

**LEAFIELD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in The Pavilion at 8pm on Wednesday 20<sup>th</sup> March 2019**

**Those Present:** Cllr Luke Caunt (Vice Chairman – Chairing the meeting), Cllr Gina Pearce, Cllr Jackie Hitchman  
**In attendance:** Sharon Henley, Clerk/RFO, County Cllr Liam Walker, District Cllr Kieran Mullins

**Members of Public:** 1

1. **Welcome & Apologies for Absence:** Cllr Juli King.

**Ordinary Council Meeting Standing Items**

2. **Declarations of Interest in items on the Agenda:** Cllr Luke Caunt lives backing onto the Village Hall car park. Cllr Gina Pearce is a member of the Village Hall Committee.
3. **Approval of Draft Minutes of 26<sup>th</sup> February 2019:** These were approved with minor handwritten amendments and signed by the Chairman.

**4. Matters Arising**

- 4.1. **CCTV** – the Clerk was sourcing quotes for the new equipment, to be presented at the April meeting. Councillors discussed the temporary cut in power supply in a couple of weeks' time. Cllr Pearce to check date(s) and inform the Clerk.
- 4.2. **Grass Cutting** – McCrackens had been asked to start in April. The Clerk to arrange for Deborah Triff to meet them on site so she can brief them on the daffodil planting. The Clerk to request a quote for a one off cut of the allotment path.

**5. County & District Councillors' Reports**

Cllrs Kieran Mullins, District Councillor reported:

- Following liaison with LPC a horse was being removed from the field at the rear of Greenwich Lane.
- Oxfordshire Plan 2050 – a reminder of this consultation which runs until 25<sup>th</sup> March.
- Community Revenue Grant Funding - WODC Cabinet had approved funding for 15 groups including Homestart Witney focussing on early years development and My Life My choice for those with learning disabilities.
- WODC Budget approved 2019-20 – this was a cautious budget to maintain the level of services. There would be a £5 increase to council tax for WODC Band D properties. This would take the charge to £98 per year for the WODC part of council tax.

Cllr Liam Walker, County Councillor reported:

- Leaking pipe, Witney Lane - the County Council had blocked off the pipe. Residents were asked to report any further instances of leaking water in this area to OCC.
- Road markings for Leaffield as discussed at the last meeting – this had been added to the works list.
- Please report potholes on Fixmystreet.com.

6. **Opportunity for the Public to Speak:** Jane Digby spoke about the Village Hall grant funding for the extension. She had been invited to submit a full application for the LEADER grant no later than 30-04-2019. Jane circulated details of Leader grant programme in the Cotswold Conservation Area – this was European money so would be the last ever Leader funding. There was a huge amount of work to do to achieve the end of April deadline but there was the potential for £50,000 in grant funding towards the project.

For the grant application, Jane was looking for help from an accountant and Cllr Mullins agreed to ask Jenny Poole at WODC. VAT advice was also required and the Clerk was to enquire about the services of the VAT advisor that LPC had previously used.

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- Confirmation of tenure.
- Confirmation of financial support – by 20<sup>th</sup> April.

The amount originally proposed for LPC to grant to the project was £28,000 but councillors discussed that this had been prior to them being aware of the high cost of preparing the new burial ground. It was agreed to discuss this at the April 10<sup>th</sup> meeting.

Cllr Mullins enquired into the cost of donating for each brick and Jane advised on £10 per brick.

Minster Lovell Parish Council had received notification of grant funding available from Calor. The Clerk to check and forward any information to Jane.

Jane had set up a new Village Hall Community Facebook page to further publicise the project.

On behalf of the Guides, Jane Digby had arranged Community Defibrillator training at the Village Hall the previous evening and had received £20 in donations. Attendance numbers had been lower than anticipated and donations had not covered half of the cost as hoped. She asked LPC to donate £10 for the Guides towards this training.

## Policy & Finance

- 6. Update from SLCC Briefing Session by the Clerk:** The Clerk attended a Local Training Seminar by the SLCC on 13<sup>th</sup> March. A 50% bursary for the attendance cost had been received from Came & Company. The Clerk reported that it had been a very useful session and the following had been covered:
  - New contacts, including a solicitor for parish councils, a supplier of specialist financial and cemetery software.
  - HMRC Making Tax Digital - this would not affect LPC due to amounts reclaimed.
  - Cyber insurance.
  - The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 – as an existing website owner LPC has until Sept 2020 to comply but should budget for website upgrades next year.
  - Government funding – many funding sources don't apply to PCs – SLCC to raise this with government.
  - GDPR – a reminder to progress data audits and arrangements.
  - Committee on Standards in Public Life CSPL Report on Local Government Ethical Standards which makes recommendations to government following some high profile legal cases.
  - SLCC's Local Council Consultancy available for consultancy work, long or short term.
  - Regenerating/Managing Change in your Community.
  - 'How to Write a Press Release'.
- 7. Fixed Asset Register:** *Review of current document for updating.* This had been circulated with additions of items purchased. The new figure was £322,256.45 and the document dated February 2019 was approved.
- 8. RFO Report on Current Financial Position:** The Clerk presented an Actual vs Budget reported which would cover to the end of the financial year. There was £2,602 remaining in the budget but £6,672 had previously been vired from General Reserves to cover expenditure to year end.
- 9. Approval of Bank Reconciliation:** The reconciliation for the Community Plus Account was approved. The balance was £58,517.85 with uncleared deposits of £350.42 and uncleared withdrawals of £1,326.22. Further figures will be calculated at year end for the annual return.

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## 10. Banking Arrangements:

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- 10.1. **Approval of debit card for the Clerk/RFO:** Councillors approved the new arrangement which was in accordance with the Financial Regulations. The Bank's application form was completed and signed.
- 10.2. **Confirmation of Standing Order for the Clerk's Salary.** This had been arranged by the Clerk at councillors' request, to be paid 25<sup>th</sup> of each month.

## 11. Approval of Receipts & Payments for March

Payee	Reason	Cheque No.	Payment inc VAT	Reclaimable VAT Amount	Receipt	Power To Spend
SLCC	Clerk's Training Seminar 13th March	401889	£48.00	£8.00		LGA 1972 s.111
OPFA	2019-20 Subs	401900	£42.00	£0.00		LGA 1972 s.143
Castle Water	Pavilion supply 1st Jan-28th Feb Inv 1798315	401751	£15.35	£0.00		LGA 1972 s.133
Patrick Henley	Maintenance to Lower End Noticeboard & Village Hall Gate	401752	£25.00	£0.00		LGA 1972 s.133
Sharon Henley	Clerk's Salary March	SO		£0.00		LGA1972 s.112(2)
HMRC	Sharon Henley Tax/NI for Month's 10 & 11	401753		£0.00		LGA1972 s.112(2)
Sharon Henley	Clerk's Expenses - stationery, lightbulbs, stamps	401754	£29.85	£0.00		LGA1972 s.111
Gym Cttee	Donation towards Pavilion Fire Door				£350.42	

12. **Elections 2019: Update by the Clerk.** The Clerk had the Nominations Packs for distribution. Those standing for election were asked to ensure their forms were hand-delivered to WODC at Wood Green by 3<sup>rd</sup> April at 4pm. The Clerk had advertised for new councillors but had received no responses to date, although Nominations forms were also available from the Returning Officer at WODC. The Clerk to display hard-copy poster to remind residents of the deadline for Nominations.

## Recreation & Leisure

14. **Play Area Report** – Clerk to report on monthly inspection. Ubico had confirmed that they were emptying the general waste bins by the play area, as well as the dog bin, twice weekly in summer and once a week in Winter as part of the dog bin emptying contract. The Climbing Ramp on the Junior Multiplay was still delaminating.
15. **Village Hall** –
- 15.1. Cllr Pearce reported that the Committee's finances were healthy. A slot had become available on Monday evenings for a regular hire and this should further improve income.
- 15.2. The Clerk had met the Committee to confirm requirements as per fire safety law and Fire Risk Assessment.
- 15.3. The side gate had been kicked in breaking the inside latch. The latch had been replaced and a bolt fitted to the inside of the gate so anyone using the fire exit routes could open the gate from the inside.

- 15.4. Car Park: There were several large potholes at the entrance to the car park. Councillors agreed to urgent repair and the Clerk to book with Churchill Surfacing to carry out emergency repairs. £1,000 was approved as per the previous treatment last winter.
- 15.5. The Committee to secure the door under the stage and change timers for the floodlights.

16. **Defibrillators: Second Guardian Requirement:** Cllr Pearce had volunteered and the Clerk had passed her details to SCAS. The Clerk to order a new label for the Village Hall Defibrillator cabinet as this had been partially removed.

**Environment**

**17. Burial Ground**

- 17.1. **Review of Project Progress:** Councillor Pearce reported that Planning Permission was still awaited and due the last week of March. The Clerk to chase the PCC to arrange a closed meeting to discuss the proposed closure of the existing Churchyard and the opening of the new Burial Ground.
- 17.2. **Planning for Public Consultation:** A revised date of 20<sup>th</sup> May was discussed but this was to be confirmed with CDS. Councillors to also hold a closed meeting on Wednesday 8<sup>th</sup> May at 8pm to plan for the Public Consultation Meeting.

18. **Parish Council Trees: Review of Current List for Tree Survey 2019:** Councillors reviewed the information from the previous tree survey in 2017 and marked on the map where additional trees had been planted and one tree was lost in a storm. In addition, trees had been maintained which formed part of a neighbouring garden and so were removed from the list. The Clerk to update Bowards in advance of the July survey.

19. **Village Green Health & Safety Items:** Discussion on management works required. Councillors were aware that some maintenance was required on the Greens but, after discussion, it was decided not to take action until after work by Gigaclear had taken place. Cllr Pearce to take pictures of the current condition of the Village Green prior to Gigaclear starting work.

20. **Gigaclear Network Access Agreement:** Discussion on suitability of proposals for installation of fibre optic cabling and pots around the village. Councillors reviewed the draft agreement and plan sent by Gigaclear. The following were raised:

- Chimney End – provision appears to have been missed for this area.
- Parts of the Old Drivers Lane track were owned by OCC so Gigaclear would need to seek their permission for those areas.
- Outside Greenside/The Manse the plan showed the cable being laid in the drainage ditch which was unsuitable.
- Whether there would be a payment for the installation of the cabling and equipment on LPC land.

The Clerk to send the above responses to Gigaclear and request a revised map.

**Planning**

**21. 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	10/04/2019	None

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Decision Notices			
Ref	Address	Proposal	Decision
19/00520/CND	Stonelea 71 Lower End Leafield Witney Oxfordshire OX29 9QG	Discharge of condition 4 (Sample Panel) of planning permission 18/02565/FUL	Approved
18/03368/HHD	Maple Hill Cottage 100 Lower End Leafield	Single storey rear extension	Approved
18/03411/HHD	15 Fairspear Road Leafield Witney	Alterations and erection of single storey front, single storey rear extensions	Approved

### Consultation & Communication

24. **Review of Correspondence Register:** The Clerk circulated the Register.

- 24.1. The Clerk to respond to Kieran Mullins to approve a request for camping on the field in June following a Village Hall booking.
- 24.2. Cllr Pearce to liaise with the owners of the Shop about land ownership at Chimney End and mark on a map.

### Ordinary Council Meeting Standing Items

26. **Any Other Business & Items for Next Meeting:** The Annual Meeting scheduled for Wednesday 8<sup>th</sup> May was to be changed to a date later in the month - to be confirmed.

27. **Date of Next Meeting:** Wednesday 10<sup>th</sup> April 2019 at 20.00 hours in the Pavilion.

There being no further business the meeting closed at 22.09hrs.

Signed: Luke Cant  
~~Cllr Juli King~~ Chairman  
 LUKE CANT

Date: 10/4/19