

LEAFIELD PARISH COUNCIL
Minutes of the Parish Council Meeting
Held as a Video Conference at 8pm on Wednesday 11 November 2020

Present: Cllr Gina Pearce (Chairman), Cllrs Luke Caunt, Jeremy Russ, Richard Hamilton & Kevin Ward;
Clerk – Anne Ogilvie

Also in attendance: District Cllr Gill Hill (from item 4), County Cllr Liam Walker

Members of Public: 4

1. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

2. To receive apologies for absence

Nil.

3. To approve and sign minutes of Council meeting on 14 October 2020

It was **resolved** to approve the minutes of the Council meeting on 14 October 2020. They will be signed by the Chairman at the earliest opportunity.

4. To receive declarations of interest in items in the agenda

It was noted that Cllrs Pearce and Caunt have a dispensation with regard to the Village Hall Car Park. There were no other interests declared.

Cllr Hill entered the meeting

5. To receive and comment on the Clerk's Report

The Clerk's Report was noted, and the following comments made.

Pavilion cracks – The Clerk reported that the Council is now waiting for the insurance company to send a loss adjuster.

Enclosed playground – This has been closed and notices put up.

New play area – The repair works requested have taken place, but the contractor was unable to repair the Multiplay unit as the required part is no longer manufactured. It was agreed that the Clerk would request suggestions and prices for alternative parts from the contractor.

Telephone Box – Clarification was sought regarding the placement of the box. It was agreed that Cllr Hamilton would liaise with the Working Group to discuss and finalise the placement. The Clerk will be advised, in order to arrange a meeting to complete the form from WODC to determine if planning permission is required.

Village Hall CCTV – quotation not yet received, Clerk to follow up.

6. To receive reports from District and County Councillors

WODC Cllr Gill Hill reported that the District Council is running a hub again for vulnerable people during this lockdown period. Cllr Hill is part of the group responsible for contacting these people.

OCC Cllr Liam Walker reported that:

- a. The Council started its Winter Operations at the end of October. More drivers have been trained this year to provide backups as required;
- b. The gritting routes are being reviewed for next year;
- c. After the meeting with councillors regarding HGVS, he acknowledged that more work on the issue is required;
- d. He would look into the Lower End drainage issue as requested by the Council;
- e. The B4022 will be closed between 24 and 27 November by the Bird in Hand.

7. Opportunity for the public to speak – to provide members of the press/public with the opportunity to comment on items on the agenda, or raise items for future consideration. In accordance with Standing Orders, this will not exceed 15 minutes in total and five minutes per person

The Council was advised that the Gym had closed on 05 November and plans to reopen when Government guidance allows.

8. To note Clerk has gained CiLCA and her salary will be increased by one scale point as per contract

The Council noted that the Clerk has gained CiLCA and therefore her salary will increase by one scale point as per her contract.

9. Budget update – to review and approve current year budget update

The Council reviewed and approved the current year budget update. It was noted that the budget will need to be vired. It was noted that a VAT reclaim needs to be completed.

10. Finance update – to review and approve finance update

The Council reviewed and approved the finance update. It was noted that the current account balance after the November payments have been processed will be £83,429.42. The bank reconciliation was approved.

11. Payments and receipts – to review and approve current payments, to note current receipts

Payee	Reason	Payment inc VAT	Receipt	Power to spend
EE	Clerk's mobile phone November	£13.27		LGA 1972 s111
Zoom	Monthly fee November	£14.39		LGA 1972 s111
Ionos	Website/domain hosting November	£1.20		LGA 1972 s111
Royal British Legion	Remembrance Day wreath	£17.00		LGA 1792 s137
ACS Bower Ltd	Closure of playground entrances	£353.12		Public Health Act 1875, s164
Moore	External audit fee 2019-2020	£360.00		LGA 1972 s111
McCracken & Co	Mowing 09/09 & 02/10	£796.80		Public Health Act 1875, s164
McCracken & Co	Mowing 28/10	£398.40		Public Health Act 1875, s164
Wilsham Consulting	Civil advice and design – Village Car Park	£3864.00		LGA 1972 s133
Matthew Collins Furniture Ltd	Red Telephone Box – door and paint	£52.32		LGA 1972 s137
SSP Direct	Twenty's Plenty signage and brackets	£407.94		Road Traffic Regulation Act 1984, s72(1)
Anne Ogilvie	Salary	Personal		LGA 1972 s112, s151
HMRC	PAYE/NI	Personal		LGA 1972 s112, s151
Community Gym	Rent Oct-Dec		£325.00	
Totals		£7,279.58	£325.00	

It was **resolved** to approve the above payments.

12. To instruct bank signatories to approve payments

It was **resolved** that Cllr Pearce will enter the bank payments and Cllr Caunt will approve the payments.

13. To review and approve revised risk assessment

It was **resolved** to approve the revised risk assessment.

14. To review and approve the Freedom of Information Scheme

It was **resolved** to approve the Freedom of Information Scheme.

15. To acknowledge receipt of External Auditor Report and Certificate for 2019/20 and agree actions

The External Auditor comments were noted. The Council noted that it had changed the annual approval date of the risk assessment to ensure that it is signed off annually. The Council noted the error regarding the Exercise of Public Rights dates, and will ensure that the correct dates are calculated in future.

16. To consider request from Clerk to attend the SLCC Practitioner Conference in February 2021.

It was **resolved** to approve the request from the Clerk to attend the Conference and to contribute £25 + VAT for the cost (1/3 of cost split between the Clerk's three councils).

17. Play area – to receive inspection reports and agree actions

The Council noted the inspection reports.

It was **resolved** to obtain a quotation for a replacement basket seat.

It was noted that Cllr Russ will organise the removal of the wooden seat from the enclosed playground.

18. Village Hall

18.1 To receive update from Cllr Pearce

Cllr Pearce reported that the Village Hall has been closed due to the current lockdown, and all activities have been cancelled. It is hoped that the Hall will reopen on 03 December 2020.

There was no update regarding the status of the committee.

18.2 To receive update regarding anti-social behaviour from Cllr Pearce

Cllr Pearce reported that police have carried out enquiries, have had conversations with individuals and are confident that the anti-social behaviour will cease.

Cllr Pearce reported that an individual responsible for vandalising the Village Hall in 2019 will be undertaking some maintenance work in reparation, supervised by the Youth Justice Service.

19. Village Hall Car Park

19.1 To consider an overall review of the project and budget to include a review of the design specification and agree actions

It was **resolved** to arrange a meeting of councillors before the next council meeting to discuss the specification and agree which items are necessary/essential.

It was **resolved** to bring these agreements to the next council meeting for decision.

It was noted that there would be a requirement to allow for quality assurance and site visits by a suitably qualified person.

19.2 To review the revised tender responses and selection of the preferred contractor to continue finalising the design/cost

This motion was not progressed.

20. Churchyard – To receive Working Party update from Cllr Hamilton

Cllr Hamilton reported that volunteers have been working on the Churchyard over the last few weeks on the agreed priorities.

Mr Weinhold was thanked for clearing the leaves from the pavement outside the Church.

21. Burial Ground Project

21.1 To receive update on progress of construction phase from Cllr Pearce

Cllr Pearce reported that the construction phase has been completed. The grass is being monitored in preparation for its first cut when the weather is suitable. The plot map has been received.

The metal fences will remain until the Burial Ground has been formally opened.

21.2 To receive update on progress of consecration of plots from Cllr Russ

Cllr Russ reported that now WODC have confirmed the discharge of planning conditions, the plot map has been received, and the faculty for the path upgrade is being progressed, the process of consecrating of some of the plots can be organised, but the date for this is unknown.

22. Village Green – To receive Working Party update from Cllr Hamilton

Cllr Hamilton reported that the group had undertaken an overview of the work required in the area and agreed that there was a need to focus on eight maintenance priorities.

23. To comment on planning applications received

20/02612/HHD – 73 Lower End, Leafield – Erection of detached double garage with studio above

Comment deadline: 17 November 2020

The Council had no comment on this application.

24. To comment on any planning applications received before date of meeting

Nil.

25. To receive update of previous planning applications

20/01853/HHD – 67 Lower End, Leaffield – Alterations and erection of single storey rear extension – Approved 06/10/20

20/01824/S73 – Forest Edge, 93 Lower End, Leaffield – Variation of condition 2 of planning permission 18/02660/FUL to allow changes to doors, fenestration and layout with the addition of a new conservatory.

18/02660/FUL Proposal: Demolition of existing greenhouse and shed. Erection of detached dwelling and partial demolition of stone walling to form vehicular access (amended plans) –

Under consideration

20/02180/FUL – Fairspear Hill Farm, Fairspear Road, Leaffield – Erection of agricultural livestock building – Under consideration

20/02181/FUL – Fairspear Hill Farm, Fairspear Road, Leaffield – Erection of agricultural livestock building – Under consideration

20/02182/FUL – Fairspear Hill Farm, Fairspear Road, Leaffield – Erection of agricultural straw and machinery storage barn –

Under consideration

20/02257/FUL – Fairspear Hill Farm, Fairspear Road, Leaffield – Erection of farm workers dwelling – Under consideration

20/02212/S73 – Roselyne, 60 Lower End, Leaffield – Variation of condition 2 and removal of condition 6 (relating to windows the serve en-suites) of planning permission 18/00890/FUL, to allow relocation within the site of the dwelling and garage together with changes to layout and design, and to include additional living space within the attic and provision of a basement. Removal of condition 12 (also of permission 18/00890/FUL) to allow garage accommodation to be used in addition to the parking of vehicles, for storage, DIY, hobbies and other similar purposes –

Under consideration

20/02213/FUL – Roselyne, 60 Lower End, Leaffield – Construction of replacement dwelling, detached garage and stone boundary wall –

Under consideration

20/00029/APPEAL – Roselyne, 60 Lower End, Leaffield – Removal of conditions 6 (relating to windows that serve en-suites) and 12 (to allow the garage accommodation to be used, in addition to the parking of vehicles, for storage, DIY, hobbies and other suitable purposes) and non-compliance with condition 2 (to allow the plans as approved under 19/03002/FUL to be used) all of planning permission 18/00890/FUL –

In progress

20/02544/DNC – St Michael and All Angels Church, Lower End, Leaffield – Discharge of Conditions 4 (Boundary Treatments) and 5 (Surface Water Drainage) of Planning Permission 19/01177/FUL –

Under consideration

26. Planning consultations – To thank Cllr Ward and Mr Weinhold for their work on the Council’s submissions, and agree any further actions required

The Council thanked Cllr Ward and Mr Weinhold for their work on the Council’s submissions.

The Council **resolved** that no further actions were required.

27. Burford Town Centre Experimental 7.5 tonne weight limit implementation – To receive update following meeting with OCC on 05 November and agree actions

Notes of the meeting had been circulated to Council prior to the meeting. Copies will be forwarded to the other attendees. It was **resolved** that a decision on whether the notes would be made public would be decided after OCC have approved them.

Cllr Pearce reported that it was a successful meeting. She noted that the Council felt that the County Council needed to reconsider the current strategy for road use and weight limits, as more traffic was using small, unsuitable roads.

It was noted that the next Traffic Survey was planned for November.

28. COVID-19 – New National Restrictions from 05 November

28.1 To consider an assistance required to the community by the Council

No requests for assistance have been received. The Council noted that the current systems for requesting and offering assistance remain in place.

28.2 To receive update of actions taken by Council in response to the new restrictions

The new play area remains open, and the skateboard area has been left open.

The Churchyard is closed to members of the public, except for burials/cremations, acts of commemoration and remembrance/paying respects. It was noted that the path to the Church remains open.

29. Correspondence Register – To receive register and agree actions

The Correspondence Register was noted, there were no actions.

30. To receive items for information only

The clearing of snow and ice from pavements by residents was discussed. Information from OCC will be uploaded to the website, and included in the Newsletter.

31. To receive requests for items for next agenda

Pavilion – to provide update regarding the cracks in the Pavilion.

Lychgate repairs – to agree actions required regarding repairing the Lychgate.

Trees near Church – to agree actions regarding tree maintenance due to size of trees.

Enclosed playground – to agree actions required regarding the repair and/or replacement of equipment.

Village Hall Committee – to agree actions required following update regarding status of committee.

32. To agree next ordinary council meeting – Wednesday 09 December 2020 via video conference

The meeting was closed at 9.56 pm.

Signed: _____

Date: _____