

# *LEAFIELD PARISH COUNCIL*

## **Minutes of the Parish Council Meeting**

### **held in The Pavilion at 8pm on Wednesday 11<sup>th</sup> December 2019**

**Those Present:** Cllr Gina Pearce (Chairman), Cllrs Luke Caunt & Jeremy Russ

**In attendance:** Sharon Henley, Clerk/RFO, Cllr Gill Hill (arrived after item 11)

**Members of Public:** 1 (arrived after item 7)

#### **Ordinary Council Meeting Standing Items**

1. **Welcome & Apologies for Absence:** Cllrs Kevin Ward and Richard Hamilton, County Councillor Liam Walker and District Cllr Kieran Mullins.
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. **Approval of Draft Minutes of the Parish Council Meeting on 13<sup>th</sup> November 2019:** These were approved.
4. **Clerk's Report/Matters Arising:**  
Cllrs Russ and Ward had placed No Parking signs on the Green as agreed. More signs to be put out soon.
5. **County & District Councillors' Reports**  
District Cllr Gill Hill reported:
  - WODC were planning support for Council Tax for those most in need
  - A drive on recycling everything this Christmas
  - Empty properties project for homeless people
6. **Opportunity for the Public to Speak:** There were none present.

#### **Policy & Finance**

##### **7. Approval of Receipts and Payments for December**

Payee	Reason	Payment inc VAT	Receipt	Power To Spend
Anon	Reimbursement for damage to village green by Amazon driver (remedial work undertaken by Cotswold Handyman at a cost of £100 - paid November)		£100.00	
Castle Water	Nov Water for Pavilion	£8.43		LGA 1972 s.133
Cemetery Development Services	Review of Tender Submissions & Award of Contract Inv 72483	£1,440.00		LGA 1972 s.214(2)
Town & Country Trees	Inv 6800 work on Horse Chestnut Trees T26	£330.00		LG (MP) A 1976 s 19(3)
Town & Country Trees	Inv 6801 Tree Survey Works	£840.00		LG (MP) A 1976 s 19(3)
SLCC	Supply of The Clerk's Manual 2019 ORD507028	£52.30		LGA 1972 s.111
Amazon	Stationery for Public Consultation, A4 paper and ink cartridges	£130.81		LGA 1972 s.111
EE	Monthly Mobile Phone Contract for Clerk - charge for Nov	£14.00		LGA1972 s.111

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Sharon Henley	Clerk's Salary Dec	Personal		LGA1972 s.112(2)
NEST Pension	Clerk's Pension Dec	Personal		LGA1972 s.112(2)
HMRC	Clerk's Tax & NI Month 7	Personal		LGA1972 s.112(2)
<b>Total</b>		<b>£4,208.20</b>	<b>£100.00</b>	

The above were approved.

8. **RFO Report on Current Financial Position:** This year's budget was approximately 80% spent, meaning that it was slightly overspent for month 9. The Clerk's pension payments were unbudgeted this year which accounted for some of the over-spend but the recent VAT reclaim would offset the overspend amount when received.
9. **Review & Approval of Bank Reconciliation:** These were presented for approval and signed by Cllr Russ. The balances were Business Select Account Balance £561.71 and Community Direct Plus Balance £74,269.42, which included all Reserves.
10. **VAT Return:** A claim for £2,048.96 to cover August-November had been submitted.
11. **Review of Progress on Draft Budget:** An initial meeting had been held in November and a draft budget discussed to include proposed loans for the burial ground and car park project and £4,000 for the Closed Churchyard Maintenance which would increase the precept by around 50% from the current year.

The budget could not be further progressed until the Public Consultation had been completed in January and decisions made over the proposed projects. WODC had granted an extension to the Precept Request submission until 31<sup>st</sup> Jan. It was agreed to hold an Extraordinary Meeting on Wednesday 29<sup>th</sup> January at 8pm for the Council to agree the final budget and precept request.

12. **Roles & Responsibilities Training for Councillors on Wed 18<sup>th</sup> March - confirmation of Councillor attendance:** Cllr Russ confirmed that he was unable to attend. The Clerk to check with Cllr Ward via email.
13. **Resolution: That in view of the confidential nature of the business to be discussed, specifically Clerk's Review and Pension, the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1(2).** As this item required the meeting to be Closed it was held at the end of the meeting.

**Clerk's Review** – A six monthly review had been undertaken by Cllrs Pearce and Caunt and it was agreed that the public consultations and the budget and precept request should have high priority in the short term. It was difficult to set priorities and targets beyond that as the 2020 activities would be mainly based around decisions following the public consultation. Cllr Pearce to complete the appraisal form and return it to the Clerk for signature. During budget discussions it had been agreed that the Clerk's salary review would be budgeted at 3% as per OALC and NALC recommendations for Clerks. Confirmation of the figure agreed would be sent via the OALC in the New Year.

**Clerk's Pension** – Councillors discussed the proposal to change the Clerk's pension provider from Nest to the Local Government Pension Scheme, as had been raised at the Clerk's Review. The Clerk was asked to provide further information which would be reviewed at the January meeting.

## Recreation & Leisure

14. **Play Area Monthly Report** – the clerk reported as follows:

1. The trees around the play area had been cut back by Town and Country Trees, as identified in the tree survey.
2. The car park had a large amount of rubbish, mainly food and drink related, which the Clerk had litter-picked.
3. McCrackens had been asked to cut the hedges as per the approved quote.
4. The light at the end of the driveway on the neighbour's house was not coming early enough in the evenings, possibly due to the recent power cut. The Clerk to arrange for a contractor to investigate.

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- The CCTV was working following the power cut but it was agreed to arrange a service, which had been budgeted for.

15. **Village Hall – updates** – Cllr Pearce updated that the Village Hall Committee would not be progressing with the extension project at the current time. There were issues with funding, the Planning Permission expired that day and there was insufficient capacity on the Committee to drive the project forward at present. There would be a Committee Meeting early in January to determine best course of action going forward.
16. **Village Hall Car Park – Update on Project & Tender Process** - Cllr Caunt had been in contact with the contractor and was expecting plans and tender documents by the end of the week with Project costs expected before the end of January. There was a possibility of applying for a Community Facilities Grant but this would depend upon decisions made by the Village Hall Committee as their project had also had a grant application from the same funding source.
17. **VE Day Celebrations Event Planning for 8<sup>th</sup> May 2020 – update by Cllr Hamilton.** Deferred as Cllr Hamilton was not present.
18. **New Website – Review of quote received from Eyelid Productions and approval of future actions:** The Clerk outlined that the Council had reviewed several quotes from website providers over the past few months and it was necessary to progress this project so the website would be compliant with the Website Accessibility Regulations by September 2020, as per legal requirements. The current website had not met the basic tests for accessibility. Mark Millmore of Eyelid Productions was himself a Parish and Ward Councillor and had built around 60 parish council websites for Herefordshire and was building around 40 parish council websites in Essex and Beds so had plenty of experience in the sector and with website accessibility requirements. The Council considered the proposals below:
  - 18.1 Website Design £600 plus SSL Certificate approx. £30:** This included the website design (including migrating the main current content) and an hour's phone training. The site to be built using Wordpress the same as currently. Annual technical maintenance would be £100 year from year 2 but Mark was willing to assist with Clerk's enquiries. This was approved.
  - 18.2 Website Hosting/Domain Name – ionos.co.uk £1/month for 12 months then £5/month + VAT:** This provider had been recommended by Mark Millmore as being fit for purpose and excellent value for money. This was approved subject to the Clerk checking that the number of email addresses provided was sufficient before going ahead.
  - 18.3 Choice of Domain Name & Council Email Addresses:** During previous discussions, councillors had decided not to adopt a '.gov.uk' domain name. Ionos were able to offer a domain name of 'leafieldparishcouncil.org' so this was agreed by Council.
19. **Damage to Village Greens – review of issues and decision on any further actions:** The Amazon delivery driver who had damaged a section of the Greens had reimbursed the £100 to get the turf repaired by the Cotswold Handyman. As reported by the Clerk, Councillors had constructed and placed No parking signs on the main Green. It was agreed to review progress and the success of signs next month with a view to placing additional signs where required.
20. **Insurance for Events on Parish Council Land – confirmation of future requirements:** The Clerk had recently spoken to the insurers to check the requirement for Public Liability Insurance provision by others who are arranging events on Parish Council land. The insurers had confirmed that £5m cover would be the normal amount required. It was agreed that for future events the Clerk would request this level of insurance cover in addition to an events risk assessment. The Clerk was asked to write to the School to check on insurance cover for their use of the Green as an outdoor playground and for events.

## Environment

### 21. Burial Ground

1. **Update on Project Progress – Cllr Pearce.** Two tenders had been received and the contractor had also obtained revised costings as the initial costs were above what the Council had been led to expect. In order to keep costs down the revised tenders did not include the pathways designed into Phase 2 of the project. The remainder of the pathways would have tannellised wooden edging rather than metal edging. A local contractor was also being approached to quote on the project.  
The Village Hall car park may be used to store materials with a route created across the playing field to avoid the requirement for access across neighbour's land.
2. **Review of Tenders received:** Tenders to be further reviewed following receipt of all tenders.  
The Clerk was asked to ensure that the neighbour had received details of the proposed drainage plan.

22. **Closure of St Michael & All Angel's Churchyard: Review of quote from Cemetery Development Services for £900 + VAT to provide a Churchyard Survey in order to provide further information prior to the proposed handover to Leafield Parish Council:** The Clerk confirmed the quoted cost was £950 + Vat to cover general advice on elements of the churchyard including memorial stability testing and an assessment and follow up report on condition of stonewalls, roadways and pathways. Outside of the remit would be any building structures and trees. Councillors agreed to proceed with the survey. The Clerk to contact WODC to enquire whether they would be willing to contribute to the survey costs.

With regard to the Closure Order, Jane Hanson from the PCC had confirmed that they were still awaiting a copy of the notice from the Privy Council which they publish in the London Gazette. Once it had been published they would send a copy to the PCC to display in the church for a month. This was the final stage before a Closure Order would be made. After this, the PCC would write to the Parish Council giving three months' notice of their intention to transfer maintenance.

### 23. Planning

#### Planning Applications Received & Decision Notices

Received				
Ref	Address	Proposal	Deadline	Comments by LPC
19/02993/CLP	Roselyne, 60 Lower End, OX29 9QJ	Certificate of lawfulness (erection of a new outbuilding)	n/a	
19/03002/FUL	Roselyne, 60 Lower End, OX29 9QJ	Construction of replacement dwelling, garage and stone boundary wall.	17/12/19	None
19/03022/S73	Malthouse Court Witney Lane Leafield	Variation of condition 2 of planning permission 17/04042/FUL to allow removal of rooflight and timber cladding to NE elevation, changes to fenestration in SW elevation, repositioning of flue and reduction in the length of dwelling (all to plot 1).	30/12/2019	None
Decision Notices				
Ref	Address	Proposal	Decision	
19/02721/S73	Windrush 6 The Green Leafield	Non compliance with condition 2 of planning permission 19/00329/FUL to allow additional roof light, increase height to eaves and use of render to east elevation.	Approved	
19/02934/S73	Stonelea 71 Lower End Leafield	Variation of condition 6 (Drainage) to allow changes to scheme and condition 2 to allow insertion of window to rear elevation and removal of dormer window of planning permission 18/02565/FUL	Approved	

## Consultation & Communication

24. **Climate Change Emergency Sub Committee:** *Review of November Meeting – Cllr Caunt.* The meeting was well attended by a variety of age groups, with interesting feedback being received and to-do list of suggested actions. Cllr Caunt to complete follow-up work then look at a date for a further meeting.

## 25. Public Consultation on Parish Council Projects

**25.1 Review of Councillor attendance at Leaffield Christmas Fayre & feedback received:** Cllr Caunt reported a successful consultation exercise with 14 completed forms received on the day with others still to be returned. Although it was recognised that this was a small sample size, top level results were provided by Cllr Caunt:

- 78.6% of respondents were in favour of going ahead with the Village Hall Car Park Project with the associated precept rise.
- 85.7% of respondents were in favour of going ahead with the New Burial Ground Project with the associated precept rise.
- 76.9% of respondents were in favour of going ahead with taking on the maintenance of the old Churchyard with the associated precept rise.

For the January consultation meeting and questionnaire it was agreed to reword the question about the District Council taking on the Churchyard as this was only answered by 29.6% of respondents and may not have been clear.

**25.2 Discussion and agreement on future plans for Public Consultation:** it was agreed to hold a Public Consultation meeting on Wednesday 15<sup>th</sup> January at 8.15pm in the Village Hall. A consultation questionnaire detailing up to date project costs to be circulated to all households by the Clerk and councillors. Post boxes to be placed at the Church, the Pearl, The Fox, the School, the Shop and the Village Hall.

## 26. Review of Correspondence Register

1. Wellers Hedleys, solicitors working on the Chimney End matter, had advised that they were in correspondence with the Solicitors for one property owner and had written directly to the second property owner but were awaiting a response. Wellers Hedleys to advise on costs shortly.
2. The Codfather Fisher and Chips from Witney had requested to visit Leaffield from 4-8.30pm every Tuesday. The Clerk confirmed that they hold £5m Public Liability Insurance. Councillors were in agreement to this as the pub do not serve food on a Tuesday. The Clerk to check with The Fox whether food could be consumed in the pub.
3. A local town clerk had enquired on behalf of a Leaffield builder who had wanted to construct 10 x 2 bed houses near to The Pearl restaurant. WODC had informed him that this was not required in the village and the Parish Council were asked whether they thought the development would be beneficial to the village. Councillors agreed that it was not required as there had been some other affordable housing built recently and the infrastructure and services within the village could not support a lot of additional growth.

## Transport & Highways

The Clerk reported that the kerbstones on the edge of the Green leading to Old Drovers Lane near the New House are to be fixed by OCC following a report on fixmystreet.com.

## Ordinary Council Meeting Standing Items

27. **Around the Village – Items to note or for future discussion.** The Clerk was asked to obtain a quote for filling the potholes in the car park in January.
28. **Date of Next Meeting:** Wednesday 8<sup>th</sup> January 2020 at 8pm in the Pavilion.

There being no further business the meeting closed at 21.55 hours.

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_