

LEAFIELD PARISH COUNCIL
Minutes of the Extraordinary Parish Council Meeting
held in The Pavilion at 8pm on Wednesday 30th January 2020

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

In attendance: Sharon Henley, Clerk/RFO

Members of Public: 2

1. **Welcome & Apologies for Absence:** None.

Ordinary Council Meeting Standing Items

2. **Declarations of Interest in items on the Agenda:**

- 2.1. Cllr Luke Caunt lives backing onto the Village Hall car park. Cllr Gina Pearce is Chairman of the Village Hall Committee.
- 2.2. **Resolution to grant Cllr Luke Caunt a Dispensation to discuss and vote on an 'Other' declared interest in the Village Hall Car Park Project for a period of Four Years.** This was unanimously approved by the remaining four councillors on the basis that Cllr Caunt does not have a pecuniary interest in the car park project. The Council is currently limited to five out of seven councillors which otherwise leaves only four councillors eligible to vote on the car park project and associated budget costs.
- 2.3. **Resolution to grant Cllr Gina Pearce a Dispensation to discuss and vote on an 'Other' declared interest in the Village Hall for a period of Four Years.** This was unanimously approved by the remaining four councillors on the basis that Cllr Pearce does not have a pecuniary interest in the Village Hall. The Council is currently limited to five out of seven councillors which otherwise leaves only four councillors eligible to vote on the Village Hall budget costs.

3. **Opportunity for the Public to Speak** – *To provide members of the public/press 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.* No members of public wished to speak.

Consultation & Communication

4. **Review of Public Consultation**

- 4.1. **Review of feedback received during Meeting on 15th January.** This was discussed and it was agreed that there had been a wide range of feedback and questions received during the meeting. It had been possible to address all questions raised at the meeting, partly due to the attendance of the Churchwarden who was able to address questions relating to burials in the Churchyard and reasons for its planned closure and Councillors were grateful for his input. Councillors reflected that the part of the Public Consultation on the PC taking over maintenance of the Closed Churchyard had been made more difficult by WODC's reluctance to provide any cost estimates were they to be passed the responsibility for maintenance. It was agreed to feed this back to WODC.
- 4.2. **Results of Questionnaire Feedback** – Following the door-drop of questionnaires to all households in the Parish, a total of 77 responses had been received. The first phase questionnaires circulated in December were included in the statistics which Cllr Caunt had collated and reported to the meeting. Councillors concluded that all three projects had received a good level of support with 75% in favour of the car park project, 68% in favour of the Burial Ground and 65% in favour of the Parish Council taking over maintenance responsibility for the Closed Churchyard.

The percentages in favour of increasing the Precept for all three projects were lower, but still showed the majority in favour. The Councillors agreed to bear this in mind when setting the final budget and would try to minimise costs where possible. The question of whether to pass the Maintenance of the Closed Churchyard received the lowest support, with only 19% in favour of the district council being passed responsibility.

Individual comments included on the questionnaires had been reviewed by all councillors prior to the meeting and it was planned that Councillors would create and publish a Q and A document to address all queries raised.

5. **Burial Ground Project**

5.1. Resolution to proceed with Burial Ground Project, Phase 1, at a cost of £48,333.64 with AT Bone Contractors plus £4,000 Project Management Costs with Cemetery Development Services. This was Resolved unanimously.

5.2. Resolution to Apply for a Public Works Loan Board Loan for £40,000 to enable funding for the Burial Ground Project. This was Resolved unanimously.

6. **Maintenance of Closed Churchyard: Resolution to take over maintenance from the PCC following the statutory 3 month notice period at an estimated cost of £4,000 per year.** This was Resolved.

7. **Village Hall Car Park Upgrade**

7.1. Resolution to proceed with Village Hall Car Park Project at an estimated cost of £105,000. This was Resolved unanimously.

7.2. Resolution to Apply for a Public Works Loan Board Loan for £105,000 (if grants unavailable) to enable funding for the Car Park Project: This was Resolved unanimously.

7.3. Resolution to use services of Quantity Surveyor Chris Moules to assist with Car Park Tender, at a cost of £200. This was Resolved unanimously.

Recreation & Leisure

8. **Consideration of Pre-School request to install a Trim Trail:** The Pre-School submitted a request to install a trim trail in their Garden which is on Parish Council land at the rear of the Village Hall. The equipment to be purchased from a Gym Committee grant and the equipment designed and built by a local builder with the risk assessment to be completed by the pre-school. Insurance documents had been produced to show £5m cover. Councillors discussed the request and concerns were raised about the equipment not being built to British Standards or being assessed by a ROSPA assessor. The Clerk to ask that their insurer confirm in writing that cover would be in place under those conditions and the Parish Council insurers to be consulted to confirm their agreement. To be followed up at the February meeting for a Council decision.

Policy & Finance

9. **2020-2021 Draft Budget**

9.1. Review of Draft Budget, including impact on Precept: A draft budget had been circulated to include all expenditure required should all three projects be approved. The Clerk/RFO reviewed the proposed increases from the current budget and final adjustments were made. Budgets were reduced where possible to lessen the impact on council tax payers.

The proposed budget, including monies to service the two loans required for the Car Park and Burial Ground projects and the anticipated cost of maintaining the Closed Churchyard was £62,377.08. Taking into account the Election Expenses from WODC and the Parish Community Grant awarded this would require a Precept Request of £61,945.

9.2. Approval of Draft Budget for 2020-21: The draft budget of £62,377.08 was Resolved unanimously.

10. **Resolution to submit Precept Request to WODC 2020-21, based on approved Budget:** Councillors Resolved to submit the Precept Request for £61,945.

Ordinary Council Meeting Standing Items

11. **Date of Next Meeting:** The next Ordinary Council Meeting to be held on Wednesday 12th February 2020 at 8.00pm in the Pavilion.

There being no further business the meeting closed at 20.39 hours.

Signed: _____

Date: _____