

LEAFIELD PARISH COUNCIL MEETING
Held on Wednesday 7th March 2018 at 8.30pm
(February & March Meeting)
Held in the Pavilion Room, Village Hall, Leaffield

Those Present: Lorraine Grant (Clerk) Cllr Juli King (Chair), Cllr Luke Caunt, Cllr Jackie Hitchman, Cllr Andy Wright & Cllr Liam Walker
Also present were 4 members of the Public.
This meeting was recorded

MINUTES

Item No.	Subject
	<p><u>Welcome & Apologies for Absence</u> – Chair opened the meeting. Cllr Gina Pearce, Cllr Amanda Wood, Cllr Gill Hill, Cllr Kieran Mullins.</p> <p>Leaffield Parish Council will also appoint a new Vice-Chair – No appointment made</p>
1	Ordinary Council Meeting Standing Items
1.1	<p><u>Register of Interest in Items on the Agenda</u> – Chair to remind Cllr's of any disclosable interests they have with items on this month's Agenda. Any disclosable Pecuniary Interest should be given to the Principle District Monitoring Officer.</p> <p>Cllr Luke Caunt – Property that sits close to Village Hall Car Park. Cllr Andy Wright – Property that sits close to the Technical Centre. Lorraine Grant (Clerk) – Family connection to a Contractor who has quoted for the Grass cutting. Clerk to collect all signed Code of Conduct forms – None received</p>
1.2	<p><u>Approval of Minutes of the Council Meeting held on 31st January 2018.</u> A DRAFT copy has been circulated and displayed on the Village notice boards and website. Clerk advised no correction requests had been received. Chair advised she had not seen these minutes, Clerk advised they had been circulated.</p> <p>Chair wanted to "correct" the declined correction requests from the November 2017 minutes. She advised she now remembers the wording "Parish Vestry" which was found in a letter after the November meeting. Chair also wanted to "correct" the declined correction requests concerning wording used in the November 2017 minutes - squatters / fairy encampment / fairy garden. Clerk advised Chair that the minutes of meetings will only capture what was said at the meeting and will not contain information that was later discovered. Clerk asked Chair to email her. Chair has already signed the November 2017 minutes at the January 2018 meeting as a true record and they cannot be changed.</p> <p>Chair also advised the Clerk that DRAFT minutes should not be circulated or uploaded to the website until such time either the Chair or the Vice Chair has "approved them" she said the DRAFT minutes may need correcting before they are signed. Clerk said she would check on the procedure surrounding this.</p> <p>Chair silently read the January's 2018 minutes and then asked Council if they had any amendments requests – none received.</p> <p>Chair signed the January 2018 minutes subject to the November 2017 minutes being amended as per above.</p>
1.3	<p><u>Matters Arising – To review any previous matters</u> - Clerk to work on the CCTV issue – Still ongoing</p>



	<ul style="list-style-type: none"> - Cllr Pearce to try and get / update any VHI key register – Still ongoing - Clerk to source a new padlock for the Archive cabinet – Still ongoing - Clerk to buy the 30 speed stickers – Still ongoing - Clerk to find three quotes for 4/5 industrial type traffic cones – Still ongoing - Clerk to arrange OALC / GDPR training for 7th March 2018 – Clerk advised no other dates as yet - Clerk to arrange fire assessment meeting – Clerk advised that it had been decided in a prior meeting to arrange a further meeting to discuss. This has not happened.
1.4	<p><u>County & District Councillors' Reports – Cllr Liam Walker</u></p> <p>He advised no further update on Old Drivers Lane.</p> <p>Witney Lane – Thames Water have been carrying out some work there. Chair highlighted problems in The Ridings where it was very narrow and an added issue with over hanging hedges from Christmas Cottage whereby they are over the road.</p> <p>Cllr Walker also spoke about another issue on Witney Lane at the bottom regarding a drain, OCC team have been out and had a look and that will be removed and replaced. There is also still an issue with a domestic pipe that constantly drips – OCC are aware.</p> <p>Gritting and snow – Cllr Walker visited a local gritting depot – each gritting lorry covers 1,400 miles.</p> <p>Cllr Walker wanted to thank local Farmers during the severe Weather, they really did help OCC and the Community. Clerk said, we can all say thank you by trying to buy local produce when possible.</p> <p>The Council asked "how do people claim for damaged wheels" Cllr Walker advised there is a form on the OCC website.</p>
1.5	<p><u>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.</u></p> <p>Clerk sought Council approval to formally adopt a new "Public to Speak Policy" - Council decided to defer.</p>
2 Policy & Finance	
2.1	<p><u>Approval of Receipts & Payments for January 2018 - Clerk will present to Cllr's all payments and receipts.</u></p> <p>Chair offered to take the Chip man Invoice to him.</p> <p>Clerk also spoke about the recent decision regarding the donation of £100.00 – it was agreed in a budget meeting November 2017 and agreed at the last meeting that this was still OK. Clerk advised that she had received an email asking what the donation was for – Clerk took advice and that advice was – a decision should not have been made without the item being added to an Agenda. Clerk also advised the Council that a payment should not be made to a single person. Item deferred to next meeting.</p> <p>Clerk advised Chair that the Cllr she had asked to sign the Cheques was not yet a Cheque signatory. Chair said she was happy for that Cllr to sign the Cheques and would obtain confirmation of signatories from the bank.</p>

Description	Chq No.	£	£	Power to Spend
Clerk Salary – February 2018	Now on S/Order	£656.50		LGA 1972 s.112 (2)
Turtle Engineering – Def fib The Fox Engineer and replacement parts	401818	£95.98 (£19.99 VAT)		Public Health Act 1936 s.234
Viking – Stationary Ink / Paper / Envelopes	401817	£37.61 (£6.27 VAT)		LGA 1972 s.111
	401819	£100.00		LGA 1972 s.137
HMRC VAT Reclaim 01.04.17 – 31.01.18			£1,774.46	
Totals		£890.09	£1,774.46	

2.2	<p>Actual v's Budget Clerk presented the actual v budget figures and highlighted areas where we are over / under budget.</p> <p>Fire doors – The Council have already made a small donation to the Village Hall but, this was before we knew how much the Fire Doors would be. Clerk presented some figures (see below) As of 29.01.18 the Community Direct Plus Bank Account was in credit £63,724.78. £50,654.78 has already been allocated to project reserves and general reserves. We have not yet allocated a reserve for the new Burial Ground but will be done once we go into the new budget year. This left a balance of around £9,917.00 and is still in this current year's budget. A Cllr said it was not surprising as Council have not spent much on the Car Park. Chair said the reserves should be classed as "they do not exist" Chair did say that the Council need to be careful of what monies they spend as we are entering an expensive stage regarding the Burial Ground.</p> <p>Chair asked – "before the Council agree on any further contribution could we move to Agenda item 4.3" – all agreed.</p> <p>**At the end of Agenda item 4.3 – Chair advised the Village Hall that at the moment a decision could not be made but Chair would look again further in the year if we could made a donation but it would be later in the year when they have got a lot further down the line with the Burial Ground and Car Park and what funds maybe left.</p>
2.3	<p><u>GDPR – How to prepare for the new General Data Protection Regulation that takes effect in May 2018.</u> Chair decided to defer as we are nowhere near ready and need further clarification. Clerk has been in contact with various other Clerk who are also very confused. NALC toolkit suggested Clerk cannot be appointed as a DPO – Chair said to arrange a date to discuss as a separate issue.</p>
2.4	<p><u>Local Emergency Plan – Council to consider adopting – possibly forming a working party to coordinate.</u> 1) Local Emergency Plan - Deferred 2) Site Emergency Plan (covered in Agenda item 4.3) Chair asked the Clerk to ensure the points raised in Agenda item 4.3 are noted and a separate meeting scheduled. Chair asked the Clerk to get hold of the County version and that could possibly be adopted.</p>
2.5	<p><u>Working Committees and working parties – LPC to consider adopting a Committee to cover things such as - Planning, Play Park, Burial and Cemetery. These Committees can include non Council members as long as two thirds are Council members.</u> – Chair said we were going to advertise in the Newsletter. A Cllr highlighted she had quite a few people offering to come and help. Two Cllr's at the end of March / beginning of April will have a morning out in the playground – she has 4/5 volunteers already. A local Artist has offered their services to come and do some painting around the playground.</p>
2.6	<p><u>Fire Risk Assessments – Council to review the working party and formally adopt that Committee and possibly set a date for the working party to meet and review the schedule of works so far. Council to agree to discharge its functions to this working party.</u> A decision was made at January's meeting to schedule a meeting to review the works. This did not happen. A Cllr said we have the list of the works to check off and it may be better for the Council to meet with each individual group to discuss. Clerk and Cllr to schedule in those meetings and report back to full Council.</p>
3 Environment	
3.1	<p><u>Old Drovers Lane – Council to discuss and receive any update</u> No update</p>
3.2	<p><u>Burial Ground – Council to discuss and receive any update.</u> Clerk highlighted that she had not received three quotes. Clerk also brought to the Council's attention that the new External Auditors will be doing spot checks on larger projects and where the money has been spent. The Council's defence was that it is going to be difficult getting or finding other Companies who specialise in this type of work and can provide a complete package. Clerk asked for an email from Council / Cllr justifying why we have not got three quotes. Chair also reminded members that the Council had rejected the Church Yard Closure Notice as is stated the Church Yard was in good condition when it is clearly not, and the Council wanted to know when the existing graves headstones were last inspected. The Council also wanted to know if a tree survey had been done and to see any report. Chair also</p>

	<p>brought another issue to Council regarding the dry stone wall, there are certain areas where there are blowing and are at risk of falling out on to the pavements in the future.</p> <p>Chair advised that a Cllr had a previous action to respond to the Church Yard regarding the closure notice and Chair said we need to ensure we put it in writing.</p>
3.3	<p><u>Technical Centre – Council to receive any update.</u></p> <p>Cllr advised the site is still on the Market, they still have interested parties. No further Anti-Social issues to report.</p>
3.4	<p><u>Bus Service for Leafield – Council to discuss the new route and provide any feedback.</u></p> <p>Chair has no idea how successful it has been, she had not seen it. It had been cancelled during the severe Weather. No feedback. Clerk to let the Benefice contact know that the timetables have been delivered to the shop.</p>
3.5	<p><u>Consultation notices received – Council to discuss recent correspondence (Cllr's have been emailed the relevant information)</u></p> <p><u>Local Air Space Development</u></p> <p><u>Definitive map modification orders (upgrade restricted byways to byways open to all traffic status)</u></p> <p><u>Planning and Regulation (update)</u></p> <p>Clerk read out each notice. Cllr's discussed each one and had no objections to any.</p>
3.6	<p><u>Grass Cutting Contract Season 2018 – 2020</u></p> <p><u>Clerk to present to the Council all quotations received. Council will carefully consider each one and take into account the budget that has been set for this.</u></p> <p>Clerk advised the Council that she had received four requests from Contractors requesting the specifications and maps. Two quotes were received by the Tender deadline. Clerk advised one quote was from our last Contractor and the other was a new Company who were familiar with Leafield and also carry out Milton U Wychwood cutting. Chair asked if we had asked Witney Town Council and Clerk advised no. Clerk also advised that because the Tender deadline had passed she was unable to approach other Companies until full Council agreed and that it was not Witney Town Council it was Ubico. Chair wanted to go to Witney Town Council for a quote. Clerk carried on with her briefing and concerns over the last Contractor and that she had emailed to ask them for a breakdown of what they did / invoiced us for in the last grass cutting season. It was also noted that the invoices in the year 17/18 was for a smaller sum than what was agreed and Clerk was not sure if they had actually fulfilled the terms of the Contract in that year. To date despite the Clerk emailing on a number of occasions they have not responded to any emails.</p> <p>Clerk advised that if the Parish Council had undertook the grass verges in season 17/18 the OCC Grant would have been for £497.25. Clerk is not aware of how much the Grant is for 18/19 season.</p> <p>Chair suggested we approach neighbouring Parishes and see who they use but Clerk advised we are pushed for time and the season is due to start very soon. Clerk also advised she had heard back from the School and Governors had met and decided that they were not able to contribute to the cutting of the Green adjacent to the School so therefore Council advised we would have to decrease the number of cuts to allow for the Burial Ground cutting. Clerk ran through the prices on the quotes received, it was noted that one of the quotes was not itemised which Council agreed was no good. Clerk advised Council that the Green adjacent to the School was scheduled to be cut 32 times per year (every week) which is why we asked the School to contribute. If we reduce the number of cuts to 24 for that Green then this reduces the cost.</p> <p>Council decided that both quotes are not comparable as one quote is not itemised and only takes account of the 32 cuts.</p> <p>Chair wanted Clerk to go to Witney Town Council and Ubico for further quotes.</p> <p>It was also agreed to go back to the Contractor to ask them to itemise their quote and re quote to include 24 cuts as well as 32 cuts.</p>



4 Recreation & Leisure	
4.1	<p><u>Youth Football – Council to discuss further correspondence received from a resident.</u></p> <p>Clerk advised that the resident who attended last month's meeting had emailed with some further questions. Clerk advised she had received an email from Tower Hill Football Club asking why the Parish Council were in support of this resident in bringing youth football to Leaffield. After discussion it was concluded that the Council were in support of the youth football initiative.</p>
4.2	<p><u>Play Area and Village Inspection - Clerk to Provide an update on play areas and any other issues throughout the Village. (including any feedback from the local PCSO team)</u></p> <p>Clerk advised the Fox Defib has been serviced and pads replaced. Clerk confirmed the Fox Defib was never registered but she will ensure this is done. Clerk inspects both Defibs weekly. The Village Hall Defib is now registered. A lot of rubbish was seen in far end of Village Hall Car Park – resident has picked it up so thank you.</p> <p>A Cllr wanted to remind the Council it is now time to do our annual pot hole repairs (type 1 stone) on the Village Hall Car Park. Also, under the big cone in the Court Yard there is a sink hole so that will need to be dug out and filled in. The same Contractor could undertake both jobs. Clerk to get quotes.</p> <p>Fencing in the Car Park – people tend to drive into them and smash it. The silver clamps over the posts have come loose. Council agreed for the fencing to be looked at as a whole and repaired wherever needed. Clerk to get quotes and check any previous invoices.</p>
4.3	<p><u>Village Hall Update – To receive any update on the Extension Project including the access ramp and fire doors</u></p> <p>The Village Hall's annual accounts are needing a figure for the building. Clerk will send the Treasurer the Fixed Asset Register.</p> <p>1) Grant Application, the WODC Faculties Grant was declined based on the three heating quotes which were not comparable. Village Hall will be re submitting the Application in time for the deadline of 18th March 2018. Chair agreed Council can still commit to the 14%. The Council had pre agreed a figure.</p> <p>2) Two other Grants will be submitted.</p> <p>3) Village Hall asked if we have any updated Census (IE) number of houses / residents. JD advised she would email the Clerk. Clerk will also make a start on compiling the information.</p> <p>Fire doors, Village Hall are still trying to obtain three quotes. One quote received was £3,000 per door. They currently have three fire doors and they only need two. The middle door will still be as big so still expensive.</p> <p>The Village Hall have legally got to replace two of the doors as they are fire doors, this will use about half of their reserves. They have been building their reserves for a while to use on the extension project and to support the Grant applications. **see Agenda item 2.2 for the resolution the Council made**</p> <p>Village Hall wanted to raise some recent issues when the Village / Village Car Park suffered severe weather conditions. Who is responsible for clearing the snow / Liability if someone is injured – Village Hall or the Council?</p> <p>Clerk advised that the Parish Councils Insurance would most probably cover the claim and an investigation carried out surrounding the circumstances of the claim.</p> <p>The Village Hall currently have no procedures in place to keeping the pathways safe to the door. Chair agreed the Parish do not either. A Cllr did ask if residents do clear paths would they then be liable for any claim, another Cllr confirmed that the Government have made it clear that if you make an effort to clear snow then you are not liable. A Cllr suggested that if anyone felt there was a risk during severe weather then to close the site by way of a chain across the entrance. Chair of the Village Hall asked "what if the Hall is hired out and there is nothing wrong with the Hall" A Cllr said "just too risky to access the site" Chair from the Village Hall asked "if the Parish Council decided to close the site would we compensate the hirer of the hall" The Council made no comment.</p> <p>Chair from Village Hall wanted to ask "who to contact" in an emergency.</p> <p>Chair said we should have some contact numbers on the door, Clerk offered her mobile numbers, Chair said it should be someone from the Village that can attend within half an hour. Clerk advised she was only 10 minutes away. Chair said possibly the Gym Committee. Chair aired her concerns over people's privacy regarding telephone numbers and people would have to agree.</p>

	<p>Chair suggested during adverse Weather conditions the building is checked regularly / inspected and notice displaying contact numbers.</p> <p>**see Agenda item 2.4 for further information**</p> <p>Access Ramp – no update</p>								
4.4	<p>Village Hall Car Park Project – Council to receive any update</p> <p>No update</p>								
4.5	<p>Defibrillation Units (The Fox) Clerk to update on the recent Engineers visit</p> <p>This was covered under Agenda item 4.2</p>								
4.6	<p>St George Day – Council to discuss recent correspondence received from a resident regarding the flag pole.</p> <p>Clerk advised she received an email from a resident advising he had received some donations from residents who wanted to contribute, he therefore has purchased a St George Flag and sought permission to fly on the 23rd April 2018. Chair reminded Clerk to check the flag flying policy and if OK the Council agreed this was OK.</p>								
4.7	<p>Newsletter – Clerk to update on Feb newsletter and Council to discuss a more effective way forward.</p> <p>Clerk spoke about the email she had sent Cllr's regarding printing costs, that email detailed what it would cost for her to print at home and costs for outsourcing – see below (these estimates)</p> <p><i>(Clerk printed 450 copies ink estimated 4 cartridges £7.79 (exc VAT) = £31.16 - although I think it may take more than 4 cartridges as its double sided. Ream 500 paper = £2.98 Total £34.14</i></p> <p><i>(Possibly third party printing 450 copies Based on 0.05p copy = £22.50 Based on 0.10p copy = £45.00</i></p> <p>A Cllr did say it would be better to buy a suitable printer that is capable of this kind of work. Chair also agreed.</p> <p>Clerk advised she can use the Transparency Grant to fund this. Chair also suggested buying a printer that would print A3 – Cllr's agreed.</p> <p>Clerk will get some prices for a suitable printer and also ask the Company who looked at the Clerk's laptop.</p> <p>A Cllr had previously offered to print this month's but due to the weather the newsletter didn't get printed. Further discussion ensued around possible options for future newsletter printing.</p>								
5 Planning									
5.1	<p>Planning Applications Received & Decision Notices – A round up of all recent planning approvals and new additions.</p> <table border="1"> <tr> <td>17/03934/FUL</td><td>The Pearl, L/End – Cllr's notified and no objections</td></tr> <tr> <td>17/04042/FUL</td><td>Malthouse, Wit Lane – Cllr's notified and comments submitted to WODC Planning Still pending</td></tr> <tr> <td>18/00133/HHD</td><td>The Old Chapel, Fairs Rd – Council had no objections Still Pending</td></tr> <tr> <td>18/00466/S73</td><td>Priest Cottage, Fair Rod – Council had no objections Still pending</td></tr> </table>	17/03934/FUL	The Pearl, L/End – Cllr's notified and no objections	17/04042/FUL	Malthouse, Wit Lane – Cllr's notified and comments submitted to WODC Planning Still pending	18/00133/HHD	The Old Chapel, Fairs Rd – Council had no objections Still Pending	18/00466/S73	Priest Cottage, Fair Rod – Council had no objections Still pending
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6 Ordinary Council Meeting Standing Items									
6.1	<p>Any Other Business that is not covered by an Agenda item</p> <p>Clerk wanted to ask Council to start thinking about what they would like to do to celebrate the World War One Centenary – it will appear on next month's Agenda.</p> <p>Clerk will also check on any Grant funding available that is specific to the occasion.</p> <p><i>New meeting dates have now been added to all notice boards and website.</i></p>								

Date of Next Meeting – Wednesday 21st March 2018 @ 8:30pm

I can confirm this is a true account of the Business that was transacted on 7th March 2018

Signed (Chair) _____

Date _____

Meeting Closed: 22:29 hours.

