

LEAFIELD PARISH COUNCIL MEETING

Wednesday 25 April 2018

Held in the Pavilion Room, Village Hall, Leaffield.

Present: Cllr Caunt, Cllr Hitchman, Cllr King (Chair), Cllr Pearce, Cllr Wright, Cllr Woods
County Cllr Walker, District Cllr Hill
3 members of the Public, 2 PCSOs
This meeting was recorded

Item No.	Subject
	Welcome & Apologies for Absence – 8:34pm - Chair welcomed everyone to the meeting.
1	Ordinary Council Meeting Standing Items
1	Declarations of Interest in Items on the Agenda
1	<ul style="list-style-type: none">- Cllr Wright lives next to the technical centre- Cllr Caunt lives next door to the car park- Cllr Pearce is on Village Hall Committee- The parish council has an interest in one of the planning applications as it owns land bordering the site, the village playing field.- Cllr King is indirectly related to one of the parties involved in the land dispute at Chimney End, Mrs Bayliss is the sister of Mrs King's estranged husband.
1	Approval of draft minutes of the Council Meeting held on 7th March 2018. Cllr King read out the minutes as no one had seen them previously. There were several queries:
2	<ul style="list-style-type: none">- Cllr King noted that November 2017 minutes had been signed as a correct record but that she had not been present at the meeting. She considered that amendments requested to the November minutes could have been minuted and that inaccuracies could have been documented. However, they cannot now be amended as they have been approved and are a legal document.- The minutes refer to a grant but do not specify who this is to. It was suggested that this was to the village hall for replacement doors.- The minutes note that clerk cannot be appointed as a Data Protection Officer: Cllr King noted that this is incorrect.- A comment regarding the churchyard was queried and Cllr King sought to amend it, noting that she had not refused any actions with regard to inspection of gravestones and dry stone walls on the boundary.- The right to public speaking policy was discussed and some amendments were suggested. The minutes need to be amended to reflect this.- Chip van invoice was mentioned: this was actually a receipt.- A number of additional amendments were needed which will be noted outside of the meeting.
	Approval of draft minutes of the Council Meeting held on 21st March 2018. Cllr King read out the minutes as no one had seen them previously.
	<ul style="list-style-type: none">- A request for a skip on Chimney End was mentioned: it was agreed that the parish council does not have a policy on this but it generally opposes skips on parish council land and would not wish to establish a precedent by allowing one on Chimney End. Cllr Pearce will prepare a statement for the website. ACTION: CLLR PEARCE- Gym flooding: Cllr King to add some additional information regarding discussions with the gym committee. ACTION: CLLR KING



1.3	<p>Matters Arising: all actions outstanding are for the clerk to undertake and cannot therefore be reviewed.</p>
1.4	<p>County & District Councillors' Reports Clr Liam Walker. Old Drovers Lane: no update. Oxfordshire Highways have been busy with other priorities. Any decision will need to be put in the council budget and approved by Cabinet. Cllr Caunt asked if the Parish Council could include work on the parts of the lane that it owns at the same time as the hoped for County works. Cllr Walker to advise. Gritting: Cllr Walker was asked about access to the village in more than one direction to ensure access to essential services. In particular, the right turn at Fairspear to Ascott is not gritted. The Parish Council can provide details of roads which are gritted on the village website. Cllr Walker now has a gritting budget of £15,000pa. He will be looking into local grit bins. Cllr King noted that a grit bin for The Ridings just off The Greens would be welcome. Cllr Caunt asked about potholes: a new plastic/rubber solution has been trialled in other areas and the county council is looking into this as it is stronger. Cllr King mentioned the road below Fairspear going towards Ascott which has collapsed in the past due to badger setts. There appear to be badgers again and the road is deteriorating. The affected bit of the road has now been cordoned off, hopefully to be repaired in due course.</p> <p>Clr Gill Hill. The Local Plan consultation has now finished. The corridor from Burford through to Charlbury is an Area of Outstanding Natural Beauty (AONB) and is unlikely to be developed in any way. This will stop unnecessary appeals which cost the district a lot of money to defend. The Chancellor has provided funding for infrastructure and it is hoped that some of this funding will be used for roads in Oxfordshire including the A40 and the Oxford-Cambridge link. Cllr Hill has prepared a report for the annual parish meeting.</p>
1.5	<p>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.</p> <ul style="list-style-type: none"> - Two PCSOs attended to request a volunteer to set up a village 'neighbourhood watch' Facebook page. There was a page which had been set up but which is no longer being updated as the coordinator has withdrawn. It is now being managed by a volunteer in Chipping Norton. Cllr King noted that the parish council currently has a Facebook page. Cllr Pearce asked for the information to be sent to her so that she can add it to the village website. Deborah Triff asked for the information so that she can add it to 'Leaffield What's On', which comes out next month. - Community service offenders were meant to come to the village but didn't turn up. However, some people said there were people at the village hall, so it was not clear what had happened. - There have been no recent incidents at the technical centre. - Clr King mentioned parking outside the school which can make the road difficult. The PCSOs advised that the cars are parked legally so nothing can be done. - Chimney End update: no updates available. A resident advised that there is a piece of old farm machinery on Chimney End at the moment, most likely from the pub refurbishment. Cllr Pearce asked to check if the item is the property of the local resident. ACTION: CLLR PEARCE - Leaffield What's On, Deborah Triff: there are 164 subscribers, including 14 paper versions delivered to people without a computer. If anyone wants to advertise for volunteers for anything, please provide a bulleted list of what is needed. Leaffield What's On has a simple website for residents to sign up. A link to this is on the parish website. Cllr King

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 9/11/19

referred to data protection regulations: anyone who opts in to receive the newsletter is giving their permission. There is also an option to unsubscribe.

2 Policy & Finance

2. Approval of Receipts & Payments for Nov 2017 –

- 1 - Waste charge for bins is incorrect, referring to the dog bins when the amount is for the village hall bin.
- GDPR training: Cllr King would like expenses of £85.80. Agreed.
- Cllr Pearce GDPR £60 (2 x £30)

March	Chq No.	£	Power to Spend
Clerk Salary – March 2018	Now on S/Order	£656.50	LGA 1972 s.112 (2)
Community First – Renewal Apr 18 – Mar 19	401820	£55.00	LGA 1972 s.111
Oxfordshire Playing Fields	401821	£42.00	LGA 1972 s.111
OALC renewal 2018-19	401822	£170.40 (£28.40 VAT)	LGA 1972 s.143
Totals		£923.90	
April	Chq No.	£	Power to Spend
Clerk Salary – March 2018	Now on S/Order	£656.50	LGA 1972 s.112 (2)
Clock/floodlight donation	401823	£250.00	PCA 1957 s.2
Chargeable Waste 1 x 660 Litre Bin – 01.04.18 – 30.09.18	401824	£218.40	Litter Act 1983 ss.5,6
Castle Water – Pavilion 01.01.18 – 31.07.18	401825	£37.84	LGA 1972 s.133
Viking – Ink / Paper / Plastic Folders	401826	£97.02 (£16.17 VAT)	LGA 1972 s. 112
Totals		£1,259.76	

2.2 Actual vs. Budget- review 2017-18 budget

- Year end budget prepared to 29 March. Cheques agreed in March will be included in 2018-19 accounts.

2.3 GDPR – how to prepare for the new General Data Protection Regulation that takes effect in May 2018.

- Cllr King attended a course and slides from the training will be forwarded on to the parish council including actions required.
- A series of actions will be needed, such as deleting old CVs from applicants to be clerk, ensuring information is stored away from the council inbox and that information is stored securely. The parish council will need to spend some time reviewing all the data which is held. Suggested that this could be done at the strategy meeting planned for May 8.

3 Environment

3.1 Old Drivers Lane: nothing to discuss.

3.2 Burial Ground: Cllr Pearce is awaiting a survey report. The parish council has been asked by the benefice to sign a closure notice which acknowledges that the parish will take over the closed burial ground. The notice takes a year to enact once it is signed. The parish council is not currently able to sign this given ongoing activities. Cllr Pearce will respond to advise that the

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	<p>parish council is working on the site survey and will respond in due course.</p> <p style="text-align: right;">ACTION: CLLR PEARCE</p> <p>Cllrs King, Pearce and others will arrange a meeting at the churchyard to review the survey when it is received.</p>
3.3	Technical Centre: Covered elsewhere.
3.4	<p>Grass cutting contract season 2018-20.</p> <ul style="list-style-type: none"> - Cllr King has responded to the clerk with changes to the tender: grass cutting should be fortnightly, not weekly and the contract should start from May, not April. McCracken has been asked to do an interim cut and has done so. - Cllr Woods commented on the state of the latest cut which some residents consider to have been substandard. It was noted that there was a problem with the cut because of the length of the grass. It is expected that the contractor will tidy things up when they return in two weeks. - The parish council discussed the contract and agreed that the McCracken contract should be extended for a further year after which a new tender process can be undertaken. The quality of the cutting will be reviewed in two weeks. Agreed unanimously.
4	Recreation & Leisure
4.1	<p>Play area and village inspection (including any feedback from PCSO team)</p> <ul style="list-style-type: none"> - Cllr Pearce read out a message from a resident to the clerk regarding vehicles driving over the Green. It was agreed that this was a problem, but no clear solution is available. Cllrs to consider options and discuss next month.
4.2	<p>Village hall update. Cllr Pearce</p> <ul style="list-style-type: none"> - Hall extension: a grant application has been submitted to WODC. Further grant applications will be submitted. - Access ramp: quotes are being sought. - Replacement doors: the hall committee has agreed a tender which will cost £8,970 to replace all three doors with aluminium, commercial standard doors with two fire exits and the central door to be opened with a thumb lock for general use. The village hall will ask the parish council for a contribution towards this. Cllr Caunt recommended that the parish council pays the full cost of the replacement as it owns the building and is ultimately responsible. He noted that the parish council had an underspend which covers this cost, plus the parish council can recoup 20% VAT. It was noted after a discussion that the parish council has set aside a reserve for the hall extension plan and that the parish giving this amount to the hall for the new doors would reduce the amount held for the extension plans. No decision was made: to be discussed at a future date. - It was suggested that the village hall could be made into a trust and thus be liable for all its costs. Community First may be able to advise on this.
4.3	<p>Village hall car park project</p> <ul style="list-style-type: none"> - Nothing to discuss.
4.4	<p>World War One centenary</p> <ul style="list-style-type: none"> - Cllr Caunt noted that the lychgate and the smallpox cross are listed so any works on them may need to be agreed with English Heritage. - Cllr King passed on some thoughts: other Cllrs liked the idea of a garden. - Cllr Pearce noted that the church has plans for the memorial. She will write to them and ask them to provide further details.
4.5	Gym and pavilion. No updates.
4.6	Annual Parish Meeting 9 May 2018 @ 8.30pm. Cllr Pearce has booked the Village Hall.
5	Planning

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Planning Applications Received & Decision Notices – A round up of all recent planning approvals and new additions.

17/04042/FUL	Malthouse, Witney Lane	Demolish barn and add four houses	PENDING DECISION
18/00466/573	Priest Cottage, Fair Rod	Variation of condition 4	APPROVED
18/00890/FUL	60 Lower End	Demolish bungalow, build three new houses	Response by 01.05.18, Discussed, no objections other than some concerns over possible traffic disruption. It is expected that the district council will have considered this in preparing the submission and that this will be reviewed before approval is given. There may be some issues over trees as some of the trees on the boundary may be disputed.
18/00959/FUL	Quarry Hill Farm	Three holiday lets – this is not Leafield	

6 Ordinary Council Meeting Standing Items

6.1 Matters to be considered for the next meeting

Date of Next Meeting –

I can confirm this is a true account of the meeting held on

Signed (Chair) _____

Date _____

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Meeting Closed: 23.07