

LEAFIELD PARISH COUNCIL MEETING

Wednesday 29th November 2017

Held in the Pavilion Room, Village Hall, Leafield.

Those Present: Cllr Caunt, Cllr Wright, Cllr Hitchman, Cllr Woods, Cllr King, Cllr Walker, Cllr Mullins & Lorraine Grant (Clerk) Also present were 6 members of the Public.

This meeting was not recorded

Mrs Lorraine Grant

Clerk to Leafield Parish Council

Confirmed
~~DRAFT Minutes~~

Item No.	Subject
	Welcome & Apologies for Absence – 8:01pm - Chair welcomed everyone to the meeting. No apologies received from Cllr Gill Hill and Cllr Pearce away on holiday.
1	Ordinary Council Meeting Standing Items
1.1	Declarations of Interest in Items on the Agenda - Cllr Caunt declared his house backs onto the Village Hall Car Park - Cllr Wright declared his house is in close proximity to the Technical Centre
1.2	Approval of Minutes of the Council Meeting held on Wednesday 27 th September 2017 and Wednesday 25 th October 2017. Chair signed both copies of the minutes but excluded the "public participation part" Clerk will check the recording from the October's meeting has not been deleted and then review and update.
1.3	Matters Arising – The below matters arising may include previous matters that have not been completed. • Clerk to work on the CCTV issue. Cllr Pearce to try and get / update any VH key register. • Clerk to contact McCracken to ask to quote to continue with the clearing of bushes in the VH C/Park. • Clerk will also get McCracken to carry out some controlled weed killing in the VH car park. • Clerk to buy the 30 speed stickers. • Clerk to find three quotes for 4/5 industrial type traffic cones. • Clerk to find costs for possibly moving the De fib from The Fox to the BT Kiosk. • Clerk to get quotes for Handy man / painter. • Clerk to include Horse Chestnut maximum dimensions onto Tree Survey 2017. • Clerk to email PCSO Waller about possible squatters in playing field. • Clerk to check with Helen / Def Fib the combination code of Fox De Fib.
1.4	County & District Councilors' Reports Cllr Liam Walker County Councilors are allocated funds for them to use within their Community, Cllr Walker had £5k and to date he funded Volunteer Link up and one other. He also reminded residents about "fix my street" and that please do use it wherever possible. He is sent a report of all cases that are logged. Cllr Kieran Mullins WODC NEWS – Andy Gratham in early 2017 raised awareness of the homeless issues. WODC have funds to buy a property and should be in place during 2018. UNIVERSAL CREDIT - WODC have an Officer in place and further information can be found at http://www.westoxon.gov.uk/residents/council-tax/benefits/housing-benefit/universal-credit THE FOX – The Pub will be open on the 15 th December until 7 th January 2018. Keep up to date via their Facebook page (The Leafield Fox) or contact Cllr Mullins.
1.5	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. Old Chapel Horse Chestnut Tree Removal - Agenda Item 3.1

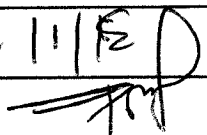
2.1	Approval of Receipts & Payments for Nov 2017 -
2	<p>Policy & Finance</p> <p>Council heard the opinions and concerns of some residents concerning the Horse Chestnut Tree (T26 on the Tree Survey map) there was a concern that the Owners maybe wanted removal in order to preserve property value. A resident had submitted an objection letter to LPC and she openly read this to the meeting. The Owner wanted to ensure that the Parish Council were fully aware that this tree (T26) had been highlighted as a potential future risk.</p> <p>Old Drivers Lane – Agenda Item 3.2</p> <p>A resident advised they had all met 31st October 17, decision was to submit an appeal to Oxfordshire County Council Highways (Cabinet member) which the residents advised they will be doing shortly. They advised some new evidence has been found from 1839 and this will form part of their appeal.</p>

Description	Chq No.	£	£	Power to Spend
Clerk Salary – Sept 2017	Now on S/Order	£656.50		LGA 1972 s.112 (2)
Clerk Expenses (ink, Stamps & Wifi)	401801	£79.98 (£9.02 VAT)		LGA 1972 s.112
Harris Brothers – Lower End Notice Board	401802	£462.24 (£24 VAT)		LGA 1972 s.142
Chipton Consulting – Clerk Laptop	401803	£423.41		LGA 1972 s.112
T&C Tree's – Old Chapel Horse (July 16 Inv)	401807	£300.00 (£50 VAT)		LG (mp)A 1976 s.19
McCraken & Son – Grass Cutting Oct 17.	401805	£616.20 (£102.20 VAT)		Open Spaces Act 1906 s.9-10
Delivering Residents Letter for Extraordinary meeting regarding Old Drivers Lane	CASH	£50		LGA 1972 s.112
Wisham Consulting – Civil Engineer for VH Car Park	401806	£1356 (£226 VAT)		Road Traffic Reg Act 1984 ss.59 (3) 35 (1)
REIDS – Repairs to Play Area following ROSPA Inspection	401807	£3240 (£540 VAT)		LGA 1972 s.14 (27)
Came & Company – Annual renewal premium	401808	£1094.10		LGA 1972 s.159 (2)
Castle Water – 2 x Invoices 623937 & 707644	401809	£65.78		Water Act 1973 s.11
Cemetery Services – Burial Ground Completion of Desktop Assessment	401810	£900 (£150 VAT)		Open Spaces Act 1906 ss 9-10
Viking – Office Stationary Ink & Paper	401811	£68.05 (£11.34 VAT)		LGA 1972 s.112
Chip Van Rental – Aug – Oct	CASH	£75.00		
WODC Refund – Rates relief	CQ 6039		£16.46	
Totals		£8,575.68	£91.46	

2.2	Actual v's Budget	Cllrs were presented the most recent figures and agreed there were no concerns – all agreed.
2.3	Cllrs to consider Clerk being added as an "approved person" for the Bank "not a signatory" – All Cllrs were in favour and the form was signed by the Chair. Clerk to send to The Bank.	
2.4	Internal Audit – Clerk has circulated "Engagement letter" from Arrow Accounting and will ask members to approve for 2017 – 2018 financial year.	All Cllrs agreed and the form was signed by the Chair and Clerk. The Clerk did address the meeting concerning the mileage allowance which had previously been questioned, Arrow Accounting have advised the rate used is HMRC's static allowance.
2.5	Parish Precept and Council Tax 18/19 – Cllrs to approve the budget/ precept for 2018 / 2019.	Clerk presented the figures to Cllrs and all were in agreement. There will be a slight increase in the precept for 18/19 Year which is 4.88%. Clerk will make provisions for the form to be sent to WODC.
3	Environment	
3.1	The Old Chapel, Horse Chestnut Tree – Cllrs to make a decision on the tree's removal.	Cllrs discussed this issue in more detail and considered all the facts that had been presented to them, from both the Owners of The Old Chapel and the Public. Clerk advised the meeting of the recent poll results and read out any communication she had received from the Public – overall the feeling was to remove although

4	<p>some residents felt it should stay. Cllr's reminded the meeting that we had already planted new trees on the smaller green.</p> <p>Some other Cllr comments included –</p> <p>The top section does suffer wind burn, added money spent on one tree, if we re plant it needs to be over 20 metres away from a property, it is not a very special tree, we do have a 2 yearly tree survey, two sycamore trees had to be felled at the same site and there is monitoring at the property which the owners are doing at their expense.</p> <p>Cllr's also discussed ways (if the tree remained) to ensure the PC took steps to minimize any future damage to property. Our Tree survey would include the maximum canopy dimensions and the survey would highlight this tree is a "risk" tree, Provisions made to ensure we had an adequate budget to cover maintenance, Clerk to make diary entries in case of a new Clerk and the PC have already spoken to the new Insurance Provider who are fully aware of the past and possible future risk.</p> <p>All Cllr's were asked to vote – results</p> <p>Yes Remove – 1 (Councillor Luke Caunt)</p> <p>No remain – 3 (Councillor Amanda Woods, Councillor Juli King and Councillor Andy Wright)</p> <p>Abstention – 1 (Councillor Jackie Hitchman)</p> <p>The horse Chestnut tree will remain.</p> <p>Cllr's asked the Owner – would they be still undertaking their own monitoring of the property and would they let the PC know if any results need further checking – current owner agreed.</p> <p>Clerk will update the Tree Survey from 2017 and ensure all data is included.</p> <p>Clerk will also write to the owners confirming the decision made and what steps the PC will do to help manage the risk. 211118 resident request to include names of DIV 5 who voted - Accepted</p> <p>22.01.18 – No member had requested either at the meeting or after the meeting for a minute to be made of what method was used to reach the above results.</p> <p>An email was received from a Cllr asking for a correction to remove the names of Cllrs against each vote – this has been declined as the Council will remain transparent wherever possible.</p>
3.2	<p>Old Drivers Lane</p> <p>Cllr's heard that residents met in October and have decided to appeal the original decision made by OCC. An appeal letter has been drafted by the residents and will be sent in due course. Following a suggestion by a Cllr new evidence had been sourced by residents dated 1839, it may have been owned by the Parish Vestry. Residents will include this in their appeal letter.</p> <p>Resident leader said the claim is "Public Road, maintainable at Public Expense" Residents have agreed to share the appeal letter and any evidence with the PC. The PC have made it clear that the appeal is from the residents and not the Parish Council.</p> <p>Another Cllr reminded the meeting that parking anywhere on the green is prohibited and the green has already in the past suffered significant damage from vehicle traffic.</p> <p>It was also agreed that the upcoming extraordinary (05.12.17) meeting be postponed until the residents receive a decision on their latest appeal.</p> <p>15.01.18 – An email to correct the minutes request was received from a Cllr (who had been notified by a resident) suggesting the term "Parish Vestry" was not used during this meeting, that Cllr suggested the term may have been "Parish Surveyor" or "Parish Surveyor of the Highway" Clerk has declined this correction as her notes read "Parish Vestry" Clerk confirms no correction request was received by a resident as of 31.01.18</p>
3.3	<p>Leafield Technical Centre Update</p> <p>Cllr Wright spoke briefly about the centre and nothing has really changed. He did say that he has still not heard from Will Barton (WODC) and he will chase him over the coming weeks.</p>
3.4	<p>Burial Ground</p> <p>Cllr Pearce was away and no update was given.</p>
4	<p>Recreation & Leisure</p>
4.2	<p>Bus Service for Leafield</p> <p>Cllr's discussed the recent letter received from West Oxfordshire Community Transport. Some Cllr's had questions and they were addressed and all 5 Cllr's present at this meeting were in favour of this scheme. All 5 Cllr's agreed to the £750 grant towards the purchase of the Bus – Clerk will arrange for a Cheque to be agreed at January's meeting. Lower End, The Church and Layby were discussed as possible bus stops. There is a timetable and Cllr's agreed the organisers had done their research and deemed this service vital.</p>
4.4	<p>Village Hall Car Park Project</p> <p>Clerk confirmed a Cheque for Wilsham had been authorised at this meeting and will be sent. Cllr Caunt did not have anything else to update.</p>

Meeting Closed: 9:35pm

Signed (Chair)  Date 23/1/18

I can confirm this is a true account of the meeting held on 29th November 2017

Date of Next Meeting – Wednesday 31st January 2018 @ 8pm

<p>6.1 Any Other Business</p>	<p>Newletter – Clerk will try and meet the deadline for November but it is always a tight one, if any resident wants to help with a newletter either printing or delivering then please do get in touch.</p> <p>Defibrillator that is located at The Fox – a resident has kindly offered to clear away the bushes so the unit can be easily seen. The PC are undertaking some housekeeping issues with this defib.</p> <p>It was highlighted by a Cllr that Fairpear Road “anti-parking boulders” had been removed in the Summer, they have since been removed again and vehicles are causing damage to the verge. A resident has kindly offered to retrieve them and put back on verge.</p> <p>The Gym wanted to know if the PC had made a decision regarding them erecting a “gym sign” Clerk advised that we have responded to the Gym with questions and have yet to hear back.</p> <p>Extraordinary meeting set for Tuesday 5th December 2017 @ 8:00pm in the Village Hall – <u>postponed</u></p> <p>No meeting during December</p> <p>New meeting dates will be available shortly and can found on the Website or notice boards.</p>																								
<p>6 Ordinary Council Meeting Standing Items</p>	<table border="1"> <tr> <td>17/01996/HH</td> <td>Leafield, The Green, Windrush</td> <td>Extension / Alterations</td> <td>Refused</td> </tr> <tr> <td>D</td> <td>Leafield</td> <td>Extension / Alterations - Amended</td> <td>Approved</td> </tr> <tr> <td>17/01996/HH</td> <td>Leafield, The Green, Windrush</td> <td>Extension / Alterations</td> <td>Approved</td> </tr> <tr> <td>Windrush</td> <td>Leafield, The Green, Windrush</td> <td>Connect to gas mains</td> <td>Approved</td> </tr> <tr> <td>17/03186/FUL</td> <td>Lowbarrow Hse, The Ridings</td> <td>Ere of Agricultural Building</td> <td>Approved</td> </tr> <tr> <td>17/03262/S73</td> <td>Acce End Hse, Hatching Lane, Leafield</td> <td>Non compl 2 & 7 of 13/0201/P/FP and S73. to allow changes to approved plans</td> <td>Respond by 20.11.17</td> </tr> </table>	17/01996/HH	Leafield, The Green, Windrush	Extension / Alterations	Refused	D	Leafield	Extension / Alterations - Amended	Approved	17/01996/HH	Leafield, The Green, Windrush	Extension / Alterations	Approved	Windrush	Leafield, The Green, Windrush	Connect to gas mains	Approved	17/03186/FUL	Lowbarrow Hse, The Ridings	Ere of Agricultural Building	Approved	17/03262/S73	Acce End Hse, Hatching Lane, Leafield	Non compl 2 & 7 of 13/0201/P/FP and S73. to allow changes to approved plans	Respond by 20.11.17
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<p>5 Planning</p>	<p>4.5 Play Area and Village Inspection</p> <p>Clerk advised a full inspection had not be done and would therefore carry a full one out during January. A Cllr had advised there appears to be squatters / rough sleepers down in the playing fields. Clerk will let PSCO Waller know.</p> <p>The play park Committee are looking at rubbing down and re painting the equipment in the small play area – probably during the Spring months. We would love to hear from anyone who has time to volunteer to help with any aspect of the play area or make a contribution towards any paint.</p> <p>15.01.18 – An email was received by the Clerk from a Cllr wanting to change the wording from squatters to Fairy Encampment, this request has been declined because Clerk confirms she did not hear the words “Fairy Encampment” and only heard “squatters / rough sleepers” there was also an action for the Clerk to make contact with the PSCO to notify them so the initial topic cannot be redacted from the minutes.</p> <p>4.6 Village Hall Update</p> <p>No update was received.</p>																								
<p>5</p>	<p>Planning Applications Received & Decision Notices – A round up of all recent planning approvals and new additions.</p>																								