

LEAFIELD PARISH COUNCIL
Minutes for the Parish Council Meeting
Held as a Video Conference at 8pm on Wednesday 09 December 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 5)

Members of Public: 3

1. Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

2. To receive apologies for absence

OCC Cllr Liam Walker

3. To approve and sign minutes of Council meeting on 11 November 2020

It was **resolved** to approve the minutes of the Council meeting on 11 November 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.

11. Burial Ground grass – Clerk to check Council's understanding that AT Bone will do the first five cuts.

12. Lower End drainage – The FixMyStreet report has been closed, but the works not completed. Clerk to check progress with Cllr Walker. Council will take photos if the water gathers again and monitor the area.

16. Twenty's Plenty signage – Cllr Russ volunteered to help the Clerk put up the signage.

6. To receive reports from District and County Councillors

A written report had been received from OCC Cllr Liam Walker, and was read out:

"Things are moving positively in terms of rolling out 20mph roads in Oxfordshire. Work is going on behind the scenes to make sure we can deliver a programme across Oxfordshire. I will be writing to all Parish/Town Councils late January early February time to outline the process involved.

"Thank you to all those who have been involved in the HGV monitoring. This is valuable data and information being collected. OCC still plan to place monitors in Leafield in late January/early February time is my understanding. Please keep encouraging people to comment via the consultation as I see you are already doing.

"The planned drainage work for Witney Lane is still scheduled to be from 11-15 January where a road closures will be in place to facilitate this work.

"Finally, I would like to wish you and your families a very Happy Christmas and New Year. 2020 has not been a great year but I hope we can all look forward to a much better 2021! Take care and thank you for all that you do."

WODC Cllr Gill Hill reported that:

a) A COVID-19 testing centre will be opening in Witney on Monday;

b) Cabinet is being questioned about decisions to close small recycling centres due to flytipping;

c) Council tax will rise from March; and

d) Clothes and shoes can be put out with kerbside recycling, in a carrier bag beside the recycling wheelie bin.

Cllr Hill left the meeting.

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

A member of the public noted that batteries could be put out in with kerbside recycling, in a separate bag or envelope in top of the recycling wheelie bin.

8. Budget update – To review and approve current year budget update

The Council reviewed the current year budget update. It was agreed that the car park contingency/project management overbudget amount should be moved to the car park loan line. It was agreed that the Clerk would meet with Cllr Caunt to review and improve the method of listing the earmarked and general reserve levels.

9. 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 December payments have been processed will be £77,884.63. The bank reconciliation was approved. It was noted that a VAT reclaim had been submitted for £10,845.50. It was noted that the Clerk needs to meet with Cllrs Russ or Ward in January to carry out the internal financial control process.

10. 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 December	£14.39		LGA 1972 s111
Ionos	Website/domain hosting December	£1.20		LGA 1972 s111
Castle Water	Pavilion water	£56.43		LGA 1972 s133
Wilsham Consulting	Civil advice and design – Village Car Park	£420.00		LGA 1972 s133
SLCC	Memorial Safety and Admin training	£36.00		LGA 1972 s111
OALC	Village Green training	£60.00		LGA 1972 s111
OALC	Cemetery Management training	£240.00		LGA 1972 s111
OALC	Intro to Neighbourhood Planning training	£60.00		LGA 1972 s111
OALC	Village Green training	£60.00		LGA 1972 s111
OALC	Chairmanship training	£120.00		LGA 1972 s111
OALC	Intro to Neighbourhood Planning training	£60.00		LGA 1972 s111
Reids Playground Maint Ltd	Repairs to new playground	£2100.00		Public Health Act 1936 s87
James Hearn Mowing	October graveyard mowing & strimming	£360.00		LGA 1972 s215
James Hearn Mowing	November graveyard mowing & strimming	£310.00		LGA 1972 s215
Anne Ogilvie	Salary	Personal		LGA 1972 s112, s151
HMRC	PAYE/NI	Personal		LGA 1972 s112, s151
Total		£5011.96		

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

11. 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.

12. To review and approve the Sickness and Absence Policy

It was **resolved** to approve the Sickness and Absence Policy with the agreed change.

13. To review and approve the Health and Safety Policy

It was **resolved** to approve the Health and Safety Policy.

14. To review and approve the Equal Opportunities Policy

It was **resolved** to approve the Equal Opportunities Policy.

15. To review and approve the Disciplinary and Grievance Policy

It was **resolved** to approve the Disciplinary and Grievance Policy with the agreed changes.

16. To review and approve the Training and Development Policy

It was **resolved** to approve the Training and Development Policy with the agreed change.

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

The Council noted the inspection update. It was agreed that the Clerk would remove the moss from under the play equipment.

It was **resolved** not to move one of the cradle swings to the Pentagon.

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

Cllr Russ reported that the bench had not been moved yet, but was scheduled to take place soon.

It was **resolved** to request a comprehensive review of the enclosed playground from the playground contractor to provide a list of which items could be economically repaired and which would need to be replaced.

It was **resolved** to ask the playground contractor for options and prices for new equipment if required.

It was **resolved** to inform the parish that the Council might require fundraising from the community to purchase new equipment.

It was **resolved** to investigate grants available for new equipment.

19. Village Hall

19.1 To receive update from Cllr Pearce

Cllr Pearce reported that the Village Hall has been reopened for permitted activities.

19.2 Village Hall Committee – To agree actions required following update regarding status of committee

Cllr Pearce reported that an email had been sent to the Committee requesting a response by the end of January regarding the constitution and permitted actions, so Council would be in a position to make a decision at the February council meeting.

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

There have been no reports of any further issues.

20. Village Hall Car Park – To consider an overall review of the project and budget, to include a review of the design specification and agreed requirements, and agree actions

Cllr Caunt reported that a revised quotation, based on suggestions of changes from council, has been requested. When quote has been approved by the Council, build plans will be required to enable the Council to decide whether to go ahead with the works and apply for a Public Works Loan Board loan.

21. Pavilion – To receive update regarding cracks in Pavilion and agree actions

The Clerk reported that she has had a conversation with the loss adjuster, and is waiting for an engineer to contact the council to organise a site visit.

22. Trees overhanging road near Church – To agree actions required regarding tree maintenance due to size of trees

It was **resolved** to report the overhanging trees to OCC via FixMyStreet.

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

Cllr Hamilton reported that there was no update.

24. Lychgate – To agree actions required regarding repair of the Lychgate

It was noted that a grant has been applied for to cover some of the cost of the repairs.

It was noted that further quotations are required for these works before a contractor can be appointed.

25. Burial Ground Project

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

Cllr Pearce reported that the fencing has been removed, and the first grass cut has occurred. A handover date has not yet been agreed, as the drainage and grass need to be monitored.

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

Cllr Russ reported that the consecration has been requested. He had been advised that individual plots could be blessed if the consecration has not occurred before plots are required.

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

Cllr Hamilton reported that Richard and Sheila have cleared and tidied the area by the old salt box. The Council thanked them for their work.

27. Red Telephone Box project – To receive update and agree actions

It was reported that the telephone box is nearly ready to be sited. A WODC planning query form will be completed to find out if a planning approval is required to resite the box.

28. Regeneration of old bus shelter site – To consider request for council to fund the regeneration of the old bus shelter site to include removal of bus shelter concrete base, landscaping and levelling of ground, and agree actions

It was **resolved** not to undertake the regeneration of the old bus shelter site in this financial year, or financial year commencing April 2021.

It was **resolved** to reconsider the regeneration for the year commencing April 2022.

29. To comment on planning applications received

29.1 20/02698/FUL - The Leazings, Witney Lane, Leaffield – Conversion of attached barn to provide additional living accommodation

Comment deadline: 14 December 2020

It was **resolved** to objection to this application in respect of the external material chosen for the southern elevation. It was agreed that it would be more appropriate for the southern elevation to be stonework rather than render.

29.2 20/03032/LBC – The Leazings, Witney Lane, Leaffield – Internal and external alterations to convert attached barn to provide additional living accommodation

Comment deadline: 14 December 2020

It was **resolved** to include this application reference within 29.1 objection.

29.3 20/02875/HHD – Leaffield Pig Farm, Purrants Lane, Leaffield – Alterations and erection of triple garage with room above

Comment deadline: 24 December 2020

The council had no comment on this application.

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

Nil.

31. To receive update of previous planning applications

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) –

Approved – 19/11/20

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

Withdrawn – 07/12/20

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

Withdrawn – 07/12/20

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

Withdrawn – 07/12/20

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

Withdrawn – 07/12/20

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
20/02612/HHD – 73 Lower End, Leafield – Erection of double garage with studio above
Withdrawn – 17/11/20
20/02842/HHD – Greenside, The Ridings, Leafield – Alterations and single and two storey extension -
Awaiting decision

32. Burford Town Centre Experimental 7.5 tonne weight limit implementation – To receive update and agree actions

It was reported that further community traffic surveys have been undertaken in Leafield. A member of the public has offered to contact other local communities who have been affected. A member of the public has been given some Twenty's Plenty bin stickers and offered to distribute them.
It was noted that the Council needs to organise its letter of objection to OCC – to be ready to be approved at the January council meeting.

33. To discuss and approve budget for 2021-2022

It was **resolved** to approve the budget: anticipated receipts - £2,954.60; expenditure - £64,898.52.

34. To approve precept figure for 2021-2022

It was **resolved** to approve a precept figure of £61,945.00.

35. Correspondence Register – To receive register and agree actions

The Correspondence Register was noted, there were no actions.

36. To receive items for information only

36.1 It was noted that the Council had not received a request regarding the Christmas Tree which has been put up on the Village Green, nor any risk assessment or indemnity documentation. It was agreed that the Clerk would investigate. It was agreed that agreement would be required next year before the Tree was installed.

36.2 It was noted that the entrances of Leafield Technical Centre are not secure, and the area is open to trespass. Cllr Pearce will send details to the Clerk, Clerk to contact WODC.

37. To receive requests for items for next agenda

Twenty's Plenty for Oxfordshire – request for support.

Co-option Policy – adoption of Co-option Policy.

Co-option of new councillor.

Burford Town Centre Experimental 7.5 tonne weight limit implementation – objection letter to OCC

38. To agree next ordinary council meeting – Wednesday 13 January 2021 via video conference

The meeting was closed at 10.23 pm

Signed: _____

Date: _____