

LEAFIELD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in The Pavilion at 8pm on Wednesday 3rd July 2019

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

In attendance: Sharon Henley, Clerk/RFO, District Cllr Kieran Mullins (part of meeting)

Members of Public: 7 (part of meeting)

Ordinary Council Meeting Standing Items

1. **Welcome & Apologies for Absence:** Cllr Richard Hamilton sent his 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. **Approval of Draft Minutes of the Council Meeting of 12th June 2019:**
 - 3.1. Draft Minutes of Full Meeting – approved.
 - 3.2. Draft Minutes of the Confidential Session – approved.
4. **Matters Arising (Clerk's report)**
 - 4.1. The Village Hall Committee had confirmed that they would pay half the cost of the ERG invoice (£205) for boarding up following the recent break-in.
 - 4.2. Dan Branigan had agreed to look at re-fixing the Chimney End sign. He had also been helpful in maintaining the website.
 - 4.3. Councillors Pearce, Caunt and Hamilton were now Facebook editors in addition to the Clerk.
 - 4.4. Councillors Pearce and Hamilton had been booked onto the OALC Roles and Responsibilities Course on 18th Sept.
 - 4.5. The Clerk had been booked onto the SLCC courses for Cemetery Legal Compliance Course on 9th October and the Website Accessibility Guidelines Webinars in July.
 - 4.6. Bowards had completed the biennial tree survey and this would be discussed at the August meeting.
5. **County & District Councillors' Reports:**

Cllr Kieran Mullins reported as follows:

 - Carterton Gym Club had received a grant of £47,000 and there would be another round of funding, deadline 9th Sept. Community Facilities Grant would have another round in September, details on WODC website with grants available for up to £50,000. The Community Revenue Grant was available for up to £5,000 and there were sporting and recreational grants up to £200. Individuals and organisations were invited to get in touch with him or look on the website for details on how to apply.
 - Cllr Mullins to circulate the Street Cleansing Members Info Pack which outlined what WODC were responsible for, including sweeping streets and dog bins as well as OCC's responsibilities eg blocked drains.
 - WODC had declared a climate and ecological emergency and had committed to making the Council carbon-neutral by 2030. A residents' panel was to be formed and a cross-party working group of around 10 councillors from different parties. They aim to reduce single-use plastics, primarily within WODC itself initially.
 - Cllr Ward mentioned a serious accident at the crossroads outside Leafield and this highlighted recent concerns about the height of grass at crossroads in the Parish. Cllr Mullins agreed to raise this with Cllr Walker at OCC but urged all to report such matters directly on fixmystreet.com.
6. **Opportunity for the Public to Speak:**
 - Several residents of Lower End attended to speak about the proposed Certificated Site for the Caravan and Motorhome Club for up to five caravans and motorhomes at 60 Lower End. There had been a notice on the gate informing of a consultation period up to 17th July. The Clerk had spoken to WODC and the CAMC and confirmed that Planning Permission was not required but that the applicant was encouraged to consult with neighbours who might be affected and that WODC had been consulted.

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A resident outlined her concerns about restricted access from the proposed site onto Lower End and the safety of caravans and motorhomes turning out onto Lower End. Other residents attending also echoed these concerns. It was unclear whether the application related to the garden or the field behind but the area of concern was access.

Councillors agreed that access should be raised as a concern, particularly as a previous Planning Application for three dwellings on the site had been refused due to OCC's concerns about poor vehicular access onto Lower End. The application had later been amended to one dwelling before being passed. It was confirmed that Leaffield Parish Council would be submitting comments relating to access to WODC and the CAMC but the Chairman encouraged residents to submit their comments directly to CAMC.

- Another resident of Lower End raised concerns about the poor condition of neighbouring properties' gardens. Environmental Health had issued a previous Enforcement Order but this had only been partially addressed by the person caretaking the properties. Cllr Mullins agreed to contact WODC's Environmental Health team to raise the matter.

7. Approval of Receipts and Payments for July

Payee	Reason	Payment Method	Payment inc VAT	Receipt	Power To Spend
The Post Office	Stamps	Debit Card	£18.95		LGA1972 s.111
SLCC	Preparing to Meet Accessibility Guidelines Session 1 and 2 Webinar - Clerk's training	Debit Card	£72.00		LGA1972 s.111
SLCC	Cemetery Legal Compliance Course 9th Oct - Clerk's training	Debit Card	£174.00		LGA1972 s.111
Leaffield Village Hall	Donation towards running of Village Hall	BACs	£820.00		LGA1972 s.133
St Michael & All Angels Church	Donations towards Church Clock and Floodlights	BACs	£250.00		LGA1972 s.137
Alan Smith	Reglaze Pavilion window and door Inv 001145	BACs	£170.00		LGA1972 s.133
OALC	Roles & Responsibilities Course for Cllrs Pearce & Hamilton 18th Sept	BACs	£204.00		LGA1972 s.111
Boward Tree Management	2019 Tree Survey	BACs	£684.00		LG(MP)A 1976 s.19(3)
SLCC	Annual Subscription Clerk's Membership Aug 19-Jul 20 (pre-authorised)	Debit Card	£156.00		LGA1972 s.143
EE	Monthly Mobile Phone Contract for Clerk	DD	£11.00		LGA1972 s.111
Sharon Henley	Clerk's Salary 25th July	SO	Personal		LGA1972 s.112(2)

NEST Pension	Clerk's Pension July	DD	Personal		LGA1972 s.112(2)
HMRC	Clerk's Tax & NI Payments for Months 1 & 2	BACs	Personal		LGA1972 s.112(2)
Gym Committee	Reimbursement of reglazing Gym Window with toughened glass	BACs		£65.00	
Gigaclear Ltd	Payment for broadband installation on the Greens	BACs		£177.45	

The above payments were approved.

Recreation & Leisure

8. **Village Hall – updates** – Cllr Pearce reported that the LEADER grant application for the extension project was progressing and the outcome would be known by the end of July. There had been a significant anonymous donation given towards the project. The project start date would not be before 1st Oct with external building carried out between October and December and internal work hopefully completed during the summer holidays. Hall bookings were still healthy.
9. **Village Hall CCTV: Consideration of suitable design and specification for temporary system.** This item was deferred until the August meeting.

Environment

10. **Burial Ground - Review of Project Progress.** Cllr Pearce reported that Cemetery Development Services had been asked to provide a cost estimate for developing the site in stages. Planning Permission terms included ecological protection measures meaning that only 50% of the site could be developed initially, with a wetland buffer area requiring installation and planting. Estimated costs of initial development, including clearance, formation of pathways and edging, wetland planting and the first burial area would be around £30-£40,000 excluding VAT which would require a loan for the Council.

Councillors agreed that now this information was available it was the right time for the village consultation prior to progressing the project. A closed planning meeting would be held on August 22nd prior to the Consultation Meeting. Cemetery Development Services had agreed to attend the public consultation meeting.

The Chairman confirmed that the PCC were progressing plans for closure of the existing Churchyard as it was almost full. The application had gone to the Ministry of Justice. Upon closure, the PCC plan to pass responsibility for maintenance of the Churchyard to the Parish Council. There was a statutory three months' notice period once the closure had been approved, although an informal 12 months' notice was often given.

11. **Climate Change: Planning for Sub Committee meeting on 22nd August.** Councillors had agreed in item 10 to plan for the Burial Ground Consultation on this date so the Sub Committee would now be held in September. Cllr Caunt outlined a few suggestions for themes:
 - 11.1. A Village Hall Energy audit had previously been completed but had not included the Pavilion. A new survey could be done once the new extension was built and this to include the Pavilion. Cllr Pearce to locate the existing Energy Audit. Items highlighted in Energy Audits to be programmed into the Council's annual budget to ensure steady progress towards goals.
 - 11.2. Refer to environmental policies and initiatives from WODC eg electrical charging for cars. Cllr Caunt understood that WODC could apply for a grant for each parish to have a charging point and that the cost was around £800 which may be partially grant-funded.
 - 11.3. Establishment of a local Low Emissions zone.

11.4. Carbon Offset – The Millennium Wood had previously been planted but a further plot may be needed. OCC could be approached to ask permission for roadside planting and collaboration with local landowners could establishing areas for further tree planting.

12. Planning

Planning Applications Received & Decision Notices

Received				
Ref	Address	Proposal	Deadline	Comments by LPC
No Application Required, Caravan & Motorhome Club Consultation only	60 Lower End	Application for Caravan & Motorhome Club Certificated Site for up to 5 pitches	17/07/19	Comments to be submitted to the CAMC and WODC on vehicular access to Lower End from the proposed site.
Decision Notices				
Ref	Address	Proposal	Decision	
19/00965/HHD	16 Fairspear Road	Erection of a single and two storey rear extension	Approved	

Consultation & Communication

13. **Emergency/Resilience Planning:** Discussion following WODC Meeting attended by Cllr Pearce. Cllr Pearce attended a meeting with WODC and OCC to discuss different emergencies that could happen in our locality and how we would manage them, examples were:

- 13.1. Electricity supply to the village cut off – identifying vulnerable people in the village, how the situation would be managed, and potential reciprocal arrangements with other parishes.
- 13.2. Heavy snow resulting in the village roads being cut off – determining contact details of local farmers who would be willing to use their snow ploughs, 4x4 owners able to assist by picking up prescriptions or nurses etc.

Leafield is quite a remote village and the initiative was about creating awareness of potential issues and of vulnerable members of the community and immediate neighbours so people can check on them in emergency situation.

Advice leaflets had been circulated and these were to be uploaded to the Council's website. A template was available and Cllr Pearce asked councillors to start thinking about information to include. Emergency pots for the elderly and people on medication to advise about current medication in an emergency had been given out for circulation and the Chairman suggested that perhaps members of Evergreens would find them useful. Cllr Mullins said that Hailey PC had created an Emergency Plan and he would ask them to share it with LPC.

14. Review of Correspondence Register:

- 14.1. Following correspondence on wheelie bins on the Village Green and Parish Council land the Clerk was asked to review and report back on other properties where this may be happening. The Council to write to any residents where this was identified.
- 14.2. Deborah Triff confirmed that £100 compensation had been received from Gigaclear for damage to daffodil bulbs. She will purchase more native daffodils for The Mile, the road from Finstock and The Ridings in the Autumn.
- 14.3. The Tree Survey had been received from Bowards and this was to be discussed in the August meeting.

Transport & Highways

15. **Speeding in Witney Lane:** County Councillor Liam Walker was unable to attend the meeting. Cllr Pearce to contact him as the water pipe in Witney Lane was still leaking onto the road.

16. **Any Other Business:**

- 16.1. Cllr Ward noted that the grass verges in Lower End had not been reinstated properly following work by Gigaclear. Councillors to send photos to the Clerk who would request reinstatement.
- 16.2. Cllr Caunt advised that the fence had fallen down in play area. The Clerk to ask McCrackens to schedule in the repair work previously requested as soon as possible.
- 16.3. The First Aid box was to be lent to Deborah Triff for Sunday's fundraising event.

17. **Date of Next Meeting:** Wednesday 14th August at 8pm in the Pavilion.

There being no further business the meeting closed at 21.32hrs.

Signed: Cllr Pearce

Date: 14-Aug, 2019