

LEAFIELD PARISH COUNCIL
Minutes of the Parish Council Meeting
held as a Virtual Meeting at 8pm on Wednesday 13th May 2020

Those Present: Cllr Gina Pearce (Chairman), Richard Hamilton, Jeremy Russ. Cllr Ward joined the meeting at 20.23hrs.

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

Members of Public: 3

The meeting commenced at 20.15 hours.

1. **Welcome & Apologies for Absence:** Cllr Luke Caunt.

Ordinary Council Meeting Standing Items

2. **Declarations of Interest in items on the Agenda:** None
3. **Approval of Draft Minutes of 8th April 2020:** The amount on the Wilsham invoice had been corrected from £558 to £372 and a second draft had been circulated which was approved.
4. **Clerk's Report/Matters Arising:**
 - 4.1. **Decisions taken under delegated powers:**
 - 4.1.1. Village Hall CCTV System: The Clerk had arranged for the supply and fit of a new system to ensure on-going security of the building. This had been agreed via email with councillors at a cost of £831.60.
 - 4.2. WODC confirmed the Community Activity Grant for VE Day could be retained for an event later in the year. To be added to a later agenda for discussion once the lockdown restrictions were eased.
 - 4.3. WODC had paid a Community Business Grant of £10,000 to the PC. Cllr Gill Hill had made enquiries and confirmed that the Village Hall and Gym had each received a grant. The Village Hall had received theirs directly so the payment to the Council would be for the Gym but written confirmation was needed. Cllr Gill Hill to chase with WODC.
 - 4.4. SSEN had invited grant applications for up to £3,000 to support the Council's response to Covid-19 with a deadline of 18th May. Councillors to circulate ideas for a potential application and the Clerk to contact the volunteer co-ordinator to check if items were required.
 - 4.5. The Codfather fish and chip van were intending to return to the village on Tuesday 19th May. The Licensing Department had confirmed that it was permissible to trade at this time as long as the trader enforced social distancing, and this was the trader's responsibility. The Clerk had advised the trader of this and put a social distancing reminder on Facebook.
 - 4.6. Town and Country Trees had completed the works marked as G2 on the 2019 survey. Fell and removal of 1 dead Elm and 1 Ash in decline around the playing field. This worked had been delayed due to wet conditions on the field. All outstanding works on the survey were now complete.
 - 4.7. Land at Chimney End – the solicitor was progressing the transfer request but had asked the Council to inspect and take photos to confirm the location and whether it was in use by the claimant, which he would accept as evidence. The solicitor had forwarded his draft plan for submission to the Land Registry. The second claimant had not been in contact and the solicitor to inform them that the land had been claimed to give a final opportunity for response. A storage bin had appeared next to the shop to the right of the noticeboard and councillors asked the Clerk to contact the shop to ask about its installation.
 - 4.8. A councillor had reported the damage to the dry stone wall below the Smallpox Memorial. The Clerk was sourcing a quote for consideration.
 - 4.9. New Burial Ground – The Clerk advised CDS that Charlie Clews would act as our representative during the project. They requested that any project changes for the contractor should come in writing from CDS to avoid confusion.
 - 4.10. LGPS Employer Discretions Policy discussed at April meeting – OCC Pensions Dept to advise on a suitable template wording for a small-medium PC to use.

4.11. Burial ground loan application – feedback from PWLB was that we need a better-worded resolution to borrow and this to be included in next week’s Annual Meeting agenda. Some additional info was required by the PWLB.

5. County & District Councillors’ Reports:

District Cllr Gill Hill reported as follows:

- WODC had commenced on-line meetings.
- No staff had been furloughed and all were working from home.
- Dix pit was opening on Monday with special arrangements for social distancing.
- She had been unaware of the Business Continuity Grants having been issued but the Village Hall had applied for the grant and received it.

County Councillor Liam Walker reported:

- He was enjoying on-line meetings as they enabled him to be present at many meetings.
- The overgrown footpath near Greenwich Lane reported by the Clerk had been passed onto PROW and it was on their radar. Please could councillors to look out for this being done and inform him if it was not by the end of the month.
- Highways was his cabinet role and the team had done well with fixing potholes and the 2-3 month backlog was now cleared. There had been a surface dressing programme with 110 miles of road done. There was another £32m in the budget, so we should start to see work coming through. Fairspear Road was on the list to be patched.
- Speeding in Witney Lane – a resident regularly emailed him and this issue had now been passed to local police. There was not much traffic calming that could be done in that area.
- Household waste recycling being opened Monday but sites would be very busy with social distancing in place and other measures.
- Covid-19: There was a Shielding programme for vulnerable people in Oxon. 11647 people signed up for food parcel packages over an initial 12 week period The nearest Covid testing site was New Road car park in Chipping Norton, expanding to key workers but only if they had symptoms.
- Cllr Walker was asked about maintenance of signs in the village as some highway signs were falling apart. He recommended reporting these on Fix My Street. Other signs such as the school signs could be reported to Publica.

4. Opportunity for the Public to Speak:

A resident spoke about her concerns with damage to the Greens caused during the winter by heavy vehicles not respecting the no parking signs. She asked what could be done to ensure that the damage was minimised for next winter. The Chairman advised that the Council were aware and had tried to mitigate the problem by catching people parking and repair work had been done. Options such as stakes and tape could be used in the wet months to put around the Green and this was financially viable but would not be attractive. The Council did not have the budget for further intervention. It was recognised that there was insufficient parking for those that live there to park outside and vehicles could not get past parked cars, so vehicles drive over the Green. The school had asked the parents not to park on Green. Another resident suggested a regular summer and winter group to help repair the Green and hopefully once people started investing time and effort then others would be more careful. It was also suggested that the existing volunteer group might be willing to take on different tasks once the current situation had moved on.

A representative from the Gym Committee spoke about the Business Continuity Grant that was intended for the Gym. He asked Councillors for their ideas on how the monies might be spent, should there be monies left over once the losses from closing during Covid-19 had been accounted for. Outside gym equipment was suggested. The Clerk to work with Cllr Gill to confirm that the grant was for the Gym.

Policy & Finance

5. Approval of Receipts and Payments for May

Payee	Reason	Payment inc VAT £	Receipt	Power To Spend
Town & Country Trees	G2 works Inv 6926	£300.00		LG(MP) A 1976 s,19(3)

Zoom	Monthly Fee April	£14.39		LGA 1972 s.111
IAC	Internal Auditor Services INV-0945	£312.00		LGA 1972 s.111
Cotswold Security Systems	CCTV Remedial Works inv 11539 - already paid following works	£831.60		LGA 1972 s.133
Ionos	Website & Domain Hosting Apr & May at £1.20 per month	£2.40		LGA 1972 s.111
EE	April & May Mobile Phone at £13.27 per month	£26.54		LGA 1972 s.111
Sharon Henley	Clerk's Salary for May	Personal		LGA 1972 s.112(2)
Local Govt Pension Scheme	Sharon Henley Clerk's Pension for May	Personal		LGA 1972 s.112(2)
McCracken & Son	April grass cutting Inv 9487	£398.40		
HMRC	Sharon Henley Clerk's NI & Tax for May	Personal		LGA 1972 s.112(2)
WODC	First Precept Payment		£31,230.50	
WODC	Coronavirus Relief Grant for Community Gym		£10,000.00	
WODC	Transfer of Coronavirus Relief Grant to Community Gym	£10,000.00		
Deborah Triff	Donation to Red Phone Box Project from Villager		£25.00	

Payments were approved, except the transfer of £10,000 grant to the Gym which would await confirmation from WODC.

8. RFO Update:

- 8.1. An Actual vs Budget report had been circulated but it was early in the financial year, so little to report.
- 8.2. The CCTV expenditure of £831.60 had been met from CCTV budget of £400, leaving a shortfall. It was agreed to vire money from the Village Regeneration budget.
- 8.3. First precept payment from WODC had been received.

9. Internal Audit – review and approval of:

- 9.1. **Internal Auditor's Report:** The Clerk/RFO reported that the auditor highlighted some items to note and recommended actions. Most deficiencies were caused by the cancelled meeting in March due to illness and Covid-19 which meant that the Risk Assessment and other statutory documents weren't included in any agenda during the 2019-20 financial year. These items were included in 8th April meeting, which was the next meeting after year end, and the auditor had been advised of this and supplied with draft April minutes.

9.2. Internal Audit Action Plan: The Clerk/RFO circulated a plan which was reviewed. Actions were: Councillors to undertake a physical check of assets and the Fixed Asset Register review was on Annual Meeting Agenda. There had been a recommendation to use financial software which set out VAT separately which MoneyManager does not. The Clerk/RFO suggested reviewing some alternative options with better functionality for the following financial year.

9.3. Completed Annual Internal Audit Report 2019-20 – AGAR Page 3: This was circulated and reviewed to be included as part of the Annual Return submission. The Internal Auditor’s response to Item C (about an assessment of risk having been carried out) was ‘no’ as the risk assessment wasn’t reviewed in time. The Clerk/RFO had been advised to submit a note to explain with the AGAR. The Report was noted and approved.

10. Progress on Loan Application for the New Burial Ground: A response had been received immediately prior to the meeting and further information had been requested. The Clerk/RFO to review and report at next week’s Annual Meeting.

Recreation & Leisure

11. Play Area Monthly Report: The play areas remained closed as per government instruction. Cllr Pearce had inspected the play areas and there were no issues. One sign had been taken down and the tape ripped but these had been replaced.

12. Village Hall General

12.1. New CCTV System: As in the Clerk’s report, a new unit and hard drive had been kindly supplied at cost by the contractor and installed.

12.2. General Updates: Cllr Pearce reported that a £10,000 Business Continuity Grant had been received to assist with costs during the current closure due to Covid-19.

13. Village Hall Car Park – Update on Progress with Tender: No tenders had been received but the deadline was still two days away.

Environment

14. St Michael & All Angel’s Churchyard:

14.1. Progress on Closure: Privy Council had confirmed they were still hearing Churchyard Closure Orders to schedule, so a decision should be in place for June. The Clerk to check with the PCC on the expected date for handover. Cllr Hamilton to discuss current voluntary help with the Churchwarden and the Churchyard Working Group - to be discussed at the next meeting.

14.2. Lych Gate Repairs – Resolution to apply to the War Memorials Trust for a grant for repairs, as outlined on CDS Churchyard Survey January 2020. One quote had been obtained by the resident assisting with this project. The Clerk to request that another quote was obtained as required for the grant application. The resolution to apply for a grant was approved and the Clerk/RFO to progress.

15. Red Phone Box Project - Review of wording for public consultation mail-out on location (post Covid): The draft consultation document was circulated and councillors reviewed and approved the wording. It was agreed that the leaflet drop would need to wait until after the current lockdown restrictions.

16. Planning

Planning Applications Received & Decision Notices

Ref	Address	Proposal	Comments by LPC
20/01137/CND	Windy Ridge The Green Leaffield	Discharge of Condition 4 (Window details) of planning permission 19/00672/HHD	n/a

20/00942/FUL	19 Fairspear Road Leaffield Witney Oxfordshire OX29 9NT	Erection of detached ancillary annexe including new dropped kerb and off-street parking	No comment
Decision Notices			
Ref	Address	Proposal	Decision
20/00675/S73	Roselyne 60 Lower End Leaffield	Demolition of existing bungalow and erection of replacement dwelling (amended description and plans)	Approved. The Clerk to write to WODC for confirmation that the new building would not encroach into the Conservation Area.
20/00641/HHD	Stonebank Witney Lane Leaffield	Erection of single storey rear extension	Approved

Transport & Highways

17. Update on Drainage Issues in the Village: The Highways Officer visited site and confirmed the following:

- 17.1. Poor drainage on the Main Green - he is continuing to investigate and trace drainage and will report back once he has further information.
- 17.2. Drainage Ditch at northern end (by Old Chapel green) needed scraping out and re-grading.
- 17.3. A water leak had been reported at The Ridings.
- 17.4. Ditch at Lower End (near Greenwich Lane). This takes all the drainage from the church and along Lower End so handles a lot of water. Skanska will do this work during the summer.
- 17.5. Patching on Fairspear Road from the junction to the speed limit is being planned in.

18. Covid-19 Response

- 18.1. Review of Activities of Village Volunteer Group:** Councillors discussed the work of the volunteer group. The Council would like to record their thanks to the group and Christina and the Shop for co-ordinating, taking orders and working with the rota to deliver orders placed. Councillors had been overwhelmed with the response from volunteers.
- 18.2. Review of communications received from WODC and other outside agencies:** The Clerk has circulated advice from a range of agencies, including NALC, the OALC and WODC. Updates from the Monitoring Officer had been sent on a regular basis and the Clerk had uploaded a summary of these to the website and Facebook for general info.

Consultation & Communication

19. New Website – update on progress: The Clerk had got the new website up and running with all content migrated from the old website. She was currently working towards all web traffic from the old website being directed to the new website. The new website was to replace the old village website which had been run and funded by the Council and so the old website would now be discontinued. All were invited to subscribe to the mailer on the website in order to receive agendas, minutes and news directly to their inboxes.

20. Review of Correspondence Register:

- 20.1. A resident had expressed concern about bags of dog waste being thrown into hedges and asked if the Council had any suggestions to tackle this situation. The problem affected the fields opposite Church Farm which suffered from a lot of dog waste. Also the footpath adjacent to Greenwich Lane. The Clerk to write to the landowner to ask whether some posters for the gates and stile would be acceptable. Cllr Walker approved the use of posters on the stile as this and the footpaths were owned by OCC.
- 20.2. Complaints about burning in local fields had been raised on Facebook. The Clerk to request that a formal complaint was emailed, with photo evidence.

Ordinary Council Meeting Standing Items

21. **Around the Village** – *Items to note or for future discussion.* Cllr Ward asked whether there were any updates from Gigaclear on when they planned to dig up Lower End. The Clerk to make enquiries.
22. **Date of Next Meeting:**
Annual Meeting on Wednesday 20th May 2020 at 20.00hrs via video conference.
Ordinary Parish Council Meeting on Wednesday 10th June 2020 venue tbc

There being no further business the meeting closed at 22.10 hours.

Signed: _____

Date: _____