

LEAFIELD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in The Pavilion at 8pm on Wednesday 12th February 2020

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

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

Members of Public: 3

1. **Welcome & Apologies for Absence:** Cllr Kevin Ward and District Cllr Gill Hill.

Ordinary Council Meeting Standing Items

2. **Declarations of Interest in items on the Agenda:** There were none.
3. **Approval of Draft Minutes:**
 - 3.1. **Ordinary Parish Council Meeting on 8th January 2020.** These were approved.
 - 3.2. **Extraordinary Parish Council Meeting on 30th January 2020.** These were approved.
4. **Clerk's Report/Matters Arising:**
 - 4.1. McCrackens had completed the pruning of the hedges and vegetation around the Car Park.
 - 4.2. Car Park potholes had been repaired by Churchill Surfacing.
 - 4.3. AT Bone, the contractors who had been awarded the burial ground contract, had confirmed that they would like to tender for the car park project.
 - 4.4. It had not been possible to progress the content of the new website during January due to the Public Consultation exercise but it was hoped to continue with this in February. Training from Mark Millmore was still to be arranged.
 - 4.5. The Clerk's webinar on Creating Accessible Word & PDF documents had been booked for Tuesday 21st April.
 - 4.6. Gigaclear had confirmed that the remedial works in Lower End were scheduled to be completed in the first quarter of this year but no specific dates were available. One Point of Contact (where the connection from the main system meets the connection to the intended property) was to be moved with a small amount of roadworks.
5. **County & District Councillors' Reports:**
 - 5.1. Cllr Liam Walker reported the following:
 - 5.1.1. He had been promoted to Cabinet member for Highways Delivery and Operations for OCC. There had been a heavy storm and roadworks in Oxford during his first week in the role. The Chairman offered congratulations to Cllr Walker on behalf of the Council.
 - 5.1.2. OCC had been hoping to get the leaking pipe in Witney Lane fixed but the responsibility was currently between the District Council and OCC who were looking into getting a drain installed.
 - 5.1.3. The budget had been passed with no cuts to services. The two key themes were additional money for adult social care and £30m for Highways.
 - 5.1.4. Cllr Walker noted that the Clerk had written to him about Speedwatch and advised that the representative from the Police who was due to attend the next meeting was very helpful.
 - 5.2. Parish Councillors reminded Cllr Walker about the poor road surface in Fairspear Road. Speeding complaints in Lower End with wing-mirrors being taken off by passing cars were also discussed. It was noted that some villages having flashing 30mph signs and Cllr Walker advised that Hailey have a battery-operated signs which cost around £3,000 and had been financed from his Cllr Priority Fund. More permanent signs cost around £15,000 with solar signs costing roughly the same.
 - 5.3. Cllr Walker was also asked about the long term plan for Hatching Lane, to Charlbury and how resurfacing was prioritised? He advised that it would depend on the classification, with unclassified road being lower priority.
6. **Opportunity for the Public to Speak:** – Residents of Lower End were interested in Speedwatch and asked about speedbumps. Councillors advised that they had been discussed before but Lower End presented a problem as they

could not be near driveways so the Council were going to try Speedwatch.

Policy & Finance

7. Approval of Receipts and Payments for February

Payee	Reason	Payment inc VAT	Receipt	Power To Spend
Community First Oxon	Subscription	55.00		LGA 1972 s.143
Ionos	Website Hosting Monthly Fee	1.20		LGA 1972 s.142
Co-Operative	Refreshments for Public Consultation	9.84		LGA 1972 s.137
Amazon	Printer Ink	16.49		LGA 1972 s.111
SLCC	Creating Accessible Documents - Webinar for Clerk	£36.00		LGA 1972 s.111
Churchill Surfacing	Inv 28th Jan for Pothole Repairs in Car Park	£1,200.00		LGA 1972 s.133
CDS	Churchyard Survey Inv 72518	£1,140.00		LGA 1972 s.215(1)&(2)
Wilsham Consulting	Tender & Design work inv 713/105	£2,034.00		LGA 1972 s.133
Chris Moules	QS for Car Park Tender inv. 31st Jan - immediate payment made	£200.00		LGA 1972 s.133
McCracken & Son	Car Park Pruning & Hedge Cutting Inv 9370	£702.00		LGA 1972 s.133
Burford School	Copying for Public Consultation Inv 022723	£20.15		LGA 1972 s.111
Castle Water	Pavilion Water for Jan inv 2473400	£8.71		LGA 1972 s.111
EE	Clerk's Mobile Phone for Jan and Feb	£26.64		LGA 1972 s.111
Sharon Henley	Clerk's Salary for Feb	Personal		LGA 1972 s.112(2)
Nest	Sharon Henley Clerk's Pension for Feb	Personal		LGA 1972 s.112(2)
HMRC	Sharon Henley Clerk's NI & Tax for Feb	Personal		LGA 1972 s.112(2)
Cotswold Security System	Service to CCTV and Supply & Fit of UPS	£259.44		LGA 1972 s.133
SSE	Wayleave Payment for Greens		£2.00	

The above were approved.

8. **RFO Report on Current Financial Position:** The Community Gym had paid their quarterly rent of £325 on 31st December. The Car Park budgets were overspent by a total of £3,434 so it was agreed to vire £2,696 from the Minute 9/2020

Churchyard/Burial Ground budget. The Clerk to check with TC Trees how much outstanding tree work was still required and keep sufficient money in the budget but vire the balance to the Car Park budget and any outstanding amount from the VAT Reclaim budget to achieve a zero balance in the car park budgets.

9. **Review & Approval of Bank Reconciliation:** The RFO reported the Community Direct Plus Balance at 27th Jan was £68,626.70 and Cllr Russ reviewed and approved the bank reconciliation. The Clerk to check the interest rate for the Business Select Account.
10. **Approval of Three Year Budget Estimates from 2020-21:** The draft figures were circulated for review as they would be required for the PWLB application. It was agreed to check the cost of burials in the Churchyard and Fairspear Natural Burial Ground and include estimates of income from burials in the new burial ground. To be reviewed at the next meeting.
11. **Resolution: That in view of the confidential nature of the business to be discussed, specifically 11.1 Land Transfer Matters 11.2 Clerk's Pension the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1(2).** This item was deferred to the end of the meeting.
 - 11.1 **Land Transfer Matters** – A transfer document has been received in respect of a claim for private land that had been incorrectly registered as part of the Village Green. However, part of this land was also being claimed by another resident who had yet to respond to the solicitor's emails. It was agreed to ask the solicitor to advise the resident who had not responded that the Council would set a deadline for response in order that the other resident's claim could be fully considered and progressed without undue delay. The solicitor to also confirm what evidence had been produced to date to prove ownership of the land.
 - 11.2 **Clerk's Pension.** Oxfordshire Pension Fund had requested approval of the application form for the Clerk to enter the LGPS pension scheme. They confirmed that there was no fee for the Clerk to enter the pension scheme. The Council approved the Clerk to sign the form.

Recreation & Leisure

12. **Play Area Monthly Report:** The Clerk reported some molehills around the play area but otherwise no damage. Another scooter was left behind and put onto Facebook. The bike had been further vandalised and the Clerk to arrange removal.
13. **Village Hall**
 - 13.1. **General Updates:** Cllr Pearce reported that there would be meeting of the Committee the following evening. They would discuss the extension project and who can take it on. Bookings were still quite good with additional regular hirers interested. The Youth Club was suspended until clocks go forwards. There had been a broken window in gent's toilets, an act of vandalism, which had now been mended.
 - 13.2. **CCTV Update:** The Clerk reported that a power cut had knocked out the CCTV and the contractor kindly visited and got it up and running. He had recommended a small UPS to keep the unit running in the case of future power cuts and this had been supplied and installed at cost during a service visit.
14. **Village Hall Car Park**
 - 14.1. **Final Approval of Tender Documents** – Cllr Caunt reported that the tender documents were not yet complete and he was still finalising the plans with the contractor, including grids within the gravel. He was also working the Access Agreement for Contractors for the Village Hall during the Construction Phase and the Clerk to send this to the insurers on completion.

After discussion it was agreed to allow use of the Pavilion as a welfare facility and close the site to visitors to save on project costs. Terms of the Access Agreement were discussed and the Clerk to send the finalised Agreement to the insurers and to check with the Gym Committee about no access and use of the Pavilion. The project needs to be done during the school holidays because of the Pre-School. Cllr Caunt to check with WODC about the requirement for Planning Permission when the final plans were in place. The Gym Committee had kindly pledged funds and the Clerk to write to the Pre-School to ask them to consider a donation. Cllr Caunt hoped to receive the final Tender documents the following week.

14.2. **Agreement on next steps for funding – Grant Application and PWLB Application:** It was agreed to defer this until after the Village Hall Committee meeting as the grant funding and earmarked reserves situation would be clearer then.

15. **VE Day Celebrations Event Planning for 8th May 2020.** Cllr Hamilton outlined the plans that had been discussed at a recent meeting. The Village Fete would be on the Green with an evening event in the Village Hall. A choir was being formed and there would be tugs of war. A trader from the Farmer's Market thought there would be around 10 stalls to bring to the event. Brize Norton had been asked to help with parachute jumping etc and would be in touch. There would be another meeting on Thursday 5th March, 7.30pm in the Fox. Clerk to add to website, open invitation. Cllr Pearce to request that the church bells were rung at the event.
16. **Update on Red Phone Box Project:** The resident coordinating the project updated that the phone box was currently being renovated, including sandblasting the door. A landscape expert was looking at good places to site on the Green. Ideas for the use of the phone box were discussed and the resident wanted to consult with the village on the final location of the box. It was agreed to send the options to the Council prior to consultation. Ballot boxes would be placed around village and further consultation at the Annual Parish Meeting. Lighting for the box was discussed and options were being considered, including solar lighting. It was understood that Planning Permission would be required.
17. **Consideration of Pre-School request to install a Trim Trail:** The Pre-School had confirmed that their insurer was aware the trim trail would be designed and built by a local contractor and the risk assessment would be completed in-house. As the Pre-School had adequate insurance in place it was agreed that the project could go ahead, subject to confirmation from Parish Council insurers.

Environment

18. **Burial Ground - Progress on PWLB Application:** The Clerk had completed the DCLG Application for borrowing approval for Parish Councils. It was agreed to consider this and other documents required for the application at the March meeting.

It was understood that there were stipulations made in the Planning Permission in relation to work and its impact on ecology and the environment and the Clerk to ask CDS for clarification on these and to create a project plan. The Clerk to ask a local resident who lived near to the Burial Ground if he would like to project manage the construction phase as he had professional expertise.

19. Closure of St Michael & All Angel's Churchyard:

- 19.1. **Outcomes of Churchyard Survey and works required prior to handover from PCC:** The survey was circulated and then sent to the PCC. Outcomes included that the lychgate required repair and this belonged to the Parish Council. Other work included gravel paths requiring some repair, headstones requiring in-depth memorial stability testing. The PCC had confirmed that this work would be completed prior to handover. The PCC had shared the details of their tree survey and required tree work with the Parish Council and were arranging for this to be completed prior to handover.
- 19.2. **Lych Gate Remedial Works – discussion and agreement on next steps:** It had been confirmed that this was Grade II listed by Historic England so consent would be required in order for repairs to be completed. There was no budget in place for repairs. The Clerk to make contact with a resident who is a surveyor to ask if he would be prepared to assist with the process and advise on the urgency of the work required.

19.3. **Resolution to create a Churchyard Sub Committee:** Councillors had been made aware by the PCC that there were local residents who currently helped with the Churchyard maintenance. It was thought that this help would continue when the Council took over the maintenance. The option of a Sub Committee was discussed but, as the volunteers were mainly completing practical tasks, it was decided to form a Churchyard Working Party in order to co-ordinate the work. It was agreed that Cllr Hamilton would speak to the Churchwarden to determine what tasks were currently being done by volunteers and who would potentially be interested in joining the Working Party.

20. **Resolution to undertake a small scale experiment on the Green to see what wildflower species grow on grass strip if it is not intensively cut** – Cllr Caunt outlined his proposal to mark out two 1 or 2ft strips close to the school and this would signal to the grass cutters not to cut it, except in the autumn. There could be three types of short plot 1) just left to grow 2) wild flower seeds scattered on top of existing grass and left to grow 3) 1m strip of grass removed and seed sown on bare soil and then left. This would enable an experiment to see what would grow if it was uncut and photos could be taken to ID species. It was hoped that the school would be involved and a sign could be erected to explain the experiment. Councillors approved the experiment and the Clerk to write to the school to inform them and ask whether they would be interested in becoming involved. The grass cutting tender to be annotated accordingly.

21. **Review & agreement on specification for Grass Cutting Tender 2020:** The Clerk circulated the proposed wording for 2020 and the information from item 20 to be included. It was agreed to send the tender out as soon as possible to three contractors as well as publicising it on the noticeboards and Facebook. The deadline for the tender to be Friday 6th March in order for a decision to be made at the March Council meeting.

22. **Discussion on Dog Fouling** – Cllr Russ. The Clerk wrote to Ubico to enquire about the dog bin on the Green which had not been emptied. Complaints had been received about dog fouling but this had not been on Council-owned land. It was recognised that this was a problem in the village and the Clerk to add some wording onto Facebook, the noticeboards and website. The Clerk to check Keep Britain Tidy website for resources.

23. Planning

Planning Applications Received & Decision Notices

Received				
Ref	Address	Proposal	Deadline	Comments by LPC
20/00328/HHD	15 Fairspear Road Leafield Witney	Alterations and erection of single storey front and rear extensions	27/02/2020	None
Decision Notices				
Ref	Address	Proposal	Decision	
19/03022/S73	Malthouse Court Witney Lane Leafield	Variation of condition 2 of planning permission 17/04042/FUL to allow removal of rooflight and timber cladding to NE elevation, changes to fenestration in SW elevation, repositioning of flue and reduction in the length of dwelling (all to plot 1).	Approved	
19/03345/HHD	19 Chapel Close Leafield Witney Oxfordshire OX29 9NS	Single and two storey rear extensions	Approved	

Consultation & Communication

24. Review of Correspondence Register

24.1.A resident was enquiring about an allotment. The Clerk to check the contact locally and advise the resident on the current contact.

24.2.The Parish Survey from Publica was circulated. It was agreed that Cllr Pearce would complete it.

24.3.The Gym Committee had kindly pledged £1,000 for the car park to use for planting, lighting or security cameras. The Clerk to ask whether the funds could be in place for start of the new financial year.

Minute 12/2020

24.4.The school had confirmed that they would rectify any damage caused to the Green by their activities.

24.5.A resident had asked about putting lumps of Cotswold stone on the Green outside his property to deter people parking on the verge. Insurers confirmed this would be covered by our insurance but, after discussion, it was thought that this could cause difficulty for the grass cutting contractors. Councillors to source plastic posts and tape to be placed on areas of the Green which were being damaged by drivers during wet weather.

24.6.The Parish Transport Reps meeting was on 25th February but no-one was available to attend.

Transport & Highways

25. **Speedwatch – options to tackle speeding in the Village:** Following complaints of speeding in the village, the Clerk had been in contact with the Police to ask about Speedwatch. It had been confirmed that there was no equipment available to lend but PC Robert Webb had agreed to attend the March Council meeting to discuss options, including the purchase of piece of equipment, the cheapest being £130. The Clerk to contact local Parish Councils to enquire whether any had purchased any equipment which could be borrowed.

Ordinary Council Meeting Standing Items

26. **Around the Village – Items to note or for future discussion – none.**

26. **Date of Next Meeting:** Ordinary Parish Council Meeting on Wednesday 11th March at 8pm.

Chairman closed the meeting for items 11.1 and 11.2 as minuted above.

There being no further business the meeting closed at 22.29 hours.

Signed: _____

Date: _____