

**LEAFIELD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in The Pavilion at 8pm on Wednesday 13<sup>th</sup> November 2019**

**Those Present:** Cllrs Gina Pearce (Chairman), Richard Hamilton, Jeremy Russ (Minute Taker) and Kevin Ward

**In attendance:** County Cllr Liam Walker

**Members of Public:** 3

**Ordinary Council Meeting Standing Items**

1. **Welcome & Apologies for Absence:** Cllr Luke Caunt, the Clerk and District Cllr Kieran Mullins sent their apologies.
2. **Declarations of Interest in items on the Agenda:** Cllr Gina Pearce is Chairman of the Village Hall Committee.
3. **Approval of Draft Minutes of the Parish Council Meeting on 9<sup>th</sup> October 2019:** These were approved and signed by the Chairman.
4. **Clerk's Report/Matters Arising:** Deferred as the Clerk was not present.
5. **County & District Councillors' Reports**  
County Cllr Liam Walker reported:
  - OCC had been successful in obtaining funding to build a new Park and Ride on the A40 near Eynsham and extend the A40 dual carriageway from where it currently ends to Eynsham. A new bus lane is also being added.
  - More potholes are appearing due to recent rain and residents are urged to report them on [fixmystreet.com](http://fixmystreet.com) as OCC are turning repairs around quickly.

District Cllr Kieran Mullins was unable to attend but sent a report which was read by the Chairman:

- WODC had appointed their first Climate Change Manager, Ness Scott.
  - A major initiative had been launched to ensure hundreds of long-term empty properties were brought back into use.
  - Cotswolds, West Oxfordshire and Forest of Dean District Councils had been awarded £30,000 from the Local Government Housing Advisers Programme to develop a toolkit to aid the delivery of highly efficient carbon neutral homes.
  - Following complaints from neighbours and Kieran's liaison with Environmental Health Officers, the front and garden of empty houses in Lower End were now being cleared.
6. **Opportunity for the Public to Speak:** Three members of the public provided a verbal update and pictures of the comments they had appended to Planning Application 19/02761/FUL for the Malt House on the WODC website (discussed during item 25).
  7. **Update from Simon Bentley, Churchwarden on progress with Closure of Churchyard prior to transfer of maintenance responsibilities to Parish Council:** Simon was unable to attend the meeting but had emailed some responses to questions the Parish Council had raised in relation to the current management and condition of the Churchyard. These responses were read out by the Chairman.

**Policy & Finance**

8. **Approval of Receipts and Payments for November**

Payee	Reason	Payment inc VAT	Receipt	Power To Spend
WODC	Grant for VE Day Celebrations 2020 (Added to Earmarked Reserves)		£375.00	
WODC	Chargeable Waste Reimbursement for Xmas Over-Charge		£25.86	
D Triff	Red Phone Box Safari Supper		£400.00	
Community Gym	Quarterly Rent		£325.00	
Castle Water	Sept/Oct for Pavilion	£17.58		LGA 1972 s.133
Cemetery Development Services	Production of Tender Pack & Design Drawings Inv 72466	£1,800.00		LGA 1972 s.214(2)
British Legion	Remembrance Day Wreath	£17.00		LGA 1972 s.137
McCracken & Son	Sept two grass cuts Inv 9200	£600.00		LGA 1972 s.133
McCracken & Son	Oct one grass cut inv 9248	£300.00		LGA 1972 s.133
Gina Pearce	Expenses for Stencil for Car Park Signs	£15.90		LGA 1984 s8(1)(i)
DJ Tonks	Electrical Works to Car Park Floodlights & Switch Removal INV-0117	£232.80		LAG 1972 s.133
Sitech	Survey of Chimney End SSSI 10985/6947	£420.00		LGA 1972 s.111
Wilsham Consulting	35% of Detail Design (as per quote) Phase B	£1,806.00		LGA 1972 s.133
Open Spaces Society	Membership Subscription	£45.00		LGA 1972 s.137
Cotswold Handyman	Repair of damaged turf on Village Green (refund sought)	£100.00		LGA 1984 s8(1)(i)
EE	Monthly Mobile Phone Contract for Clerk - est. charge for Oct - invoice not available yet	£14.00		LGA1972 s.111
Sharon Henley	Clerk's Salary Nov	Personal		LGA1972 s.112(2)
NEST Pension	Clerk's Pension Nov	Personal		LGA1972 s.112(2)
HMRC	Clerk's Tax & NI Month 7	Personal		LGA1972 s.112(2)
<b>Total</b>		<b>£6,760.35</b>	<b>£1,125.86</b>	

The above expenditure was approved by Council subject to sight of the invoices following the meeting.

9. **RFO Report on Current Financial Position:** Deferred as the Clerk/RFO was not present.
10. **Review & Approval of Bank Reconciliation:** Deferred as the Clerk/RFO was not present.
11. **Review of Progress on Draft Budget for 2020-21:** Deferred as Clerk/RFO not present.
12. **Consider Clerk's request to purchase Clerk's Handbook from SLCC at a cost of £47.50:** This was approved.
13. **Roles & Responsibilities Training for Councillors on Wed 18<sup>th</sup> March:** Cllrs Ward and Russ to consider and advise at the next meeting if they can attend.

## **Recreation & Leisure**

14. **Play Area Monthly Report:** Deferred as the Clerk was not present.
15. **Village Hall – updates:** There was nothing to report.
16. **Village Hall Car Park – update on project progress:** Deferred as Cllr Caunt not present.
17. **Consideration of McCrackens quote to prune Village Hall Car Park Hedges at £585.00:** Approved – the Clerk to instruct them to carry out the work.
18. **Community Activity Grant & VE Day Celebrations:** Work in progress as Cllr Hamilton is arranging a meeting with Simon Bentley to discuss format and project plan.
19. **New Website – review of quotes received and approval of future actions:**
  - 19.1 Website Designer
  - 19.2 Domain Name & Council Email Addresses
  - 19.3 Website Hosting/Domain Name ProviderDeferred as Clerk & Cllr Caunt were not present
20. **Grass Cutting for 2020 – consider whether to go out to tender:** All Councillors agreed to a tender for the Grass Cutting for 2020.
21. **Damage to Village Greens - review of issues and decision on any further actions:** Deferred as the Clerk & Cllr Caunt were not present.
22. **No Parking Signs for Greens – discussion on suitable locations:** Cllr Russ to put six signs in as soon as possible, on the lower Green near the Old George on the Green opposite the Old Chapel near the parking bay and anywhere else where damage seems to be occurring.
23. **Insurance for Events on Parish Council Land – confirmation of future requirements:** Deferred as the Clerk was not present.

## **Environment**

24. **Burial Ground – update on project progress – Cllr Pearce:** Contractors have been to site to quote for clearance and development.
25. **Planning Applications Received & Decision Notices**

Received				
Ref	Address	Proposal	Deadline	Comments by LPC
19/02761/FUL	Malt House Witney Lane Leaffield	Erection of a first floor extension to Malt House, construction of a detached single storey dwelling, alterations to Malt House and formation of a new pedestrian access to Witney Road for the benefit of the 4 dwellings within the redevelopment complex.	14/11/19	<ul style="list-style-type: none"> <li>- Design and layout</li> <li>- Highways</li> <li>- Landscape</li> <li>- Other - give details</li> </ul> <p>- We have concerns about the proposed pedestrian access/alleyway to the side of the Malt House as it comes out directly onto Witney Lane, there is no pavement or verge and therefore poses a high risk of accident.</p> <p>- The proposed single storey dwelling is being built in the garden of the Malt House. This was a garden previously and there were no buildings there and given this is an AONB we are concerned that this is over development and not in keeping with the current landscape or character of the area.</p> <p>- The proposed single storey dwelling would appear to have a negative impact on the residential amenity of neighbouring properties causing a loss of privacy and having an overbearing/overshadowing impact.</p>
19/02721/S73	Windrush 6 The Green Leaffield	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.	08/11/2019	No comment
19/02934/S73	Stonelea 71 Lower End Leaffield	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	15/11/2019	No comment

Decision Notices			
Ref	Address	Proposal	Decision
19/02220/HHD	Dennys Cottage 106 Lower End Leafield Witney Oxfordshire OX29 9QQ	Erection of first floor extension above existing kitchen and erection of new storage unit in the garden.	Approved

#### Consultation & Communication

26. **Climate Change Emergency Sub Committee:** Meeting going ahead at 8:15pm on Wednesday 20<sup>th</sup> November 2019 at Leafield Village Hall, Cllr Caunt to facilitate.
27. **Newsletters – *discussion on future plans*:** Deferred as the Clerk was absent.
28. **Councillor attendance at Leafield Christmas Fayre:** The Clerk to email and organise with Cllr Caunt.
29. **Review of Correspondence Register:** The register was reviewed but no additional responses were required.
30. **Around the Village –** items to note or for future discussion: Deferred as the Clerk was not present.

#### Transport & Highways – no items

#### 31. Items for Next Meeting:

- 31.1. Update on VE Celebrations
- 31.2. All deferred items

**18. Date of Next Meeting:** Wednesday 11<sup>th</sup> December at 20.00 hours in the Pavilion.

There being no further business the meeting closed at 21.33 hours.

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

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

Chairman