

LEAFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held as a Virtual Meeting at 8pm on Wednesday 8th July 2020

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

In attendance: Sharon Henley, Clerk/RFO, District Cllr Gill Hill, County Cllr Liam Walker (part of meeting)

Members of Public: 1

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

Ordinary Council Meeting Standing Items

2. **Declarations of Interest in items on the Agenda:** None

3. **Approval of Draft Minutes of the Parish Council Meetings held on Wednesday 10th June 2020:** These were approved.

4. **Clerk's Report/Matters Arising:**

Information on OALC training courses had been circulated with dates for video conference training. Cllr Ward had requested to attend Councillor Fundamentals and was booked for 7th Sept. The Financial Management course in October was full. Cllr Pearce to submit a request to the Clerk for another course.

5. **County & District Councillors' Reports:**

District Cllr Gill Hill reported that the District Council offices were still closed with staff working from home. The Monitoring Officer was circulating weekly updates to local Councils. Business grants had now ended. There was a scheme for dog bins to be renewed.

County Councillor Liam Walker reported:

- The reorganisation of local government had arisen again with a County Council motion to discuss the future of local government in Oxfordshire with District Council leaders.
- There was a 'black hole' in finances post-Covid which may have an impact on parishes in the future.
- Active Travel and the 20mph Zone scheme – the government had released funding but OCC had only received 50% of money that was bid for. A further bid to be put forward once clearer guidance is available and this will mainly be for projects in Oxford City Centre and Witney Town Centre.
- A resident had emailed about the current trial of banning HGVs from travelling through Burford for an 18 month period as there were concerns that they would re-route through Leafield. Cllr Walker was not in support of this scheme but it had been paid for by Burford Town Council. His concerns were that the scheme would push traffic onto other villages which did not have the funds to fight it. He did not think the HGVs would affect Leafield but this would be part of monitoring process.
- The Chairman thanked OCC for the large number of roadworks that had recently been completed which had made a positive impact on travel around the area, particularly in Fairspear Road.
- A resident had requested an update on the ongoing water leak in Witney Lane and Cllr Walker promised to update at the next PC meeting.

Cllr Ward raised that the dog bin had not been emptied at the junction of Lower End and Greenwich Lane. Cllr Walker recommended that this was reported on fixmystreet.com which Cllr Ward agreed to do and Cllr Gill Hill also to follow up on this as a function of WODC.

6. **Opportunity for the Public to Speak:** No-one wanted to speak.

Policy & Finance

7. Approval of Receipts and Payments for July

Payee	Reason	Payment inc VAT	Receipt	Power To Spend
Wilsham Consulting	Inv 713/108 55% of Phase C Tender Works	£2,046.00		LGA 1972 s.133
EE	Clerk's mobile phone June	£13.27		LGA 1972 s.111
Zoom	Monthly Fee June	£14.39		LGA 1972 s.111
Ionos	Website & Domain Hosting June	£1.20		LGA 1972 s.111
McCracken & Son	June grass cutting Inv 9578	£796.80		LGA 1972 s.133
Amazon	Printer ink	£31.98		LGA 1972 s.111
SLCC	Clerk's Annual Membership Aug 2020 50% split LPC/Northleach TC	£127.00		LGA 1972 s.143
OALC	Councillor Fundamentals 7 th Sept for Cllr Kevin Ward	£42.00		LGA 1972 s.111
Sharon Henley	Clerk's Salary for July	Personal		LGA 1972 s.112(2)
Local Govt Pension Scheme	Sharon Henley Clerk's Pension for July - Employer & Employee Contribution	Personal		LGA 1972 s.112(2)
HMRC	Sharon Henley Clerk's NI & Tax for July	Personal		LGA 1972 s.112(2)
PWLB	Drawdown amount for Burial Ground Loan (-£25 fee)		£39,975.00	

The above payments were approved.

8. RFO Update on current Financial Situation:

- 8.1. Actual vs Budget report in Dropbox, no issues to report.
- 8.2. Internal Control checks were due. The Clerk to arrange to complete these with Cllrs Ward or Russ.
- 8.3. The External Auditor had acknowledged receipt of the AGAR submission.

9. **Progress on Loan Application for the New Burial Ground:** The PWLB loan had been received and the monies were in the bank account. The Clerk had added these to the earmarked reserves and updated the relevant spreadsheet. The PWLB had sent a repayment schedule with the first instalments being due in Jan 2021 and then six monthly for the term.

10. **Insurance Valuations for Fixed Asset Register: Consider Quote from BDG to obtain insurance valuations for the Village Hall, Pavilion and Lych Gate at a cost of £520 + VAT.** The Clerk outlined that this was to obtain updated figures for our insurers and the Fixed Asset Register from the company recommended by the insurers. The quote was unanimously agreed on the basis that valuations could be index-linked to provide updated valuations for the Fixed Asset Register going forward.

Recreation & Leisure

11. Play Area

- 11.1. **Monthly Report:** The Clerk reported as follows:
 - The play areas were still closed pending consideration of the Council's risk assessment. The hazard tape was continually being torn down. McCrackens had cut the grass around the play areas.
 - There were several molehills in the old play area.

- The toddler swing was dirty and had brambles encroaching from the rear. McCrackens to be asked to quote for this work.
- The litter bins had not been emptied and WODC had been contacted on 3rd July and would arrange to get this completed as soon as possible.
- The strimming behind the Pavilion had not been completed by McCrackens but the buildings were not yet open. There were weeds growing around the paving to the front of the Pavilion and McCrackens to be asked to trim these.
- The bench required wood treatment and Alan Smith had been asked for a quote. The current condition was very poor but he agreed to review the task further in drier weather.
- The insurance company had recommended weekly visual (recorded) inspections on the play area. Councillors agreed to assist – the Clerk to circulate the checklist and create a rota.
- The defibrillator checklist to be circulated to councillors for inclusion in the weekly checks. The Clerk to re-confirm maintenance requirements for the defibrillators.

11.2. Review & Approval of Risk Assessment for Post-Covid Re-Opening: The government had advised that play areas could be re-opened as from 4th July with suitable control measures in place. The Clerk circulated a draft risk assessment with industry guidance from several local government sources, including a paper from the Association of Play Industries highlighting that placing the entire burden of responsibility on the owner/operators was unworkable and that control measures should largely be a matter for personal/parental responsibility. The proposed control measures in the risk assessment were to place signage recommending the use of hand sanitiser and hand washing after each visit, limiting the number of users on the equipment and to limit time on the equipment to allow others to use. Users were recommended to clean the equipment prior to use. No food or drink to be consumed in the play area and not to visit the play areas if you felt unwell. It was agreed to open the play areas with these control measures but add to the assessment that cases in Oxfordshire were currently very low. The Wendy House seating on the toddler multi play contained some indoor seating so it was agreed to take this out of use by taping off. It was not thought possible for the Council to complete regular cleaning but a one-off clean to be arranged when possible. The Clerk to open the play areas on 10th July and place information signage on site with details on the website and Facebook.

12. Village Hall General Updates: Cllr Pearce updated that Witney Radio had responded to questions about the location and value of the equipment and had requested that it was located in the part of the building furthest away from the road. The Clerk to request some additional information prior to the request being granted.

The Committee were getting the hall ready to re-open post-Covid. Control measures such as push hand soap dispensers, auto hand sanitisers and lever taps had been fitted. They had appointed a new Village Hall cleaner who was now in the process of completing a deep clean. An updated SOP was being written for hirers and bookings being taken for future events.

The Clerk requested that cleaning cupboard was re-stocked with clear access to the CCTV system.

13. Village Hall Car Park – Update on Progress with Tender: Cllr Caunt updated that the tender process had not produced a quote within budget and the design contractor required additional fees to work further on the project. After discussion it was agreed for the Clerk to request a video conference call to discuss options to take the project forward within budget.

14. Cracks in the Pavilion Building – Discussion on possible mitigating actions: The Gym Committee had confirmed that there were no new cracks in the Gym. Some cracks had been there for a long time but the ones above the toilet doors were there since the flood. The Clerk had contacted the insurers for advice and to update at next meeting.

15. Lower End Parish Noticeboard – Consider quote for repair from Alan Smith for £48: The quote was unanimously agreed. The Clerk to contact the neighbour adjacent to the noticeboard to request that the leylandii was trimmed prior to treatment to enable access.

16. **Gym Committee’s purchase of Goalposts for the Village:** The Committee had agreed to purchase and install these following requests from villagers. The Committee had offered to donate these to the Parish Council as part of their Fixed Assets and these would be covered by Council insurance. This was agreed by Councillors.

Environment

17. St Michael & All Angel’s Churchyard:

- 17.1. **Handover of Closed Churchyard:** The closure had been approved by the Privy Council and the PCC had given the statutory 3 months’ notice meaning that the handover was expected around 26th September.
- 17.2. **Churchyard Working Party** –Cllr Hamilton reported that several volunteers had come forward. He was planning a meeting at the beginning of September to arrange some initial clear-up sessions in collaboration with the Churchwarden. A written plan of work for the working party to be prepared. Cllr Ward offered to advise as he had some previous professional experience of churchyard maintenance.

18. Burial Ground Project – Update on Construction Phase: The following was discussed:

- 18.1.A site meeting had taken place with all interested parties to determine site acces, materials and equipment storage.
- 18.2.The contractor had confirmed that they intended to start w/c 13th July. The Clerk to inform residents on social media and the website.
- 18.3.The Clerk had sent off the application for membership to the ICCM with a view to obtaining advice on setting up the burial ground.
- 18.4.It was agreed to set a target start date of the beginning of October for use of the burial ground and any potential applications to be advised on this.
- 18.5.Cllr Pearce to investigate the process for consecration of land within the burial ground with the diocese.

19. **Discussion on Thames Water Supply Issues in the Village:** Councillors discussed various problems with the water supply that they had been made aware of. It was thought that minimum standards were currently being met by Thames Water so nothing was expected to change unless there were more houses built that required additional infrastructure. It was difficult to gauge how many problems had been reported to Thames Water and which of those were ongoing. The Clerk to communicate with residents to ask that they let the Council know of reports made to Thames Water and their Issue Number. This would enable the Council to contact Thames Water with firm evidence in the future.

20. Planning

Planning Applications Received & Decision Notices

Received				
Ref	Address	Proposal	Deadline	Comments by LPC
20/01224/LBC	Old George House The Green Leaffield	Remedial work to three of the existing chimneys. Planning (Listed Building and Conservation Areas) Act	10/07/2020	No comments.
20/01536/S73	Roselyne 60 Lower End Leaffield	Variation of condition 2 of planning permission 20/00675/S73 to allow amended plans which include habitable rooms in the loft, the addition of a basement and provision of storage space above the garage together with the removal of conditions 11 (relating to the installation of protected species measures), 12 (relating to boundary treatment), 13 (relating to water consumption) and 14 (relating to permitted development rights).	20/07/2020	It was thought that this application was similar to the original application submitted. The current application to be reviewed against the original application and comments to be submitted.

20/01232/HHD	Pratts Cottage The Green Leaffield Witney Oxfordshire OX29 9NP	Side and first floor extensions to the existing garage.	28/07/2020	This is a Grade II listed building. The Planning Officer to be asked whether it meets the requirements in the WODC Design Guide for applications within the Conservation Area.
Decision Notices				
Ref	Address	Proposal	Decision	
20/00942/FUL	19 Fairspear Road Leaffield Witney Oxfordshire OX29 9NT	Erection of detached ancillary annexe including new dropped kerb and off-street parking	Approved	
20/01137/CND	Windy Ridge The Green Leaffield	Discharge of Condition 4 (Window details) of planning permission 19/00672/HHD	Approved	

Transport & Highways

21. **Update on Drainage Issues in the Village:** The Clerk had met the OCC Highways Officer on site following queries raised about drainage on the Village Green. The only drain that he had been able to find on the Green was on the roadside by the school and this was connected to a soakaway a couple of metres away on the Green. There were no other drains going across the main Green according to his investigations. They had cleared out the ditch soakaway adjacent to the small Green and this was usually done every four years. They had looked at the issues with water on the road at Lower End and were planning to clean out the ditch by the road sign.

They were planning to map the parish drains on their GPS system so upgraded records would exist in the future. Cllr Hamilton advised that the drain in the turnaround by the pub on the southern end gets backed up with heavy rain and the Clerk to query this with the Highways Officer.

22. **20mph Speed Limit/Traffic Calming Measures in the Village – discussion on areas of concern:** Cllr Russ had received an email from a resident highlighting issues and potential measures to be taken. With the resident's permission, the information to be circulated to other councillors. This to be added to the August agenda for discussion.

Consultation & Communication

23. **Update on Parish Council Email Addresses:** Councillors were now using their new email addresses. The Clerk still had access to both the clerk's email addresses and hoped to migrate to the new address over time.

Review of Correspondence Register (missed off agenda): All items had been circulated and responded as necessary.

Ordinary Council Meeting Standing Items

24. **Around the Village – Items to note or for future discussion.** Cllrs Hamilton and Pearce noted that, following discussions at previous meetings, they were currently undertaking a survey of the Village Green to list damage requiring repair, possibly by a Village Green Working group.

25. Date of Next Meeting:

Ordinary Parish Council Meeting on Wednesday 12th August, venue tbc

There being no further business the meeting closed at 21.48 hours.

Signed: _____

Date: _____