -17 subs £55.00)  
SLCC, Society of Local Councils, Joining fee and subs (2016 – 17 £111.00)
17. **Review and approve Statutory Documents:**  
Financial Regulations, Standing Orders, LPC Risk Assessment and Asset Register had been updated to reflect 2017. Clerk had confirmed that no major changes and been advised from any external body and remained the same. Cllr Caunt did suggest checking with the Internal Auditor to ensure we don’t have to add / reduce in regards to inflation on items on the Asset Register, it may be some items may have reduced in value. Clerk to discuss this with the Auditor. All Cllr’s agreed.
18. **Discuss the Grievance Policy:** Clerk advised and read to the meeting the email that had been received from OALC regarding this Policy and it mentioned this recommendation has been endorsed by the Monitoring Office. She advised that a NALC template had been sent along with guide notes from OALC. The template has been worked on by the Clerk but she advised that the issue needed a discussion to ensure that the Policy was adopted correctly. Cllr Pearce said it was not a simple “just a discussion” it needed more careful consideration. The Clerk did advise that the NALC template did cover all the main points. Cllr Pearce explained to the meeting what the email probably means. The Clerk advised that a Staffing Committee would need to be formed purely to oversee this Policy. Cllr Gill Hill made a comment that she thought Leafield Parish Council was too small for this type of Policy and that Christine at OALC was wrong. Clerk advised that Leafield Parish Council were Employers and had a Legal Responsibility. It was suggested from Cllr Caunt that all Cllr’s need to have a read of the guide notes on this item and it would be added to the next Agenda for discussion and in the meantime the Clerk will speak to OALC for their input and report at next meeting.
13. **Review full list of Council meeting dates:** Clerk asked if the Council were happy to still go ahead with the next meeting, 28<sup>th</sup> June. All agreed yes. Cllr Caunt said meetings that fell in Half Term may be difficult as that was the main problem why the meeting was postponed. Cllr Wright asked when the next Strategy meeting was going to be held – No comments were made.  
Cllr Caunt did talk briefly about the Newsletter, (IE) we have meeting on Wednesday and the Newsletter items are needed by Friday. It was discussed to move the meeting, but all felt moving the meeting was pointless and probably would not resolve the issue. A brief discussion was held on the printing of the Newsletter and the Cllr’s thought we had a duplex printer, Clerk explained we had two Epson printers. Cllr Pearce would print one month’s Newsletter on her one and then the PC will need to arrange a suitable printer, Clerk to check if the Epson printers print duplex.
14. **Village Hall Update:** Jane Digby advised that following a recent meeting the Village Hall want to investigate holding “Community Pub” nights in the hall on a Friday (maybe not every Friday) this idea is in the early stages as they need

to check the Legal issue's surrounding it, The Village Hall might run the 1<sup>st</sup> one and if successful then offering to Village Grapes to run, possibly on a 50/50 share profit basis. Clerk to investigate on how the Licence would work. Jane will send Clerk an email. The Village Darts team are in Summer League and they have been offered the use of the Hall on a Tuesday night, which, might be a temporary arrangement. Jane advised that the Village Hall's middle fire door is broken and currently locked using a bike lock, it has not been damaged, it just broke. Jane has gone back on all her paperwork concerning the fire door since 2010 and she cannot locate any paperwork, so she has notified us, she will be dealing with it and will get three quotes in order to repair. Jane did ask about the letter from the PC advising the PC would help the Village Hall Extension, Cllr Peace confirmed that she had emailed the Clerk, the Clerk agreed to have a look through emails and sort this letter and get it to Cllrs's for signatures.

A new date for the Beer Festival has been announced as 2<sup>nd</sup> September, and Jane wanted to confirm the PC gives permission for the use of the Pavilion and Field. All agreed.

Clerk confirmed permission had been granted for the Fete using the field and hall. All agreed.

Ongoing consultations concerning the use of the hall and what is planned, and incorporating some of the Village survey. Jane has not had time to continue as yet.

Jane briefly spoke about Village transport, an idea was that Jane and Jo join together to purchase a new mini bus and speaking with the Village Bus scheme about a Community Bus. Cllr Caunt said check with Chris. The survey suggested that a lot of younger residents wanted a Bus service to access Witney, the Council Bus is expensive at £10 per person, per trip.

Jane asked if there were minutes from the Annual Parish meeting, Clerk advised there were but were running late and had been given to the Cllr's for pre-approval. Cllr Caunt asked Jane if she was happy with the Car Park repairs, everyone agreed.

**15. Monthly Inspection / Play Park:** Clerk advised that the Monkey bars had been "taped up" as they were very loose and had a lot of movement from side to side (Cllr Caunt also checked and confirmed this)

She advised the repairs have been carried out under S137 because of the May Half Term extra activity that would be in the Park. The Matting repairs around the Swing Basket were also done at the same time. We have been billed but invoice came in too late to be included in this meeting. Clerk did advise the bars still have some swing in them and Cllr Caunt suggested they have always had some movement. Cllr Caunt suggested to ask the ROSPA inspection to make comment. Clerk also advised that there was a bike that seemed to be left behind the Green shelter. Not much else to report, Cllr Caunt also said he needed to send the Clerk the photos. Clerk advised the ROSPA inspection was on the "call off" list which, was due in July. All agreed that was OK.

**16. Play Park Survey / Project:** Cllr Woods and Cllr Hitchman thanked Deborah for organising the School visit, the Children were very responsive and were very keen on things they could climb, also keen on a Zip wire. They were also keen on Gym Equipment, but, the Zip Wire was a clear winner. The Village online survey also suggested the Zip wire was a clear winner, lots of other comments from the online survey, Cllr Caunt suggested that all those comments were added to the next Agenda for Cllr's to review each one. He also advised that we need to remember that the repair bill from ROSPA is normally £1,500 and has been budgeted for whereas other work has not. Cllr's to discuss further at next meeting. The Zip wire did win and Cllr Hitchman will contact the Grant people and fill out the forms and await. Deborah did want to highlight that Joanne wanted an "all weather court" and that when adding the Zip wire could space be taken into consideration. Jane wanted to highlight the Vehicle access to the field since the skate park was installed, Jane thought that the skate parks positioning probably wasn't thought about and sometimes new additions need to have that thought regarding space.

**17. Car Park Project Review:** Cllr Caunt advised that the Structural Engineers bits still not sorted out, the temporary repairs have been done and Cllr Caunt may have some spare time now. He thought the repairs won't last forever, a car has already "wheel span" and dug some of it up. Traffic cones were suggested again but the feeling was they get destroyed. Cllr Caunt asked the meeting did we want more cones, Jane did say it worked for a while. Jane was asked if she wanted cones, she agreed they don't work but equally she didn't want to give up on the statement the cones do make. Cllr Caunt asked the Cllr's "do we want cones" All Cllr's agreed that if people want them then we should. Cllr Hitchman said leave it with her as she may be able to get some.

**18. Notice Board:** Clerk advised she has received a quote from Dan Harris, he has advised that the casing is rotten and would need a new top half. Clerk was refused to carry out works under "emergency repairs" and some Cllr's were in agreement that 3 quotes were needed before any work can be authorised. Mr Triff made a suggestion of a guy who lives in the Village. Clerk advised that £400 + for what has been quoted is very good, Cllr Caunt asked the other Cllr's their thoughts. Clerk did mention that the Insurance Company would see this as a risk. Cllr Pearce did say it did pose a risk, its easily accessible to Children, also taking into consideration glass is involved and we have spoken about it on many occasions. Cllr Wright agreed it was a good price. Cllr Pearce said would we rather not just get it done. Cllr Wright

did say it was dangerous as it was glass. Cllr Hitchman said she would prefer to get 3 quotes and Cllr Caunt agreed. Clerk did say there was a “polite notice” added to the board, warning people. Cllr Caunt did not think that notice was clear enough and thinks Hazard tape would suffice. Cllr Caunt confirmed a decision could be made between meetings. Clerk will try and get 3 quotes. Cllr Hitchman to speak to her contact.

19. **Website:** Clerk said she approached Dan who said he was very busy and could not help. Dan suggested to Google “WordPress” and watch the tutorial, Clerk did but, very time consuming. Cllr Pearce said she was able to help the Clerk. Clerk said she has only 15 hours a week and does not have time to learn time consuming things which, soaks up her 15 hours. Cllr Caunt did also offer his support.

20. **Planning:** Claymore Cottage was the only new one since the last meeting. The Cllr’s were happy with that and made no comment.

21. **Reports and Actions from Parish Meeting:** Following on from the Gym Committee’s request at seeing the brochure / book that Cllr Hitchman has on outdoor play equipment, Cllr Hitchman said she did not know she had to give the book, Cllr Caunt explained and said even a link to the website. A call was logged to PSCO Tracy Waller which was raised by a resident regarding drug use at a disused shed. Cllr Wood had been last week and she didn’t see anything. Clerk advised that PSCO was not overly concerned, she had been and put stickers there and has checked a few times. A member raised a concern that some vandalism had happened near the School, they were jumping on and over the shelter. Jane thought they were Leafield Primary School Children and to direct the concern to the Head to address. That member agreed. Clerk will also follow this up.

22. **Any other Business:** A few members did arrive late to the meeting and Cllr Caunt explained, and said that Mr Triff would be able to update them. Cllr Wright asked if there was any update on the Insurance claim. Clerk / Cllr Caunt advised that it was still with the Insurance Company.

There being no further business the meeting closed at 22:36pm

Signed .....

Date .....

Chairman – Annual Parish Meeting