

LEAFIELD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in The Pavilion at 8pm on Wednesday 9th October 2019

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

In attendance: Sharon Henley, Clerk/RFO, District Cllr Gill Hill

Members of Public: None

Ordinary Council Meeting Standing Items

1. **Welcome & Apologies for Absence:** Cllr Kevin Ward and District Cllr Kieran Mullins 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. **Approval of Draft Minutes of Parish Council Meetings:**
 - 3.1 Wednesday 14th August 2019 - approved
 - 3.2 Wednesday 11th September 2019 - approved
4. **Clerk's Report/Matters Arising:**
 - 4.1. Temporary no parking signs for the Greens were being made by Cllr Russ with assistance from Cllr Ward. Locations for the signs to be agreed at the next meeting.
 - 4.2. The Clerk met with the Minster Lovell Clerk to discuss emergency planning, burials and the website. It was hoped that reciprocal arrangements might be possible for emergency planning, particularly for a building to congregate in during an emergency. Cllr Pearce to discuss the use of our Village Hall for Minster Lovell's Emergency Plan with the Village Hall Committee. The Clerk to confirm whether Minster could formally offer their Scout Hut and Methodist Church for the Leafield Emergency Plan.
5. **County & District Councillors' Reports**

Cllr Gill Hill reported as follows:

 - WODC had sent a letter to the resident of Gamekeepers Cottage (previously Phillips Cottage) in Chimney end about wheelie bins on Parish Council land.
 - Views were being sought on Council Tax Support Changes, survey on WODC's website.
 - There was a new community led housing scheme and details had been circulated to councillors.
 - Advice on flood prevention had been circulated as part of a press release. The Clerk to circulate the email to Councillors and retain information for the Emergency Plan.
 - A voucher scheme is available to unlock ultra-fast broadband for local residents and businesses.

Cllr Kieran Mullins did not attend but asked the Clerk to remind all about Water Day on Tuesday 22nd October at WODC Woodgreen Council Offices at 10am. <https://www.westoxon.gov.uk/news/oct/water-day/>

6. **Opportunity for the Public to Speak:** None were present.

Policy & Finance

7. Approval of Receipts and Payments for October

Payee	Reason	Payment inc VAT	Receipt	Power To Spend
Moore	External Audit Fee	£240		LGA1972 s.111
Namesco Ltd	Namesco SSSL Certificate for Website	£60.00		LGA 1972 s.142

Came & Co	Annual Insurance Premium 1st Oct 19-30th Sept 20	£1,163.40		LGA1972 s.111
EE	Monthly Mobile Phone Contract for Clerk - est. charge for Oct - invoice not available yet	£14.46		LGA1972 s.111
Sharon Henley	Clerk's Salary Oct	Personal		LGA1972 s.112(2)
NEST Pension	Clerk's Pension Oct			LGA1972 s.112(2)
HMRC	Clerk's Tax & NI Month 6 (6 Sept - 5 Oct)			LGA1972 s.112(2)
WODC	Chargeable Waste for Village Hall Bin 1st Oct 19-31st Mar 20	£336.18		LGA 1972 s.133
WODC	Chargeable Waste for Village Hall Bin 1st Oct 19-31st Mar 20 CREDIT NOTE for 2 week suspension of collections over Christmas		£25.86	
Reids Playground Maintenance	Maintenance following ROSPA Inspection Inv 3388	£3,132.00		LG(MP) A 1976 s19(3)

The above expenditure was approved by Council.

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

The Clerk circulated an Actual vs Budget report and reported that approx. £24,000 of the precept amount of £42,279 had been spent. This was just under seven months' precept so the budget was on track. The Clerk to Vire the cost of the Website and Accessibility Training from the fund available to upgrade the website in Earmarked Reserves.

9. **Review & Approval of Bank Reconciliation.** The Clerk presented these for both bank accounts and they were reviewed and approved by Cllr Russ in Cllrs Ward's absence. The bank statement balance on the Community Direct Plus account was £86,227.98 and Business Select Account £564.00.

10. **Review & Approval of Inspire Insurance Policy with Came & Co at £1,163.40 for Long Term Agreement:** Details had been previously circulated and were briefly discussed and approved.

11. **Review & Approval of External Auditor's Report:** Moore auditors had returned the report with one observation that the first 10 working days of July 2018 had not been included in the Notice of Public Rights Inspection Period. As a result, the Council did not provide electors with the proper inspection rights and should have answered 'no' to Assertion 4 in the Annual Governance Statement as this public rights period was during the 2018-19 year.

The accompanying letter had confirmed that the auditors were satisfied that matters raised during the previous year's audit had been adequately followed up and addressed. Councillors approved the report and the Clerk to publish it on the website with the other parts of the AGAR report and the Notice of Conclusion of Audit which would also be available on noticeboards.

12. **Preparation for Budget Discussions:** The Clerk and Councillors arranged a closed budget meeting on Wed 6th November for initial budget and precept request preparations. The Clerk to prepare a spreadsheet with draft figures for discussion.

Recreation & Leisure

13. **Play Area Monthly Report** – the clerk reported

- Reids Playground Maintenance had completed the repairs. They had secured the loose monkey bars but advised that if they became loose again we would have to get the clamps and bars replaced as the holes in both items are severely elongated and worn.

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- Cllr Mullins had removed the temporary ramp as promised.

14. **Village Hall – updates** – Cllr Pearce advised that there would be a Village Hall Committee Meeting on 17th October. The Committee had got through to the second round of the ACRE building fund grant application but further documentation was required. The Cotswold LEADER grant application was ongoing. There was a need for more people to join the Committee to spread the workload. The WODC Premises Licence details had been updated following a WODC mix-up in account information.

The Clerk reported a broken switch on the side of the Pavilion which Alan Smith had checked and suggested an electrician was called. The Clerk to action.

The Clerk received one quote for trimming the hedges in the Village Hall car park. Further quotes were being sought.

15. Village Hall Car Park

15.1 **Review of Project Progress to Date:** Cllr Caunt reported that the existing car park had been surveyed and mapped but the original design produced by different contractors had been based on a different, and much more expensive, drainage system. The new design incorporated a porous car park surface which would be cheaper. A public consultation had previously been held to gauge public support for the project. The new design would be full gravel layering with grids for heavy traffic over the main car park whereas the main driveway required porous tarmac as it was more difficult to drain that area. Outside the Village Hall there would be a courtyard area and paving with disabled parking. There would be lighting up the drive and some through the car park, although this would not be floodlights but bollards to provide lighting, mainly for pedestrians. Cable runs would be included within the car park area to upgrade the CCTV, although the cost of the system upgrade would not be part of this project.

15.2 **Fundraising Discussion for Project:** Councillors agreed to postpone discussions until plans for the car park and burial ground were further along. It was suggested that Village Hall users could be asked to pledge some money for the car park.

15.3 **Discussion & Approval to acquire the final detailed design with Wilsham Consulting at a cost of £4,300 + VAT**

15.4 **Approval for Wilsham Consulting to take the Project to Tender £3,100 + VAT**

Total Costs £7,400 + VAT.

Items 15.3 and 15.4 were discussed together. The Clerk advised that the full amount was not available in this year's Car Park budget and this expenditure would have a large impact on the current budget and Reserves. Councillors approved the £7,400 expenditure based on monies being taken from the Car Park Earmarked Reserves of £3,140, the current year's budget income from the Pavilion and VAT Reclaims and any outstanding balance to be taken from the Burial Ground Earmarked Reserves. The Clerk was asked to check the provision of the Aviva Earmarked Reserves for Trees as it was thought that it could be used for Burial Ground landscaping. It was agreed that Cllr Caunt would undertake regular liaison with the contractor and work out the full specification to report back to the council for further approval.

16. **Street Market – Progress on enquiries.** Cllrs Russ and Hamilton attended the street market at Freeland held on a Sunday where they have six stalls adjacent to the pub. One of the stallholders was interested in having a Farmer's Market in Leafield four times a year and another expressed a preference for Sundays. The Clerk to check with Licencing at WODC on what type of licence would be required with a view to holding the market on the Green adjacent to the pub.

17. **Community Activity Grant for VE Day Celebrations:** The grant application had been submitted to WODC for the proposed event on 8th May and was being considered.

17.1 **Confirmation that any profits will be distributed to voluntary organisations within the village.** This was a requirement of the grant application and was approved by Councillors

17.2 **Agreement to form an Events Committee** (if grant application is accepted). This was agreed in order to ensure that sufficient manpower was available from outside the Parish Council to organise the event.

Environment

18. **Resolution: That in view of the confidential nature of the business to be discussed, specifically Village Green Land Ownership, the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1(2).**

The Chairman closed the meeting for the discussion. Councillors discussed a range of land ownership information in relation to the Village Green and historical information gleaned during discussions with residents. The Chairman re-opened the meeting.

19. **Chimney End Land Ownership:** Discussion & Agreement on Next Steps. The draft plan of Chimney End had been received from Sitech and, following discussion, Cllr Hamilton to annotate and send to the Clerk for onward transmission to Wellers Hedleys. It was agreed to ask them to progress the matter on the Parish Council's behalf and liaise directly with the residents. A cost estimate to be obtained or an hourly rate to continue this work.

20. **Burial Ground:**

20.1 **Project Timeline (GP).** Cllr Pearce reported that If Cemetery Development Services were instructed immediately they could produce a tender pack and design drawings to go out within the next 2 weeks. Contractors would have 4-5 weeks to apply and look at award of contracts, ie end of November. They have made informal enquiries to contractors on our behalf already and estimated £35-£40,000 would be required to complete the project. CDS had also suggested that the same contractor could assist with the car park project.

20.2 **Discussion & Approval to take the Project to Tender with Cemetery Development Services at the following costs:**

- **Production of Tender Pack and Design Drawings - £1500.00 + VAT**
- **Review of Tender Submissions and Award of Contract - £1200.00 + VAT**

Total Costs of £2,700 + VAT. After a short discussion this was approved by Councillors as funds were available in this year's budget.

Once costs had been confirmed it was agreed to Budget for loan repayments in next year's budget and precept request. The Clerk was asked to submit an update to the Forest Edge Benefice Newsletter.

In relation to the closure of the existing Churchyard, the Clerk had been advised by the PCC that this should be complete by the end of the year and that the Parish Council would be looking after the maintenance from April 2020. However, the Council were still awaiting updates on the condition surveys for the Churchyard and asked the Clerk to invite a member of the PCC to the next Council meeting to update on the current situation.

The Clerk attended the SLCC Cemetery Legal Compliance Course and would submit an Action Plan from advice received at the course.

21. **Approval of Membership Subscription to the Open Space Society at £45pa** – This was proposed by Cllr Caunt and was approved by Council.

22. **Planning**

Planning Applications Received & Decision Notices

Received				
Ref	Address	Proposal	Deadline	Comments by LPC
None				
Decision Notices				
Ref	Address	Proposal	Decision	
19/02523/NMA	Windrush 6 The Green Leaffield 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).	Withdrawn	
19/01832/FUL	Roselyne 60 Lower End Leaffield	Construction of replacement dwelling, garage and stone boundary wall.	Refused	

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
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Consultation & Communication

23. **Climate Change Emergency Sub Committee:** *New date following postponement of meeting* – The Clerk to co-ordinate a new date with Councillors via email.

24. **Review of Correspondence Register:** The Clerk reported on outstanding items as follows:

- 24.1. An update had been received from Deborah Triff that an additional £160 had been paid to the Parish Council for the Telephone box project, which was the proceeds from the Garage Sale and a donation from a villager. She has also bought 500 more Wild Daffodil bulbs for the village, from the £100 compensation from Gigaclear and would be planting them on the Mile, The Finstock Road and at the Fordwell turn off.
- 24.2. Castle Water had requested a meter reading, the Clerk to liaise with them.
- 24.3. The owner of Windrush had applied to OCC for a Section 50 agreement to dig a trench under Old Drovers Lane to connect the new property to a soakaway in his garden. He was unsure at this stage whether they would need to dig through the Parish Council owned grass verge. Following on from previous work as part of this project, Councillors agreed to this being carried out providing that the grass verge was reinstated to its current condition.

Transport & Highways

25. **Items for Next Meeting** – The Clerk to include a summary of Budget discussions following the meeting on 6th Nov.

The Clerk noted that Remembrance Sunday falls on Sunday 10th November and would purchase the usual poppy wreath for the Church lytch gate. Cllr Russ to reinstate the metal soldiers on the main Green near to the telegraph pole as last year.

18. Date of Next Meeting: Wednesday 13th November at 8pm in the Pavilion.

There being no further business the meeting closed at 22.27 hours.

Signed: _____

Date: _____

Chairman