

LEAFIELD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in The Pavilion at 8pm on Wednesday 14th August 2019

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

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

Members of Public: 6

Ordinary Council Meeting Standing Items

1. **Welcome & Apologies for Absence:** Cllr Richard Hamilton and District Councillor 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 and is related to Adrian Jeremy Russ by marriage.
3. **Co-Option of Adrian Russ:** (Adrian is usually known as Jeremy). The Chairman outlined that this was the second month running that there had been no quorum available to co-opt Jeremy which did not include her vote. The Returning Officer, Keith Butler, had confirmed that the Chairman did not have a pecuniary interest so a co-option under these circumstances would be legal if the Council considered this an appropriate course of action. The Chairman stated 'I would not ordinarily take part in a vote for co-option of my partner but, owing to the very low number of members at this and the last meeting, the Council will be unable to co-opt if I do not vote. As we urgently need more members, in my opinion it is appropriate for me to vote for the co-option on this occasion'. Following a short discussion the Council unanimously resolved to co-opt Adrian Jeremy Russ.
4. **Completion of Declaration of Acceptance of Office & Register of Member's Interests for Adrian Russ:** The necessary forms were completed and signed and the DAO form was countersigned by the Clerk.
5. **Approval of Draft Minutes of the Council Meeting of 3rd July 2019:** The draft minutes originally circulated had contained an error in the header date which had been amended. The current version was approved and signed.
6. **Matters Arising (Clerk's report)**
 - 6.1. The Caravan and Motorhome Club application for 60 Lower End – the Parish, District and County Councils had all submitted comments. WODC confirmed that their comments had mostly been the same as those expressed by the Parish Council.
 - 6.2. The Clerk had arranged to attend the Evergreens meeting in August to talk about the Emergency Pots distributed at the emergency planning meeting as well as ask about the most effective ways of communicating to their members.
 - 6.3. Gigaclear had been contacted about grass verge reinstatement but, on inspecting the area, their contractors MKJ Group found 8 faults on the line in the Lower End area and advised that they would have to excavate again to investigate and rectify these. Once this had been done they would be reinstating all of the areas that have been re-excavated and the verge areas. These were on Lower End and by the green box on the Green near the school.
 - 6.4. The bank had confirmed that Cllr Hamilton was now a bank signatory.
 - 6.5. Red phone box project: Deborah Triff had received £714.09 gross income from the Teas Cakes, Music and Theatre event on Sunday, 7th July. There were expenses for insurance, tea, raffle tickets etc totalling £101.22 and Leafield church were paid £50 for the rental of the marquee. After discussion with the Clerk it was agreed that Deborah would deduct the £500 she had paid for the phone box and the Council would take the phone box as a Fixed Asset on completion of refurb and positioning in village. The Council had agreed to hold project funds and £742.87 was currently held in Earmarked Reserves for the project.
7. **County & District Councillors' Reports:**
 - 7.1. District Councillor Gill Hill reported as followed:
 - 7.1.1. WODC's Climate Emergency initiatives included a framework for electric vehicle charging points, and there were now electric vehicles in the Ubico fleet. The Single Use Plastic Group was proving successful and there was a review of energy suppliers with a plan to move to Green energy wherever possible. There had been a door-Minute 43/2019

knocking campaign to encourage residents to minimise waste.

The Chairman said that Sainsbury and Waitrose customers were being encouraged to take in their own reusable plastic containers for produce. Lidl were offering 69p for 2 drawstring reusable bags for fruit and veg.

7.2. Cllr Liam Walker reported:

- 7.2.1. The leaking pipe down Witney Lane was proving a long-standing problem so was being fixed with expandable foam.
- 7.2.2. On Saturday 5th October they would be opening the Highways Depot in Deddington, all were welcome and Cllr Walker can pass on an invitation if emailed.
- 7.2.3. Electric cars – Oxfordshire had been successful in a government funding bid for up to 300 charging points across Oxon, primarily on new estates. There was a Park and Charging scheme from Virgin.
- 7.2.4. The Gigaclear sign-up rate was discussed. It was understood the school receive a payment when people sign up to their service but there was discussion around the high cost of getting the service from the road to your house. Cllr Kieran Mullins was understood to be looking into take-up on Gigaclear services.
- 7.2.5. In March and April there had been a proposal from Cabinet to make cuts to special education needs transport. There had been an uproar and following this a cross party working group was set up which looked in detail at the policy. Following this a saving of £300,000 was made by streamlining services across 12 schools.
- 7.2.6. Speeding in West Oxon had appeared on the front page of the local Gazette. Cllr Walker understood that Leafield wanted a Speedwatch scheme and advised that now would be a good time and he was available to help set up a scheme with the new Council. This would require someone in the village to be available as a point of contact to liaise with the police. This had been done successfully in Hailey and a new sign and traffic calming was in place. During the meeting the recent parking on the pavement in Witney Lane was raised as this made it difficult for pedestrians. After discussion it was agreed that the Clerk would ask PCSO Hilary Rabson for ‘no parking’ stickers which it was understood that the Police would have available.

8. **Opportunity for the Public to Speak:**

A neighbour of Roselyne, 60 Lower End spoke about the planning application for ‘Construction of replacement dwelling, garage and stone boundary wall’. She had forwarded her comments made to WODC to the Clerk in advance of the meeting and outlined her concerns relating to the application to the meeting. The Chairman commented that the Parish Council intended to submit comments around access onto Lower End and concerns about building in the Conservation Area.

The owner of property at Chimney End spoke about agenda Item 17. The Parish Council’s solicitor, who specialised in village greens and parish councils, had proposed a straightforward transfer of land that had been incorrectly registered as part of the Village Green. However, the owner property owner had requested a full rectification of the land in question following conversation with the Land Registry. The Chairman requested the Clerk to consult the solicitor about the cost of rectification for further discussion. The owner asked about erecting a more substantial fence around the areas in question to replace the current temporary blue plastic fence and this was agreed by the council.

A resident raised concerns about the level of unauthorised parking on the Green and there was only one no parking sign. The possibility of laminated signs or similar was discussed. Another resident commented that two posts opposite Fairspear Road had been removed and that rocks outside the Fox pub had been piled up so people were now parking there. In addition it was raised that pedestrian access to Drovers Lane from Butchers Cottage to the church was being blocked by residents parking. The Council agreed to investigate this.

Policy & Finance

9. **Approval of Receipts & Payments for August**

Payee	Reason	Payment inc VAT	Receipt	Power To Spend
Castle Water	Pavilion Water 1st - 30th June 19 (DD £16.30 for May&June)	£8.02		LGA1972 s.111

Castle Water	Pavilion Water 1st - 31st July 19	£8.28		LFA1972 s.111
Village Hall Cttee	Refund donation of 50% of ERG invoice for boarding up windows		£205.00	
J Weinhold	Donation to Red Phone Box		£30.00	
D Triff	Balance of fundraising from Village Show 7th July		£62.87	
Amazon	Padlock and chain for play area	£26.99		LG(MP)A 1976 s19(3)
McCracken & Son	Inv 9061 June grass cutting	£300.00		LGA1972 s.133
McCracken & Son	Inv 9103 July grass cutting	£300.00		LGA1972 s.111
Playsafety Ltd	Annual ROSPA inspection on play areas inv 44187	£193.80		LG(MP)A 1976 s.19(3)
WODC	Chargeable Waste 1st Oct 18-31st Mar 19 Unpaid invoice	£218.40		LGA1972 s.133
EE	Monthly Mobile Phone Contract for Clerk	£16.50		LGA1972 s.111
Sharon Henley	Clerk's Salary August	Personal		LGA1972 s.112(2)
NEST Pension	Clerk's Pension August -	Personal		LGA1972 s.112(2)
HMRC	Clerk's Tax & NI Late Payment for Month 2	Personal		LGA1972 s.112(2)
HMRC	Clerk's Tax & NI Month 4 (6 Jul-5 Aug)	Personal		LGA1972 s.112(2)

Payments totalling £2,845.37 were approved by Council.

10. RFO Report on Current Financial Position

- The Clerk circulated an Actual vs Budget report and report that Expenditure YTD was £14,401.44 which was 34% of the precept after month 5.
- A VAT reclaim of £904.75 had been submitted to HMRC for 1st April – 31st July. As monies had been received from the previous claim during this financial year there would be a total of £4,655.33 in the budget on receipt of the current claim and this was shown on the current Actual vs. Budget report.
- As part of the Annual Audit, the auditors had written to ask questions about the amount of unbudgeted expenditure on the burial ground last financial year and a response had been submitted.

Recreation & Leisure

11. Play Area & Equipment

11.1. Monthly Report by the Clerk

The Clerk had met Dick Tracey, ex SCAS on site who confirmed that the defibrillators were still in good order. The landlord of The Fox has kindly cut the shrub which was around the defibrillator cabinet on the wall. The Clerk still to arrange for fitting of the rain canopy. It was understood that the landlord would like to have defibrillator training and the Clerk to ask Dick Tracey about this.

McCrackens had mended the fence in the old play area but strimming of rear of Pavilion was still to be completed.

There was damage to the guttering on the Village Hall and Pavilion to be discussed at item 14.

A temporary ramp had been made by playpark users but this had to be moved for health and safety reasons.

Instances of verbal abuse and reckless car driving had been reported around the Village Hall and Play Park. These had been reported to the Police. Prior to this, PCSO Hilary Rabson had been in contact to confirm that she regularly patrolled the area and another PCSO had been in contact to ask for any additional information such as vehicle registration numbers if possible. A request had been added to Facebook.

11.2. **ROSPA Annual Play Area Inspection – *consideration of report*** – the report had been circulated and a quote sought for remedial work:

- Wicksteed Multiplay Junior Metal -bottom ring is cracked
- Monkey Bars are very loose
- Kompan Multiplay Junior with Slide – laminate damaged
- Kompan Rocker Platform – laminate damage and smashed timber
- Wicksteed Swing Basket – replace sealed bearing unit

11.3. **Play Area Remedial Actions – *consideration of quote from Reids Play Maintenance for £2,610 + VAT*** as circulated. There was discussion on whether to replace equipment but a previous grant application had been unsuccessful due to the level of reserves at the time, although it was thought these would become less due to the burial ground project. It was recognised that replacement equipment would be needed in the next few years but resources would be needed to plan such a project. After discussion councillors agreed to the quoted works to ensure the ongoing safety of the equipment. It was agreed to use monies from the VAT reclaim and the Clerk would action a Virement to transfer monies to the budget code.

12. **Village Hall – *updates*** – Cllr Pearce. The Committee had been unable to fulfil all requirements for the Cotswold LEADER grant application for the Village Hall extension, deadline 31st July. The grant providers advised the Committee not to withdraw the application as it was recognised that much technical detail was required so additional time had been granted for completion. The Committee were currently looking for an accountant to confirm details on VAT registration.

13. **Village Hall – *maintenance of vegetation*** – *consideration of quote from Alan Smith for pruning at £40 or £150 to dig out and split.* The side fire exits were becoming blocked by the large shrubs which were understood to be red yuccas. Alan had quoted for either digging up, splitting and replanting or pruning, both of which would leave a continuing problem. After discussion it was agreed to request total removal with the plants being offered to residents for seven days. If there were no takers they could be allowed to rot down with other vegetation around the outside of the playing field. The Clerk to check the cost but it was assumed that this would be between the £40 and £150 quoted.

14. **Village Hall & Pavilion Guttering - *consideration of quote from Alan Smith to reinstate Village Hall Guttering and Replace Pavilion guttering at £240.*** The Pavilion guttering was badly damaged and dripping water so Alan had not recommended repair but full replacement. It was agreed that Alan should be asked if the downpipe could be relocated to the end of building in a less vulnerable place in a 'single slope' design. However, if the existing soakaway still works then it should be re-used.

In addition, the high level guttering on the side of the hall had become damaged. Councillors agreed to these two jobs at a cost of £240

15. **Village Hall CCTV:** A local contractor had kindly supplied and fitted a new hard drive to get the existing system up and running. The location and set up would need reviewing if/once the new extension has been built. Prior to this Nick Birtley of the Gym Committee wrote advising of a potential break-in at the Gym.

Minute 46/2019

16. **Community Activity Grant** - *discussion on potential grant application and community event*: This item was deferred.
17. **Chimney End Land Ownership**: *Resolution to instruct Wellers Hedleys solicitors to action a straightforward transfer of land incorrectly registered as part of Leafield Village Green on Land Registry Title Number ON 307565. Small areas of land at Chimney End to be transferred to Cardiff Cottage and King's House.*
- This was discussed during item 8 and it was agreed that the Clerk would seek further solicitor's advice.
18. **Burial Ground**: *Review of Project Progress & preparation for closed meeting 22nd August*. There has been no further project progress and this meeting is to determine the content of the Public Consultation meeting planned for the Autumn.
19. **Climate Change Sub Committee** – *confirmation of arrangements and change of date to 25th September*. This meeting has been advertised to invite members of the local community to participate.
20. **Tree Survey July 2019**:
- 20.1. Bowards completed the survey in early July and identified work estimated at £760. They had also been asked to supply information on the other trees that were surveyed but which did not require work, as per the previous surveys. This includes T26 the horse chestnut on the Green which the Council had agreed with adjacent property owners to monitor for size and shape..
- 20.2 **Discussion and agreement on recommended works**: Councillors approved the above work to be completed by Bowards subject to receipt of the information previously requested. If the information was not forthcoming the Clerk was instructed to contact Town and Country Trees in respect of T26 and for another quote.
21. **Wheelie Bin Audit** – *review of bins on Parish Council land*
- The Clerk was asked to carry out an audit on where bins were being left on PC land. There were three bins identified in addition to the one that the Council were already aware of in Chimney End. The Clerk to check whether these three bins were still being left out. If they have been removed then the resident of Chimney End to be asked again to move her bins and slabs from outside her property.
22. **SSE Wayleave for Old Drover's Lane, cable to be re-routed underground from Windrush to Burcher's Cottage Garden** – *Approval/signing of document*.
- 22.1. The wayleave had been reviewed by the Council's solicitors and was content with it but recommended that the Council kept a record of existing condition so reinstatement could be monitored. It was agreed to sign the document.
- 22.2. The owner of Windrush had also requested permission for a 1.5m gas trench to be dug outside between his Windrush and his new property. A plan had been supplied and SSG requested the Council's approved but stated that they did not issue wayleave agreements. Councillors approved this request.

Environment

11. Planning

Planning Applications Received & Decision Notices

Received				
Ref	Address	Proposal	Deadline	Comments by LPC
19/01832/FUL	Roselyne 60 Lower End Leafield	Construction of replacement dwelling, garage and stone boundary wall.	14 th Aug extended to 16 th Aug	Discussed at item 8. Comments to be submitted on access to Lower End and building in the Conservation Area.

19/02220/HHD	Dennys Cottage 106 Lower End Leaffield Witney Oxfordshire OX29 9QQ	Erection of first floor extension above existing kitchen and erection of new storage unit in the garden.	29 th Aug	No comment.
Decision Notices				
Ref	Address	Proposal	Decision	
19/01453/HHD	9 Fairspear Road Leaffield Witney	Replacement of conservatory with single storey rear extension	Approved	
19/10766/FUL	Windrush, 6 The Green, Leaffield OX29 9NP	Discharge of Conditions 5 & 6	Approved	
13/1298/P/CLE	Leaffield Pig Farm, Purrants Lane	Certificate of Lawfulness (use as a dwelling without agricultural restriction)	Approved	
17/02260/CLP	Acre End House, Hatching Lane, Leaffield	Certificate of Lawfulness (to allow the construction of two outbuildings, a Wood Store and Gym)	Approved	
17/03232/CLP	Maple Hill Cottage 100 Lower End Leaffield	Certificate of Lawfulness (to allow the conversion of garage into living accommodation)	Approved	
18/00034/CLP	Windrush 6 The Green, Leaffield	Certificate of Lawfulness (to allow new vehicle access and hardstanding)	Approved	
19/01255/FUL	Malt House, Witney Lane, Leaffield OX29 9PG	Erection of first floor extension to Malt House, construction of detached dwelling and formation of a new pedestrian access to Witney Road for the benefit of the 4 dwellings within the development complex	Withdrawn	

Consultation & Communication

24. Review of Correspondence Register: The Clerk reported on the following items:

- 24.1. The landlord of The Fox landlord had asked about parking for their customers on Old Drover's Lane in the section nearest to the pub. Councillors advised that they considered this area to be for residents' access and parking. The Clerk to respond.
- 24.2. Charlotte Henderson was arranging a Garage Sale and Car Boot on the Greens 8th Sept. Posters had been put on the website and Facebook.

25. Website Accessibility Guidelines –

- 25.1. *Clerk's report on training and discussion on future plans for compliance:* The Clerk briefed the Council on the outcomes from recent SLCC training. The Public Sector Bodies (Website and Mobile Applications)(No.2) Accessibility Regulations 2018 had introduced new rules for all public sector websites to be accessible for all users. The timescale was Sept 2019 for new websites (and those recently created) and Sept 2020 for all others and this included the Council's website www.leaffieldvillage.co.uk. The tests completed on the existing website showed it to be non-compliant and the Clerk had made initial enquiries on costs for a new website. Information to be circulated to Councillors. The Clerk reminded Councillors that Transparency Grant monies were held in Earmarked Reserves for the creation of a new website.
- 25.2. *Review and Approval of draft Accessibility Statement for Website:* This had been created as a result of the training and had been previously circulated. It was a legal requirement under the Regulations and outlined how the Council intended to comply with the Regulation. Councillors agreed that this could be published on the website.

26. Parish Council Communications – *discussion on current and future initiatives.*

26.1. The Clerk had submitted monthly updates to the Forest Edge Benefice Newsletter also on the Council's website. Deborah Triff had kindly added the last update to Leaffield What's On.

26.2. Councillor surgeries had previously been discussed. This to be placed on a future agenda.

27. Emergency/Resilience Planning: *Discussion on how to progress the project.* The Clerk to Minster Lovell PC had been in contact and they were keen to work with Leaffield on an Emergency Plan and possibly collaborate with emergency information and provision of services in emergencies. Cllr Mullins had forwarded the Hailey PC Emergency Plan which the Clerk circulated. Further discussion was deferred due to the length of the current agenda.

Transport & Highways

28. The Villager Bus Service – *Consideration of request for donation of £750.*

The Clerk had sought further information following the last meeting and Keith Gowing had advised that the figure of £750 had been requested for Leaffield because it was based on the number of routes which served a given village and their passenger numbers, asking for a grant of £3 for each bus serving the village. Leaffield had a daily bus to Witney 5 days per week which equated to £750 per year. Leaffield currently had about 1,500 passenger journeys per year on Villager routes.

Councillors were keen to support the bus service as it was felt to be an important local resource for a village with limited transport connections. It was agreed to use the Village Regeneration budget and plan for a budget allocation in the next year's plan.

29. Any Other Business: There was none.

30. Date of Next Meeting: Wednesday 11th September at 8pm in the Pavilion.

There being no further business the meeting closed at 22.25hrs.

Signed: _____

Date: _____