

LEAFIELD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in The Pavilion at 8pm on Wednesday 11th September 2019

Those Present: Cllr Gina Pearce (Chairman), Cllrs Luke Caunt, Richard Hamilton and Kevin Ward

In attendance: Sharon Henley, Clerk/RFO, District Councillors Gill Hill and Kieran Mullins)

Members of Public: 3

Ordinary Council Meeting Standing Items

1. **Welcome & Apologies for Absence:** Cllr Jeremy Russ and County Cllr Liam Walker sent their apologies.
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. **Clerk's Report/Matters Arising**
 - 3.1. Draft Minutes of the August meeting had been published but approval was not included in this agenda so would be done in October.
 - 3.2. The Clerk attended the monthly Evergreens meeting in August and distributed the Lions Emergency Medical Information Pots. She updated those present as per the monthly report for the Benefice newsletter. She sought feedback on best ways of communicating with their members but group members were not generally aware of parish council activities. As updates were regularly included with the Benefice newsletter and on the website, Facebook and Leaffield What's On, no additional communication channels were identified. A lady mentioned that around three years ago a councillor had taken pictures of her section of The Ridings which was very narrow and vehicles were speeding. She understood that a 30mph sign would be put into place at this section. The Clerk to make enquiries to Cllr Liam Walker.
 - 3.3. Alan Smith had completed the new Pavilion guttering and the Gym Committee had kindly offered to pay for this work.
 - 3.4. The red yuccas at the Village Hall had been removed by Alan Smith but had not been in good condition once removed. They had been placed around the field edge as agreed. The work had taken a long time due to the size of the plants so the full amount of the quote had been charged.
 - 3.5. The defibrillator cabinet canopy had been fitted free of charge by Alan Smith and The Fox Landlord had kindly removed the shrub on the wall around the unit to make this possible.
 - 3.6. Wheelie bins on Parish Council land at Chimney End. The Clerk had confirmed the results of the audit to the resident concerned and a further request for their removal had been refused. Advice was being sought from OALC and NALC. Cllr Gill Hill to make further enquiries at WODC as they own the bins.
 - 3.7. The SSE cable trench from Windrush to Butcher's Cottage had been dug and re-instated to a reasonable standard.
 - 3.8. Came and Company – the insurance was due for renewal on 1st October. The Clerk had been unable to obtain a renewal quote as, owing to an insurance claim during the year the insurers were reviewing the renewal terms. The Clerk to chase.
4. **County & District Councillors' Reports**

Cllr Gill Hill reported that with regard to recent issues with sufficient Enforcement Officers – there was now a new CEO of Publica so situation the resourcing issues should improve.

Cllr Kieran Mullins reported:

 - WODC had launched a National government scheme to make more social housing available. The scheme was called the Tenancy Support Scheme with benefits for landlords enabling the local council to build up a bank of houses available for emergencies. There was to be a meeting on Friday 13th Sept from 10-12 at Madeley Park Hall. The scheme charged no fees to landlords and the council acted as letting agency, with the landlords getting a month's rent up front.
 - Eynsham Garden Village Consultancy and Area Action Plan document was available in various libraries to view. There would be 2,200 new homes, so a large impact on the local area. The consultation was live until Friday 11th October. The clerk to publicise details on Facebook.

5. **Opportunity for the Public to Speak:**

A resident of Chimney End spoke about item 14. The clerk had emailed her the solicitor's advice obtained since the last meeting and she was concerned that the advice did not reflect the facts of the proposed transfer of ownership as she had owned her property for a very long time. She did not want to speak to her solicitor about the advice until this was resolved. After discussion the Chairman asked her to email the Clerk to detail her concerns and clarify the facts so the Clerk could go back to the solicitor for further advice. The Chairman explained that the solicitor had advised the next step was to get an accurate surveyor's plan of Chimney End in order to progress the transfer or rectification and this was being considered at item 14.

Policy & Finance

6. **Approval of Receipts and Payments for September**

Payee	Reason	Payment inc VAT	Receipt	Power To Spend
Alan Smith	Inv 001156 Remove foliage (red yuccas) at Village Hall	£150.00		LGA 1972 s.133
Namesco Ltd	Website hosting for one year	£131.87		LGA 1972 s.142
McCracken & Son	Inv 9151 grass cutting and work for quote 189127.0355 - cut allotment footpath, mending play area fence and strim rear of Village Hall*	£846.00		LGA1972 s.133
EE	Monthly Mobile Phone Contract for Clerk - est. charge for Sept - invoice not available yet	£16.98		LGA1972 s.111
Castle Water	Pavilion Water 1-31 Aug	£8.44		LGA1972 s.111
Sharon Henley	Clerk's Salary Sept	Personal		LGA1972 s.112(2)
NEST Pension	Clerk's Pension Sept - contribution rate 3% employers and 5% employees	Personal		LGA1972 s.112(2)
HMRC	Clerk's Tax & NI Month 5 (6 Aug-5 Sept)	Personal		LGA1972 s.112(2)
WODC	Second precept payment £20,853 & Grant £286.50		£21,139.50	

The Clerk was asked to query the cutting of the allotment footpath with McCrackens as the correct area did not appear to have been cut.

7. **RFO Report on Current Financial Position**

The Clerk circulated an Actual vs Budget report. This was discussed and most expenditure was in line with budget. Virements were agreed as below to rectify any overspends.

8. **Virements (Transfer of Monies between Budget Codes)**

As agreed £441 had been transferred from VAT Reclaim to Playing Fields General Maintenance to pay for the

play equipment repairs but the work had not been not completed/invoiced as yet. It was also agreed to vire £1,080 from VAT to VH Car Park Contingency as this amount was spent on pothole repairs without money available in that budget. The £750 bus donation had come from that Village Regeneration but the Clerk to record that the monies came from the Bus Donation budget code and vire the money from Village Regeneration.

9. Report on Internal Checks

As Internal Controller, Cllr Ward had completed the six monthly checks with the Clerk the previous week. He reported that one item identified was the need to approve bank reconciliations at meetings. It was agreed to add these to each monthly agenda and the Clerk to diarise further Internal Checks for March with Cllrs Ward and Russ.

10. **Selection of Internal Auditor for 2019-20:** A quote had been received from previous auditor Phil Hood at £316 plus VAT but additional quotes had been obtained from Carole Arnold at £125 and IAC at £260.00 plus VAT. A draft letter of engagement had been obtained from IAC for consideration and after discussion this was approved. The Clerk to notify Phil Hood.

Recreation & Leisure

11. Play Area Monthly Report – the clerk reported

- McCrackens had completed the fencing repairs in the play area and the strimming behind the Pavilion and Village Hall.
- Reids Playground Maintenance had been asked to complete the repairs as agreed but parts were still awaited.
- The Clerk had continually removed a temporary ramp put into place by play area users but this kept being reinstated. Cll Kieran Mullins offered to remove items from site.
- An instance of verbal abuse had been reported to the police and groups of teenagers were continually observed hanging around the play area during the in the holidays. The Chairman had also been sent images of issues in Harrolds Close. The Chairman to make contact with the Police to ask them to visit site again as previously promised.
- A large, broken and overhanging branch had been spotted overhanging the car park entrance and this belonged to a neighbouring property. The owner had been contacted and had promptly dealt with the problem.
- Cllr Caunt noted that the large hedge by the gate needed cutting back. It was agreed that the Clerk would request a quote from Mark Waters and Andy Crick who were understood to be working on similar projects.

12. **Village Hall – updates** – The Chairman reported that the Leafield Garage Sale profit made £315 with a total of £205 profit after expenses. Deborah Triff had donated £30 of this to the Village Hall. Village Hall booking levels were very good with lots of enquiries for regular bookings. The Committee are still working on the grant application for the LEADER fund and trying to meet all the application requirements. There had been a disturbance in car park following a party on the 30th August and the Council had supplied CCTV footage to the Police. A fire extinguisher had been discharged but was now refilled. The WODC Premises Licence was due but current details held were incorrect so additional funds may be needed to update the details.

13. **Community Event – discussion on viability of organising an event in 2020 and applying for a Community Activity Grant.** Cllr Hamilton wanted to sound out villagers on their interest in an event on 8th May Bank Holiday before applying for the grant. He had arranged to meet Simon Bentley to enquire when there was a possibility of combining the event with the usual Village Fete in early May on the Green. It was confirmed that the deadline for this round of grant applications was 23rd September and it was agreed that a grant application would be drafted between Cllr Hamilton and the Clerk and submitted if the above discussions proved successful.

14. Chimney End Land Ownership:

- 14.1. **Review of Current Situation:** This had been discussed with the property owner during item 5. The Chairman outlined the advice received from Wellers Hedleys. They had advised that the incorrect registration of privately-owned land as part of the Village Green would have been in the Register of Common Land and Village

Greens maintained by the County Council (not Land Registry). The plans used to determine the boundaries were of a very small scale and there were often inaccuracies. Those purchasing properties around the Village Green should have requested a search in the above register. In 2013 Edward Harris Solicitors applied for the registration of the Village Green in the name of the Parish Council at the Land Registry and the Land Registry registered the land with boundaries which they interpreted from the same map.

It appears that the area of land registered with the Land Registry included areas which were occupied by third parties. Wellers Hedleys recommend executing a Transfer to transfer the land to the occupier. Otherwise the occupier could claim title on the basis of 12 years occupation but this would only achieve a possessory title. Either method would ensure the land was registered with the Land Registry in the correct name.

The alternative of a Rectification would involve proving why the original boundaries were incorrect and why the Council had not realised that the boundary was incorrect at the time. All this would involve a large amount of work and would achieve the same as a Transfer. The alternative of completely removing the land from the Village Green Register would involve proving that the original application was incorrect and would be complicated and could result in a public enquiry.

Wellers Hedleys further advised that an accurate surveyor's plan of the areas to be transferred would be necessary to avoid further problems. Councillors decided to progress that course of action and await further clarification from the property owner as agreed at item 5.

14.2. Review and Approval of Quote from Sitech Surveying for detailed land survey at £350. Quotes to survey Chimney End were obtained from Hook Survey Partnership at £695 and Sitech Surveying at £350 to survey all salient features relevant to the boundaries and produce a Land Registry compliant plan. Final data to be in pdf format and a colour paper plot. Cllrs approved the Sitech quote.

15. Burial Ground: Project Updates. Following the closed meeting the Clerk had circulated information on loans and was currently liaising with Meriel Gould at WODC to determine closed burial ground average maintenance costs. The clerk was asked to contact WODC with regard to a potential rise in the precept. The Churchwarden had confirmed that he would attend the public consultation if available on the selected date. A further closed meeting to take place 18th September.

16. Trees

16.1. Review of actions following tree survey: Bowards had not been able to supply information requested following the last survey. As requested, the Clerk had contacted Town and Country Trees to quote for the works outlined in the Bowards Tree Survey and to quote for work to prune the horse chestnut tree T26 as per the previous agreement with the adjacent property owners and the insurers.

16.2. Quote from Town & Country Trees for Remedial Works: Quote received for the Horse Chestnut T26 for £275 plus VAT. This was approved.

Bowards had provided a quote for work identified on the tree survey at £760 plus VAT.

T&C Trees had identified additional work required to the trees on the survey and some small trees requiring work around the play area that were not identified on the survey. This total cost was £1,000 plus VAT and this was accepted.

Environment
17. Planning

Planning Applications Received & Decision Notices

Received				
Ref	Address	Proposal	Deadline	Comments by LPC
19/02523/NMA	Windrush 6 The Green Leafield Witney Oxfordshire OX29 9NP	Erection of detached dwelling (non-material amendment to 19/00329/FUL to allow the use of render on East elevation, raising of roof height of lower element (so as equal to that of the rest of the property), insertion of additional rooflight in West facing roof slope and the omission of high level window in South elevation).	n/a	Notification only
Decision Notices				
Ref	Address	Proposal	Decision	
19/01664/HHD	Stonelea, 71 Lower End, Leafield	Erection of two storey rear and single storey front extensions	Approved	
18/00133/HHD	The Old Chapel, Fairspear Road, OX29 9NT	Discharge of Condition 3 (Window details) of planning permission 18/00133/HHD	Approved	

The Clerk was asked to contact WODC to enquire about the CAMC application at 60 Lower End.

Consultation & Communication

Review of Correspondence Register: The Clerk reported the following:

- 18.1.** Joode Weinhold wrote suggesting a market on the Green as she had seen in other places. The pub had been approached but the garden was quite small. Chillies 2u were one such company interested. WODC had confirmed that a Permit for Street Trading would be required for 10 stalls where the public have open access. The Clerk was asked to enquire how this is done in Freeland where the other market is and the Clerk to research on WODC website about the Permits. St Marys Church food festival may also have a list of their stallholders.
- 18.2.** Fintan Fielding, Windrush had requested to cordon off the damaged wall outside his property whilst it was repaired. He had further advised that work to reinstate the wall would take approx. 8 weeks and requested to leave it cordoned off if he reinstated and levelled the gravel once complete. Councillors agreed to this but Mr Fielding was to be asked that his contractors do not encroach on the grass.
- 18.3.** Rich Weinhold suggested making around 20 temporary signs to put on the Greens asking people not to park. He attended the meeting and brought a sample of the suggested wooden sign. It was agreed that it would be a good time to put out signs as the wet season was approaching and people would be picking up children from school parking on the Green. There was discussion around not using laminated signs but perhaps using a stencil for the wording. Rich to work with Cllr Russ to create the signs.

19. Website: Review of quotes for new Website and agreement on further actions.

- 19.1.** The Accessibility Statement had been published as link on the homepage.

Current website providers Namesco had confirmed that the 'not secure' message on the current website was there as an SSL certificate was required at £50 plus VAT per year and this wasn't already included. The Clerk was asked to arrange this.

The Clerk had circulated the three quotes as previously discussed although each company had quoted slightly differently making the quotes difficult to directly compare:

E-Mango £300 set up fee plus £480 annually

Vision ICT £2,100 and £275 annual fee year 2 onwards

Function 28 £450 set up, £25 SSL cert and £145 pa website hosting

The Clerk was asked to go back to E-Mango and Function 28 with further questions on their services. Vision ICT's quote was thought to be too expensive. The Clerk to check who Minster Lovell and Ramsden Parish Council use for their websites and look into provision of .gov.uk email addresses.

20. **Councillor 'Surgeries'**: After a brief discussion on suitable locations it was decided to look into possibly linking it with the Farmer's Market if this was progressed.

21. **Emergency/Resilience Planning**: *Discussion on how to progress the project.* The Clerk had arranged to meet with Minster Lovell's Clerk and was asked to determine what reciprocal services they could use. It was recognised that Finstock or Hailey would be nearer for sharing services. The Hilltop Garden Centre would make a good emergency centre – it had just been sold but was going to remain a garden centre. The Chairman advised that a Councillor at Finstock had mentioned they would be prepared to share services in emergency. Information would also be needed of those with 4x4s and snow ploughs. The Clerk was asked to start adding some information to the template and look at Hailey's recent plan which had been circulated.

Transport & Highways

Cllr Hamilton reported that Fairspear Road had many potholes and asked if we could request a resurfacing of the road and pavement. It was agreed that the area had been excavated several times and was uneven. Councillors also noted that Lower End, all the way to Finstock, also required resurfacing. The Clerk to write to Cllr Liam Walker to request resurfacing of both areas.

In addition the Clerk was to ask Gigaclear why the box on the Green was leaning as it was not likely to have been driven into as it was high on the bank.

22. **Any Other Business**: The Clerk reminded all as follows:

22.1. Cllrs Pearce and Hamilton to attend Roles and Responsibilities Course in Didcot on Wed 18th September from 10am-4pm

22.2. Burial Ground closed meeting at 8pm on Wed 18th September.

22.3. Climate Change Sub Committee on Wed 25th Sept at 8pm- all welcome.

23. **Date of Next Meeting**: Wednesday 9th October at 8pm in the Pavilion.

There being no further business the meeting closed at 22.14hrs.

Signed: C/HPearce

Chairman

Date: 09/10/2019