

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

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

In attendance: Sharon Henley, Clerk/RFO, County Cllr Liam Walker, District Cllrs Gill Hill & Kieran Mullins

Members of Public: 1

1. **Welcome & Apologies for Absence:** The Clerk and Chairman had met with a potential new councillor who had hoped to attend but had sent his apologies for this meeting.

Ordinary Council Meeting Standing Items

2. **Declarations of Interest in items on the Agenda:** Cllr Luke Caunt lives backing onto the Village Hall car park. Cllr Gina Pearce is Chairman of the Village Hall Committee.
3. **Approval of Draft Minutes of the Parish Council Meeting on 11th December 2019:** These were approved.
4. **Clerk's Report/Matters Arising:**
 1. The school had sent confirmation of their insurance for use of the Green for school activities.
 2. The burial ground drainage plan had been sent to the site neighbour, as agreed.
 3. The Codfather Fish and Chip Van to commence opposite the main Green on Tuesday 14th January from 4-8.30pm and the pub had confirmed that customers could eat their food in the pub.
 4. Cllr Caunt had arranged for the timer on the light at the entrance to the car park (outside the neighbour's house) to be reprogrammed to come on at the correct time.
 5. McCrackens had been asked to cut the Village Hall Car Park hedges, the work to be completed by the end of January.
 6. Cotswold Security had been asked to complete a CCTV service and the Clerk has purchased a stepladder for access until the current storage arrangements can be improved, dependent upon Village Hall Plans.
5. **County & District Councillors' Reports**

District Councillor Liam Walker

 - Witney Lane drainage issues were now with OCC solicitors and with the District Council who deal with flooding. He thanked the Council for raising the matter again.
 - The Budget to be finalised in February – no cuts were required. Residents were asked to refer to OCC's website for the public consultation. Costs had been included for children and adult social care. There would be a Council tax increase of 3.99%.
 - Oxfordshire had been named as the best county for Waste disposal.
 - A Zero Emissions Zone was being introduced to parts of Oxford. This would be expanded over the next 5 years to cover the whole of Oxford.
 - A reminder that parents of children born in 2015-16 need to register their children for primary school by 15th Jan (online).

District Councillor Gill Hill

 - Residents were being surveyed for their priorities on where councils should spend their money.
 - The District Council was investing money to tackle homelessness, including an initiative to use empty houses.

District Councillor Kieran Mullins

 - Cabinet Meeting next week looking to approve final draft of council plan for 2020-24. 6 main areas to concentrate on.
6. **Opportunity for the Public to Speak:** None requested to speak.

Policy & Finance

7. **Approval of Receipts and Payments for January**

Payee	Reason	Payment inc VAT	Receipt	Power To Spend
HMRC	VAT Reclaim Aug-Nov 2019		£2,048.96	n/a
Castle Water	Pavilion Charges for December	£8.71		LGA1972 s.111
Amazon	Stepladder for CCTV access	£40.99		LGA1972 s.111
Amazon	Stationery for Public Consultation - paper	£17.37		LGA1972 s.111
Wilsham Consulting	Phase B Detailed Car Park Design Oct-Dec Inv 713/104	£2,064.00		LGA 1972 s.133
1&1 IONOS	Web Hosting & Domain Name - Monthly Payment for new website	£1.20		LGA 1972 s.142
Eyelid Productions	Design & Build New Website INV-2252	£700.00		LGA 1972 s.142
EE	Monthly Mobile Phone Contract for Clerk - charge for Dec	£13.00		LGA1972 s.111
Sharon Henley	Clerk's Salary Jan	Personal		LGA1972 s.112(2)
NEST Pension	Clerk's Nest Pension Jan	Personal		LGA1972 s.112(2)
HMRC	Clerk's Tax & NI Month 9 (minus unallocated payments)	Personal		LGA1972 s.112(2)

The above were approved by Council.

8. **RFO Report on Current Financial Position:** The Clerk/RFO circulated an Actual vs Budget report. The Village Hall Car Park budget was overspent by £3,120 and councillors agreed to vire monies from the VAT reclaim budget. The Clerk/RFO noted that Community Gym rent was due in January.

Total budget expenditure was £37,940 after Month 10 which was overspent by £2,707.50 if the budget was phased by 12 monthly amounts. However, an HMRC VAT reclaim of £2,048.96 had partially offset this overspend.

9. **Review & Approval of Bank Reconciliation:** The Clerk/RFO reported that the balance on the Community Direct Plus account was £72,196.31 and the bank reconciliation was reviewed and signed by Cllr Ward. The Business Select Accounts had a six monthly statement so no bank reconciliation was reviewed.

10. **Review of Progress on Draft Budget 2020-21:** There was no further progress as results of the Public Consultation would inform which projects would go forward in the budget. The draft Budget to be finalised at an Extraordinary Meeting on Thursday 30th January.

11. **Resolution: That in view of the confidential nature of the business to be discussed, specifically 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 as it was a closed session.

At the previous meeting the Councillors had discussed offering the Clerk membership of the Local Government Pension Scheme to replace the current Nest Pension arrangements. The Clerk had been asked to make further enquiries into arrangements.

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After discussion, Councillors unanimously resolved to offer the Clerk to the Council membership of the Oxfordshire Local Government Pension Scheme with effect from 1st April 2020. The Councillors confirmed that they were unable to

offer pension advice to the Clerk. The Clerk thanked councillors and confirmed that she was pleased to accept the proposal to change to the Oxfordshire LGPS and had made enquiries to confirm that it would be a suitable scheme for her requirements. The Clerk to adjust the 2020-21 draft budget accordingly to reflect the required contributions.

Recreation & Leisure

12. **Play Area Monthly Report:** The Clerk reported no damage to equipment but there was an abandoned mountain bike and a scooter which had been there for some time. It was suggested that the Windrush Bike Project might take the bike – the Clerk to make contact. The youth shelter continued to suffer from flooding, although this had been investigated previously. There was a lot of rubbish around the site, particularly the car park which was disappointing.
13. **Village Hall – updates.** Cllr Pearce confirmed that there were no updates.
14. **Village Hall Car Park – Update on Project & Tender Process**
 - 14.1. **Update on Project and Tender Process:** Cllr Caunt had circulated plans from the designer. Comments had been sent back, including safety mitigation for the rain garden adjacent to the Village Hall. Plans to be displayed at the Public Consultation evening for the car park and burial ground projects. The Clerk to check which companies who had tendered for the burial ground might also wish to tender for the car park, and request that Churchill Surfacing were also given the opportunity to tender.
 - 14.2. **Consideration/Approval of Quote for Pothole Repairs by Churchill Surfacing, cost £1,000 + VAT:** This was a slight uplift in cost from previous quotes as there were additional potholes to fill. Councillors approved the quote and the Clerk to arrange the work.
15. **VE Day Celebrations Event Planning for 8th May 2020 – update by Cllr Hamilton.** A meeting had been arranged the following day to discuss thoughts with potential organisers. Cllr Hamilton to circulate an update via email following the meeting and discuss progress at the next meeting.
16. **New Website:**
 - 16.1. **Report on Progress.** The Clerk reported that the new website had been built and a limited amount of PC information had been migrated. Log in details had been supplied with training videos and Mark from Eyelid to provide phone training.

Mark had advised the Clerk to ensure the website had a strong Council identity to ensure it met the Transparency Code requirements, in line with the OALC grant that had funded it. He was concerned that too much non-council related content might detract from the main information. The Clerk to check the terms of the Transparency Funding with OALC as Councillors raised concerns that the village information on the current website was still required and would need to be migrated across. It was not thought possible to run two websites to provide one specifically for village items, both in terms of cost and time to maintain. The Clerk to investigate and report back on what items still required migration as Eyelid had only undertaken to migrate a limited amount of content. The Clerk raised concerns that the migration of a large amount of data would prove time-consuming. Further work on the website to be postponed until after the Public Consultation.

The existing website still to be maintained and used until sufficient content was available on the new website. Cllr Caunt to investigate technical issues with the current website, the Clerk to forward log in information.

Email addresses were provided with the new domain name and the format for these was agreed, along with Mark Millmore’s recommendation that Councillor’s email addresses were not published on the website in order to drive email enquiries via the Clerk and to avoid potential spamming issues.
 - 16.2 **Approval of Clerk’s Attendance at SLCC Webinar – on Wednesday 4th March on *Creating Accessible Word and PDF Documents*,; *getting the basics right* at a cost of £30:** This was approved.
17. **Garage, Car Boot Sale & Food Festival on Sunday 6th Sept – discussion on insurance and possible councillor involvement.** Cllr Pearce had offered to help by being on the working committee, the organiser was still to confirm

whether a Committee was in place. It was agreed that Council insurance could cover the event as Cllr Pearce would be involved in organising. The Clerk to liaise with the insurance company. Cllr Russ to contact Chillies 4u to progress the idea of a farmer's market, as previously discussed.

Environment

18. Burial Ground

18.1 Review of Tenders and selection of Contractor for Contract: Councillors reviewed the two tenders received. A third contractor had been invited to tender but had declined due to the project being of a significant size.

Tender prices were as follows, ex VAT:

Whitehorse Contractors £54,377.72

AT Bone: £48,333.64

The burial ground contractor, CDS had reviewed the tenders and recommended the AT Bone tender. The contractors both offered similar services but the AT Bone quote was significantly cheaper as they were proposing to lose soil on-site. After discussion, Councillors agreed to accept the AT Bone tender.

18.2 Discussion & Agreement on next steps for Project: The Clerk was asked to contact both companies with the tender outcome and AT Bone to be advised that the commencement of the project was dependent upon the Public Consultation outcomes and the attainment of a Public Works Loan Board loan.

With regard to financing the project, the Clerk was asked to do following:

- Check and report back to Councillors on how the VAT element would be financed, prior to making monthly refund claims to HMRC.
- Review the tender documents to determine whether a 10% contingency had been included or whether it required adding to the overall cost
- Check with CDS on any additional project management costs

Councillors discussed the use of Earmarked Reserves to decrease the loan amount required. It was agreed to use the £9,250 Burial Ground reserves and £3,760 Aviva Tree Reserves as this was the amount remaining after the purchase of a tree.

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

19.1 Progress with CDS Churchyard Survey: CDS to complete the Churchyard survey w/c 13th January and the PCC had been informed. WODC had been approached about assisting with the cost but would only survey the Churchyard if the maintenance responsibility came to them as they do not hold a budget for this purpose. The Clerk to check with CDS if the outcomes of the survey could be shared with WODC should the Parish Council decide to pass on the responsibility for the Churchyard.

19.2 Update on Timescales for Proposed Handover: The PCC had recently contacted the Coroner's Office for an update on progress as things seemed to be taking longer than expected. The Privy Council would not now meet again until February after which they would publish their notice in the London Gazette. This notice to also be displayed in the church for a month before the Churchyard can be officially closed.

The PCC don't now expect the Closure Order until at least the end of March, so transfer of maintenance may now be delayed until around June.

20. Planning

Planning Applications Received & Decision Notices

Ref	Address	Proposal	Comments by LPC
19/03284/LBC	Old George House The Green Leafield	Rebuild of three existing chimneys, Remedial works to existing porch and re glazing and remedial works to existing garden room.	No comment

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).	Refused
18/03643/CM	Disused Quarry Worsham Lane Asthall Leigh Witney Oxfordshire	Planning application by Mikael Armstrong Acre End House, Hatching Lane, Leafield, Oxfordshire, OX29 9QP for planning permission: Importation, levelling and compacting of 10,470m ³ of inert waste soils for the construction of 7 bunds (varying between 186m ³ and 7,797m ³) for use by Brize Norton Gun Club at at Old Quarry in Worsham used by the Brize	Approved
19/01055/HHD	Near The Church Witney Lane Leafield	Erection of two storey extension to south elevation	Approved

Consultation & Communication

21. Public Consultation on Parish Council Projects

21.1 Review of additional Consultation Responses received: Councillors reviewed questionnaires received since the Christmas Fayre and noted comments made.

21.2 Delivery of Updated Public Consultation paper to All Households – Agree Content and Method: Amendments, including updated project costs were to be added to the second draft of the consultation questionnaire. It was agreed to state alternative burial options available locally. The questionnaire to be delivered to all households at the weekend.

21.3 Discussion and Planning for Public Consultation Meeting on Wed 15th January: The Clerk to prepare display materials and a presentation and submit additional publicity on-line. Presentations to be made by Cllrs Pearce and Caunt. Cllr Hamilton to invite the Churchwarden to attend as it was hoped that he may be able to answer questions relating to the Churchyard and existing burials.

22. Review of Correspondence Register

Wellers Hedleys reported back that they were proceeding with the transfer of part of the disputed land at Chimney End. The second property owner had not responded to emails sent by Wellers Hedleys. The Clerk to make phone contact.

Transport & Highways – no items

Ordinary Council Meeting Standing Items

23. Around the Village – Items to note or for future discussion.

23.1. Councillors noted that two wooden bollards on the Green were rotting. Cllr Pearce to seek a quote for replacement.

23.2. The Clerk to chase Gigaclear about when they are coming back to the village to do remedial work.

24. Date of Next Meeting:

–Public Consultation Meeting on Wednesday 15th January 2019 at 20.15hrs in the Village Hall

–Extraordinary Parish Council Meeting to include Budget & Precept Setting on Thursday 30th January 2020 at 8pm (change of date) in the Pavilion

There being no further business the meeting closed at 21.57 hours.

Signed: _____

Date: _____