

MINUTES Leaffield Parish Council Meeting 26th April 2017, 8:00pm, Pavilion.

28th April 2017

Attendees: Cllr Luke Caunt (Vice Chairman) Cllr Andy Wright, Cllr Gina Pearce, Cllr Jackie Hitchman, Cllr Kieran Mullins,, Lorraine Grant (Clerk) and 3 members of the Public.

Mrs Lorraine Grant
Clerk to Leaffield Parish Council

1.	Welcome & Apologies for Absence Cllr Luke Caunt opened the meeting at 8:00pm and chaired. Apologies: Cllr Juli King, Cllr Gill Hill and Liam Walker			
Ordinary Council Meeting Standing Items				
2	Declaration of Interest in Items on the Agenda <ul style="list-style-type: none"> - 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. - Cllr Andy Wright declared lives next to Leaffield Technical Centre. 			
3	Approval of Minutes of the Council Meeting held on 29 th March 2017 – Sheila Tremlett had some amendments to Agenda item 5. Agreed and have been since changed.			
4	Planning Applications			
4a	17/00820/HH	Oaks Cottage, Witney Lane,	Erection of Double Car Port	20.04.17
4b	D	Leaffield, OX29 9PG		
4c	17/00810/HH	Vokins Barn, Purrants Lane,	Alt and Erc Single Story Ext and link	19.04.17
	D	Leaffield	to Guest / play	
	17/00414/HH	Four Furlings, Leaffield Rd, S-U-W	F/Floor ext over existing garage and	Approved
	D		store	
	17/01208/S7	Acre End Hse, Hatching Lane,	Variation to 13/0201/P/FP	02.05.17
	3	Leaffield		
	17/00925/HH	The Old Bakehouse, The Green,	Dem of bound wall / create new	
	D	Leaffield	drive, alt to existing access and alt	03.05.17
			to side door	
5	Sheila Tremlett advised the meeting that she has two Hazel Tree's which are currently in pots in her garden and flowering – these were left over from the recent Tree project, the meeting discussed various planting sites including the new burial ground. It was decided and Sheila was happy for her to keep them in her garden and in Autumn 17 / early Spring 2018 a decision will be made where to plant them – Thank you Sheila Jane Digby advised the meeting that she has kindly managed to source "free" some dog poo signs – Thank you Jane			
Policy & Finance				
6			Payments	Receipts
	Description	Chq No.	£	£
	H Fallows – Salary for Mentoring new PC Clerk	401715	£30.30	
	Clerk Salary – April	401716	£656.50	
	Clerk Salary – Part of March	401716	£444.40	
	Clerk – Expenses – Travel Exp & High Vis Jackets	401717	£49.86	
	Ubico – Empty Dog Bin – Village Hall	401718	£5.64	
	Totals		£1,186.70	
All invoices and time sheets were checked by Vice Chairman and Cllr Hitchman and Cheques were signed for Clerk to administer.				

7	Appointment of Internal Auditor – Letter of engagement from Auditor was circulated at meeting and it was voted to go ahead. Arrow Accounting Caversfield, Bicester
8	External Auditor – Clerk advised that we have applied and been granted an extension off one month to complete our Annual Return, this means the accounts will be available for Public viewing between 5 th July – 17 th July 2017, days and times to be pre agreed with the Clerk. They will be signed off at the Parish Council June’s meeting.
9	End of year Accounts, - since the Agenda was circulated the Clerk advised that time is rapidly running out and the PC’s current accounting package is not a package that she is familiar with and will take her some hours to either learn or try and arrange meetings with previous RFO. The Clerk felt that was wasted hours so therefore she has made a start on adding financial year 16/17 to SAGE. SAGE is an accounting package that the Clerk already has in place with a spare licence and will be able to make regular back up’s. This is time consuming but much better use of hours and going forward will be far easier on report producing. All agreed this was the best way forward.
10	Current accounting package has not been updated as the Clerk would of liked, mainly because, not having a Clerk and new Clerk not familiar with package, a budget v actual was produced but Clerk said she felt this wasn’t to be relied upon as she did not have any input in this report other than printing the report and could not say if it was up to date or not. It was voted that it was better to wait for the end of year accounts which will be produced via Sage and therefore will reflect a more accurate version of budget v actual.

Recreation & Leisure

11	Village Hall update and extension project – Jane Digby advised that there was no meeting last month but also not much to update at this stage – she did advise meeting that the Village Hall now have 31 New chairs. They are planning their AGM for the 24 th May 2017.
12	The Fox Public House Sale update Kieran Mullins – The Pub is under new management and will reopen with an expected opening date W/C 8 th May 2017. The Pub has been closed for a few days undergoing renovation work. The Clerk will make contact with the new owners to introduce the Parish Council and its strong team of Cllr’s and ask them to keep us updated if possible. Cllr Pearce has forwarded owner details.
13	Playground Monthly Inspection – Clerk hadn’t undertook the monthly inspection in time to report to meeting, however Clerk did speak briefly about a potential and more cost effective way to repair playground matting, it’s a “do it yourself” product and details were circulated during the meeting and basically entails cutting away old damaged matting and mixing solution and apply. Clerk was happy to have a go and Cllr Pearce and Cllr Wright all offered their assistance. It was agreed to purchase one kit to see how well it worked. Cllr Caunt also advised that he has some pictures to forward to Clerk of some damaged play equipment of which, he has sourced a repair.
14	Car park update Luke Caunt – Cllr Caunt circulated a spreadsheet of all the Companies that he’s approached for quotes, he advised that the repair probably won’t last the Winter, the feeling of the Cllr’s was probably more cost effective to go with the cheapest quote. This will be Churchill Surfacing. All Cllr’s were in agreement.
15	Car park annual repairs –
16	New Playground equipment project - Cllrs Wood and Cllr Hitchman advised that they had distributed 170 surveys, 20 in the School, 20 in the Youth Club and the rest through letterboxes. They have only received 10 responses and all were keen to see three pieces of Gym Equipment placed in the play area. It was mentioned that they would need to speak with the Gym Committee to see if they are / would be happy for any additional Gym Equipment within the Village. It was suggested that an “online survey” be carried out to try and get more residents to have their say. Cllr Wood suggested that she could approach Leaffield Little un’s with a view to speaking with parents at drop off / pick up. It was decided and all agreed that Cllr Hitchman would email the Clerk the survey and the Clerk would encourage residents via our Facebook page to fill in a survey – Cllr Wood to approach Little Un’s. – a final decision to be made at May’s meeting (31.05.17)
17	Litter Pick – Sophia – This has to be deferred because Cllr King was not in attendance to provide an update.
18	Grass Verges – The Clerk spoke briefly of an opportunity to undertake the Village grass verge cutting, this is something that Highways can delegate to Parish Councils – The Parish Council would receive a grant towards the cutting, the grant is based on how many square metres of verges need cutting which is then x by £ per SM – the grass tender will be set for tender July / August 2017, we are currently sharing a Contract with neighbouring Parish, Minster Lovell. The Verge cutting will be discussed in more detail when we vote on the grass tender.
19	Notice Board – Clerk spoke about the dangerous state the “Lower End” board was in. The glass slides away on the right hand side and the edging to keep glass in has rotted away. The Clerk has sought various options 1) new board would cost approx. £1,300 or 2) to replace top half would be approx £600. The Cllr’s advised that we should stop using the Lower End notice board until a solution is found – Clerk to display a “please do not touch notice” and stop using the board until it can be repaired. It was also agreed for the Clerk to seek costs for repair to just the outer edging and replace glass with toughened plastic. Members gave the Clerk some names to contact for repair. This repair will be carried out under S.137 of the 1972 Gov Act.
20	Dog Poo – There was an error on the Clerk’s side, she did advise Cllr Mullins that Crawly could borrow the Stencil but she did forget to ask Cllr Hitchman to bring it to meeting, it was discussed at meeting with Cllr Mullins how expensive the chalk paint was. Cllr Mullins said Crawley PC were impressed with Leaffield on how we’ve tackled our dog poo issues and he was going to suggest that they maybe purchase their own stencils. Cllr Hitchman needs to order more chalk paint and then target Fairspear Road. Cllr Hitchman has put some notices up

	around the Village and it seems they have been removed. They will continue with replacing around the Village doo poo bags – Thank you Cllr Hitchman for your work to date on the Village dog poo.
21	Website - Clerk discussed with members that the PC are not currently compliant with the “Transparency Code” and that our website does not contain enough information or updated regularly. One of the requirements of the code is to display any expenditure over £100 on our website. There are certain grants that the PC can apply for to help / continue us to become compliant. Members advised that Dan Branigan designed and built the PC website and it would be a good idea for the Clerk and maybe one other to get further training and help from him to “update and modernise” our website. He may charge a fee for this but to become compliant we need the training. All agreed. Clerk will make contact.
22	X9 Leafield – This had to be deferred as Cllr King was not in attendance to provide an update.
23	PCSO Update – Tracy Waller was not present to provide an update.
24	Speed Surveillance – Cllr Pearce and her Daughter, Cllr Hitchman and her Husband and the Clerk all received training on the Camera. Cllr Hitchman was first out with it. She advised it does need two possibly three people to man it for a minimum of an hour. They did advise it was over the Easter Holidays so the Village was quiet. Clerk is going to re book it and so therefore we need more volunteers to man it for a few hours. Risk assessment was done and high vis jackets were worn.
25	Police and Crime Plan 2017 – 2021 – thamesvalley-pcc.gov.uk/police-and-crime-plan – This has just been released and can found using the web address above. The Clerk is also happy to email / print to anyone that does not have access to printers or computers. It’s worth a read (honestly!!)
26	New Burial Ground – Cllr King was not present to provide update – We did ask Cllr Pearce as we believe she was a Committee Member of the burial ground, she did not have any update – Cllr King to liaise with burial ground committee members and have email an update to Clerk in preparation for the Annual Parish Meeting (17.05.17)
27	The Wychwood Project – Cllr King was not present to provide update – Will remove from May Agenda
28	Tree Survey – Cllr King has been working on this but had previously deferred, she was not present to provide an update, members discussed that it was best practice for a PC to have a tree survey done every 2 years, the Clerk circulated at meeting tree survey 2015 (this can also be found on our website) Clerk had obtained one quote from previous Company but, tender notification will be announced inviting other Companies to quote, all quotes will be presented to Cllr’s for consideration and a decision at May’s meeting made.
29	Witney Local Community Plan – Cllr King was not present to provide update, however it was discussed with members that this item could be removed from Agenda as the Village have not shown any real interest.
30 & 31	Leafield Technical Centre – A Pre Application has been received from Harlequin Group, they are working on behalf of Vodafone and Telefonica. The application received was for new phone mast upgrade. The application was received 10 th April 2017 and they give 14 days for the Parish to make comments. The item was added to the April Agenda and no one had any objections. There are planning notices up around that area and these will display all the information residents need to make any comments. Clerk also asked Cllr’s if they had heard or seen any further suspicious activity in or around the centre. All members said no.
32	The Council four monthly plan showing key decisions Jan – Apr – This has previously been deferred because of Easter Holidays and May Elections. It was agreed at this meeting that a meeting will take place on the 7 th June 2017 in the Pavilion at 7:30pm – All Cllrs to be present.
33	Matters and actions arising from previous meeting which, are not covered by other Agenda items –
33a	Cllr Wright advised that he has tried to speak with Edward Harris regarding invoice and that the invoice is probably meant for the School, he is still waiting for a further telephone call to make sure.
33b	4 th May Elections, Cllr Pearce was dealing with the booths.
33c	8 th June 2017, Cllr Pearce will deal with WODC regarding the booths.
33d	Clerk advised the meeting that four new high vis jackets with “Leafield Parish Council” on reverse had been purchased under Section S.137. These are to be worn by any Cllr or Employee that undertakes any Official Council Business.
34	Items for next Agenda – No one had any at the time.
35	Date of next meeting – 17 th May 2017 – Annual Parish Meeting 31 st May 2017 – Annual Parish Council Meeting Meeting closed at 9:40pm Signed : _____ (LPC Chairman) Date: _____