

**LEAFIELD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in The Pavilion at 8pm on Wednesday 10<sup>th</sup> April 2019**

**Those Present:** Cllr Juli King (Chairman), Cllr Luke Caunt (Vice Chairman – Chaired the meeting), Cllr Gina Pearce, Cllr Jackie Hitchman

**In attendance:** Sharon Henley, Clerk/RFO, District Cllr Gill Hill

**Members of Public:** 3

1. **Welcome & Apologies for Absence:** County Cllr Liam Walker

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2. **Declarations of Interest in items on the Agenda:** Cllr Luke Caunt lives backing onto the Village Hall car park. Cllr Gina Pearce is Chairman of the Village Hall Committee.
3. **Dispensation in respect of 'Other' Interest for Cllr G Pearce for the Village Hall in relation to her role as Chairman of the Village Hall Committee:** This was not required as there were three other councillors present to vote as a quorum on the Village Hall at item 16.
4. **Approval of Draft Minutes of 20th 2019:** These had been circulated and were sign by Cllr Caunt who chaired the meeting.
5. **Matters Arising**
  - **Grass Cutting** – McCrackens had started last week and had met Deborah Triff on site to be briefed on the location of daffodils. Deborah reported being happy with meeting and the care the contractors had taken following their meeting. The Clerk had requested a quote for the one off cut of the allotment path but this had not been received to date.
  - The Clerk had forwarded details of the Calor grant scheme to Jane Digby of the Village Hall Committee.
  - Jane Digby had asked for an additional amount of donation towards the Defibrillator Training on 19<sup>th</sup> March that had been organised by the Guides, total amount requested £20.
  - Churchill Surfacing had completed the Village Hall Car Park pothole repairs on 8<sup>th</sup> April.
6. **County & District Councillors' Reports:** Cllr Gill Hill reported:
  - Publica had been created to deliver shared services for four councils, including WODC.
  - A 'safe house' had been established in Chipping Norton.
  - The Local District Councillor elections were to be held on 2<sup>nd</sup> May.
  - Cllr Hill enquired on the progress on land at Leafield Technical Centre. Councillors' understanding was that a sale had been agreed but not finalised.
  - Cllr Hill asked about Gigaclear's progress in the village. Councillors reported being pleased with work so far.
6. **Opportunity for the Public to Speak:**

Deborah Triff had spoken to Gigaclear about compensation for damage to daffodils during the work and had taken photographs. Cllr King raised that daffodils on The Fox boundary wall were being trodden on the wall side as this was a dog walking route. Also, McCrackens could not cut the weeds in this area. It was suggested that the daffodils were planted on the other side of the wall next time.

Deborah also reported on the Red Phone Box project. The fundraising group were looking for a suitable box but were concentrating on fundraising at present. Deborah was arranging a Village Show in the garden of Fairspear House on Sunday 7<sup>th</sup> July in afternoon. Several local groups and the School Year 6 would be performing and a there would be a raffle, tea and cakes. The donation from the 2013-14 Fete Committee was expected to be transferred across soon as the previous transfer of funds was unsuccessful owing to a bank error.

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Deborah asked whether the Council insurance could cover this event. The Chairman confirmed that the insurance could only cover events organised by a Parish Council working group. Unfortunately, given the shortage of councillors at present the Parish Council were unable to support this request, as there were no parish councillors available to help with this project and to help set up a Parish Council working group.

CLr King asked whether the Village Show would be instead of the Village Fete but councillors thought that this would be held on 11<sup>th</sup> May, CLr Pearce to make enquiries and confirm.

## Policy & Finance

7. **VAT Return:** A claim of £3750.58 had been submitted for 30<sup>th</sup> Sept 2018 to 31<sup>st</sup> March 2019.
8. **Update on Banking Arrangements:** The Clerk reported that the on-line banking had been set up. The Clerk was asked to confirm approval arrangements for BACs transfers with the bank. The Clerk had also received her debit card for Clerk's expenses items.
9. **Internal Controls:** CLr Hitchman had completed the schedule of checks with the Clerk. The following actions were identified:
- Not all cheques stubs and invoices were initialled by the clerk and two councillors.
  - Action to check Payroll and HMRC discrepancy – the Clerk had since corrected overpayment in respect of 'net payment' arrangements for the NEST fund.
  - Clerk's Staff Appraisal needed – completed on 9<sup>th</sup> April.
  - Not all payments within budget – but these had all approved and minuted prior to payment.
  - VAT return required – this had since been completed
  - Budget three year forecast required when budget setting – to be completed during November 2019 budget process.
10. **Clerk's Pension:** The Clerk confirmed new statutory payments from 5<sup>th</sup> April were 3% for employers and 5% for employees and this had been actioned with the NEST scheme. An overpayment over £117 in pension contributions had been made by the Clerk from Dec-Mar owing to tax relief not being deducted. A correction had been made to the payments and a refund issue with the April pay.

## 11. Approval of Receipts & Payments for April

Payee	Reason	Payment Method	Payment inc VAT	Reclaimable VAT Amount	Receipt	Power Spend	To
WODC	First Precept Payment £20,853 & Grant £286.50	BACs			£21,139.50		
Churchill Surfacing	Pothole repair in Village Hall Car Park	Chq	£1,080.00	£180.00			LGA 1972 s.133
Leafield Guides	Donation towards Defibrillator Training 19th March	Chq	£20.00	£0.00			LGA 1972 s.137
Castle Water	Pavillion Water 1st Mar-31st Mar 19	BACs	£8.06	£0.00			LGA 1972 s.133
WODC	Chargeable Household Waste Village hall 1st Apr-30th Sept 19 inv 33292984	BACs	£336.18	£0.00			LGA 1972 s.133

Turtle Engineering	Rain Canopy for The Fox Defibrillator	BACs	£65.99	£11.00		Public Health Act 1936 s.234
Ubico	Empty Dog Bin Village Hall 1st Apr 18 - 31st Mar 19 inv 60024846	BACs	£94.94	£15.82		LA 1983 s.5
Bitdefender	Anti-virus for clerk's laptop	Debit Card	£19.99	£3.33		LGA1972 s.111
Amazon	Ink for printer £15.00 + £26.03	Debit Card	£41.03	£6.84		LGA1972 s.111
Sharon Henley	Clerk's Salary April & £117.80 for overpayment of NEST Pension contributions Dec-Mar	SO		£0.00		LGA1972 s.112(2)
NEST	Clerk's Pension April - new statutory contribution rate 3% employers and 5% employees	DD		£0.00		LGA1972 s.112(2)
Sharon Henley	Clerk's Expenses - stationery, stamps	BACs	£33.81	£0.00		LGA1972 s.111
Gym Committee	Gym Committee Quarterly Rent	BACs			£325.00	
Gym Committee	Payment made in error for Gym Electric	BACs			£482.50	
Gym Committee	Payment made in error for Gym Cleaner	BACs			£519.96	
Village Hall Committee	Transfer of Gym Electric Funds paid in error by Gym Committee	BACs	£482.50			
Village Hall Committee	Transfer of Gym Cleaner Funds paid in error by Gym Committee	BACs	£519.96			

The Gym Committee had made two BACs transfers into the Council's bank in error. These were intended for the Village Hall Committee and the amounts were transferred by BACs to the correct account.

**13. Elections 2019: Update by the Clerk.** There had been four Parish Councillor Nominations; Cllrs King, Caunt and Pearce and new member, Richard Hamilton, who attended the meeting as a member of the public. Cllr Hitchman was to retire due to living outside of the Parish. All four Councillors had been elected unopposed as there were fewer Nominations than the seven seats. Existing Councillors to retire on 7<sup>th</sup> May and the new Council to be formed at the Annual Meeting on Monday 20<sup>th</sup> May. The Chairman thanked Cllr Hitchman for all her work as this would be her final meeting.

The Returning Officer had requested that three additional Councillors were co-opted but there had been no further candidates. Councillors to make enquiries and seek interested parties.

The Clerk to provide induction information and a Council email address for Richard Hamilton.

## Recreation & Leisure

**14. Play Area Report –Clerk to report on monthly inspection.**  
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- 14.1. The rear play area fence had rotted and part had fallen down. The Clerk had arranged a temporary repair but a quote was required for several rotten fence posts to be replaced. It was agreed that the Clerk would request a quote from McCrackens.
- 14.2. Pavilion guttering – part of this had been displaced but had been mended. The Clerk had received advice and made a recommendation that further work was done to improve the functionality of the guttering which was damaged in several places.
15. **Village Hall – Updates.** Cllr Pearce updated that significant amount of funding was available in Village Hall funds and the Committee were at the next stage for LEADER grant funding. Bookings were buoyant and there was a slot available on Monday evenings to further boost income. Yoga was being held on a Tuesday morning. Cllr King raised that housekeeping items had not been available at a recent hall booking. It was confirmed that a red book was available for hirers to record requirements following an event and this was detailed in the hall booking information.
16. **Donation of £28,000 financial support for Village Hall Extension:** Jane Digby had been invited to attend for this item. The meeting was suspended for Jane to speak as a member of the public to explain more detail about the project and grant application. Cllr Pearce did not take part in discussion or vote on this resolution owing to her position as Chairman of the Village Hall Committee.

Jane explained that the Committee were applying for a LEADER grant for the Village Hall Extension so 50% of funds would come from public money. As part of the application process the Committee would need to apply for a Public Works Loan Board loan via Acre to raise funds before the grant money was paid. Jane wanted to inform the Council who were also expecting to apply for a loan for the Burial Ground. Councillors and the Clerk confirmed that WODC had been approached to discuss the loan in the first instance rather than PWLB and they were separate to the Village Hall Committee.

The Council had previously committed to donating a maximum of £28,000 to the project and Jane suggested that the money was used by the Council to purchase an air heat source pump for the Village Hall extension as this was a green energy heat source and the LEADER grant would not fund renewable energy. The current cost was £23,000 plus VAT which would be approximately the same amount as previous committed. If the Council purchased the pump as a gift for the Village Hall then they could reclaim the VAT.

The meeting was then reopened. Councillors agreed to use just under £18,000 which was available for this project in Earmarked Reserves with the balance being raised as part of the 2020-2021 budget. No further funds would be made available for the Village Hall during this financial year. A resolution was passed to purchase the air heat pump at a cost of £23,000 plus VAT next financial year. The Clerk to write the requested confirmation letter to Jane Digby on behalf of the Council

**Village Hall CCTV:** *Consideration of further quotes for replacement of system.* The Clerk had met two additional contractors and had received a further quote but those contractors had made recommendations that an additional camera could not be mounted on the Pavilion without incurring high costs as this was a separate building. It was agreed to obtain a quote to reinstate the system in its previous form, although this would require adjustment on completion of the Village Hall extension.

Cllr King asked whether the gate to the rear of the Village Hall required locking as the gate had been kicked and had required mending with a new bolt. It was suggested that the gate remained unlocked.

## Environment

18. **St Michael & All Angels Church – Notice of Intention to apply for closure of Churchyard and transfer of maintenance responsibility to Leafield Parish Council:** *Discussion/decision to sign document following meeting with PCC.* The Council had met with the Vicar and members of the PCC to discuss the above. It was understood that the Council were being requested to approve the closure of the existing Churchyard on the grounds that there was no further room for burials. This was agreed as any additional space was prone to flooding and therefore unsuitable. The document was approved on this basis to be returned to the PCC who would then forward it to WODC.

Councillors discussed the PCC's proposal that the Council take over maintenance responsibilities for the Closed Churchyard. It was understood that if the Council were unable to take on responsibility then this would pass to WODC who could recharge costs to Leaffield Parish Council. Councillor Gill Hill was asked whether WODC currently maintained any closed churchyards and she agreed to check.

**19. Burial Ground**

**19.1. Review of Project Progress:** Planning Permission had been granted. There were several conditions that CDS were looking to discharge. Cllr Pearce had been checking on presence of land drains known through previous burials for CDS in order to discharge a related planning condition.

**19.2. Planning for Public consultation meeting on 3<sup>rd</sup> June** – Councillors decided to including items such as informing villagers that the churchyard was closing, plans and outline costings for the new burial ground, who would take responsibility for matters in the future, how the plans would impact the village, especially in terms of costs. Concerns were raised on the expected workload for the setting up and running of the new burial ground in relation to the Clerk's time.

**20. Gigaclear Network Access Agreement:** *Update by the Clerk.* Following the last meeting the Clerk responded to Gigaclear and the current situation was as follows:

**20.1.** Properties in Chimney End - Gigaclear confirmed that these would be included in the supply.

**20.2.** The Drainage Ditch by the Small Green was unsuitable for cabling and pots – Gigaclear had been asked to suggest an alternative route or state how the cabling could be dug deep enough to ensure the drainage was still working.

**20.3.** Old Drovers Lane – this was not wholly owned by the Parish Council and Gigaclear confirmed they had liaised with OCC on work involving their part of the unmade road.

**20.4.** The Council asked whether a fee was payable to the Council from Gigaclear for use of their land – this was being investigated.

**20.5.** A revised map and resolutions to the above queries to be forwarded to the Council for approval at the next meeting.

**21. Skip Policy:** *Agree wording for Policy on placing of skips around the village.* Councillors discussed introducing a policy to be placed on the website following issues in the past where parishioners had sought advice from the Council or skips had been placed on Council land without permission. Cllr Hitchman had circulated some draft wording which Cllr Pearce agreed to formulate into a policy for the May meeting.

**Planning**

**22. Planning Applications Received and Decision Notices:**

Received				
Ref	Address	Proposal	Deadline	Comments by LPC
19/00672/HHD	Windy Ridge The Green Leaffield	Erection of single storey rear and side extension to link main house to existing garage/study	10/04/19	None
19/00919/HHD	Stonelea, 71 Lower End, OX29 9QG	Erection of two storey rear and single storey front extensions	17/04/19	None
19/01055/HHD	Near The Church Witney Lane Leaffield	Erection of two storey extension to south elevation	29/04/19	None

Decision Notices			
Ref	Address	Proposal	Decision
19/00210/HHD	Virginia Cottage The Green Leaffield	Erection of two storey rear extension to form new drawing room and staircase with master bedroom above. Insertion of new first floor window on North elevation.	Approved
19/00411/FUL	Leaffield Church Of England Primary School The Green Leaffield	Erection of replacement timber gazebo with fully insulated timber clad learning cabin within school playground.	Approved

### Consultation & Communication

23. **Review of Correspondence Register:** The Clerk circulated the Register. Actions were agreed as follows:
- 23.1. The Clerk to respond to Michael Triff to confirm that waste and recycling contractors had not been instructed not to use Old Drovers Lane.
- 23.2. Jane Digby had requested use of the Pavilion on 2<sup>nd</sup> May Elections Day to consult parishioners on the Village Hall Extension and this was agreed.
24. **Annual Parish Meeting Wednesday 15<sup>th</sup> May: Planning for Agenda.** It was agreed that invite Leaffield School Head Teacher, St Michael's Church PCC, the Village Hall Committee and all groups that use it as well as County and District Councillors.

### Transport & Highways

No items.

### Ordinary Council Meeting Standing Items

#### 26. Any Other Business

The Clerk and Cllr King reminded the councillors about forthcoming annual leave and arrangements for out of office notices were agreed.

27. **Date of Next Meeting:** The Annual Meeting on Monday 20<sup>th</sup> May 2019 at 20.00 hours in the Pavilion (change of date). The Annual Parish Meeting is Wednesday 15<sup>th</sup> May at 8.15pm in the Village Hall.

There being no further business the meeting closed at 22.05hrs.

Signed: CJPearce  
Chairman

Date: 20th May 2019