

**LEAFIELD PARISH COUNCIL**  
**Minutes for the Parish Council Meeting**  
**Held as a Video Conference at 8pm on Wednesday 14 October 2020**

**Present:** Cllr Gina Pearce (Chairman), Cllrs Luke Caunt, Jeremy Russ & Kevin Ward; Clerk – Anne Ogilvie  
**Also in attendance:** District Cllr Gill Hill, County Cllr Liam Walker (from item 7), Cllr C Dingwall (Crawley Parish Council), Cllr M McCappinn (Crawley Parish Council)

**Members of Public:** 3

**1. A1 Welcome & Apologies for Absence**

Apologies were received from Cllr Hamilton.  
The Chairman welcomed the new Clerk.

**2. A2 Declarations of Interest in items on the Agenda**

Nil.

**3. A3 Approval of Draft Minutes of the Parish Council Meeting held on Wednesday 09 September 2020**

It was **resolved** to approve the minutes of the parish council meeting held on Wednesday 09 September 2020.

**4. Motion to move item 21.1 of the agenda to follow item 3.**

It was **resolved** to move item 21.1 of the agenda to follow item 3.

**5. A21 Burford Town Centre Experimental 7.5 tonne weight limit implementation**

**A21.1 Update from Crawley Parish Council (Colin Dingwall and Mark McCappinn) on proposals to introduce traffic restrictions through Crawley which may impact Leaffield**

The Councillors explained the aims of the project – to restrict vehicles of over 7.5 tonnes through Crawley, the activities which had taken place, and the next steps – to put forward a formal application for the restriction. Cllr Pearce thanked the Councillors for attending and explaining their project.

Cllr Dingwall and Cllr McCappinn left the meeting.

**6. A4 Matters Arising**

**A4.1 No update from McCrackens re enquiry about playground cleaning. Invoice has not been paid.**

**A4.2 Dry stone wall near smallpox memorial – FixMyStreet reports have been closed (to be considered for future programmed works).**

Cllr Walker would be asked to review this decision.

**A4.3 Cracks in pavilion**

Cllr Russ will work with Clerk to determine next actions required.

**A4.4 Pavilion ventilation**

Quotation has been received for the pavilion ventilation. The Council were asked if they were happy for the works to proceed, and if they could pay for some of the cost of the works.

It was **resolved** to approve the quotation and works in principle to allow the ventilation system to be installed, but that works cannot commence until the cracks issue has been resolved.

It was **resolved** that the council will not contribute towards the works, as there is no allowance in the budget for this financial year.

Cllr Walker entered the meeting.

**7. A5 County and District Councillors' Reports**

WODC Cllr Gill Hill reported that the WODC offices were still closed and that there was concern about the continued effects and increase in the pandemic. She noted the Council are concerned about the White Papers currently progressing through Parliament.

OCC Cllr Liam Walker reported that:

- a. The Witney Lane drainage issue will be resolved, works are planned for 11-15 January;
- b. The junction by the Bird in the Hand will be closed in November for Thames Water works;

- c. He is keen for Leafield to pilot for the speed limit scheme. Data and findings would need to be paid for by the Council.
  - d. There is a proposal to review HGVs in the Windrush Valley to see where the issues are.
  - e. A new COVID-secure team has been established across Oxfordshire. He noted that Oxford figures are rising. Cllr Russ reported that the white lines at the Church junction need to be renewed. Cllr Walker stated he would make a note for the works to be in next year's programme.
- Cllr Ward queried whether the Burford weight limit situation could be changed. Cllr Walker stated that it is a trial and the final decision has not been made. Cllr Pearce was concerned that A road restrictions has pushed more traffic onto B and unclassified roads. Cllr Walker advised that if traffic displacement to unsuitable areas can be proved, this should be sent to OCC. Upon questioning, Cllr Walker advised that the trial time limit or weight limit cannot be changed.

Cllr Walker left the meeting  
Cllr Hill left the meeting.

**8. A6 Opportunity for the public to speak**

The Council were advised that the new sign which the Gym had paid for has been installed. The Council were advised that one set of goalposts have been put out on the playing field, and the second set will be installed as soon as possible.

**9. A7 Clerk/RFO Role – Update on recruitment and transition process**

The new Clerk started on 17 September on restricted hours whilst working the notice period of previous parish. Week beginning 12 October was the first week on standard hours. It was noted that the Clerk became CiLCA qualified last week.

**10. A8 RFO update on current financial situation**

The balance of Community Direct Account as of 14 October is £90,713.94. The bank reconciliation and budget update will be completed when the bank statement has been received.

**11. A9 Resolution to approve additional annual insurance premium from 01 October 2020 with Came & Co at £1,518.30 on a 3-year long term agreement to finish in 2021, due to updated valuations supplied during September 2020.**

It was **resolved** to approve the payment of the additional premium amount of £1,518.30.

**12. A10 To approve receipts and payments for October.**

Payee	Reason	Payment inc VAT	Receipt	Power to spend
EE	Clerk's mobile phone October	£13.27		LGA 1972 s111
Zoom	Monthly fee October	£14.39		LGA 1972 s111
Ionos	Website/domain hosting October	£1.20		LGA 1972 s111
HMRC	PAYE/NI – to correct typographical authorisation error – Sept 2020 P6	£0.01		LGA 1972 s112(2)
Portal Plan	Planning application service re land adjacent to St Michaels and All Angels	£141.00		LGA 1972 s214(2)
Quest Ltd	Inv 12305 – Valuation 2 less previous valuations less retention	£9,019.21		LGA 1972 s214(2)
ATB Sports Solutions	Churchyard Mowing – 27/09/20	£120.00		LGA 1972 s215
James Hearn Mowing	Additional insurance premium	£1,518.30		LGA 1972 s111
Came & Co	Precept and grant		£31,230.50	
WODC	Salary	Personal		LGA 1972 s112, s151
Anne Ogilvie	PAYE/NI – period 7	Personal		LGA 1972 s112, s151
HMRC				
Totals		£12,207.67	£31,230.50	

It was **resolved** to approve the above payments.

It was **resolved** that Cllr Pearce enter the bank payments and Cllr Caunt would approve the payments.

It was noted that the invoice from McCracken & Co Ltd for Leaffield Grass cutting September, for £796.80 has been queried.

**13. A11 Play Area**

**A11.1 Monthly report – report on weekly inspections**

It was noted that the weekly inspection reports have been received and filed. It was noted that there has been fresh damage to playground equipment.

It was noted that work is taking place to close the enclosed play area, and to repair some equipment.

It was agreed that the Clerk would take over the weekly inspections.

**14. A12 Village Hall**

**A12.1 Updates: Cllr Pearce**

Cllr Pearce reported that since Village Hall has been reopened it has been very busy, the new cleaner has done a great job, and good feedback has been received from users.

Cllr Pearce reported that no progress had been made regarding the committee yet.

**A12.2 Update on antisocial behaviour and liaison with Police: Cllr Pearce**

Cllr Pearce reported that she had given a phone statement and is waiting to receive a copy of this to sign.

**A12.3 To approve quotation from Cotswold Security for supply and installation of 2 additional CCTV cameras, and agree actions**

It was **resolved** to approve the quotation from Cotswold Security for the supply and installation of 2 additional CCTV cameras for a cost of £960 + VAT.

It was noted that Council will need to approve virement for this purchase.

**A12.4 To approve purchase of gate for entrance to Village Hall car park, and agree actions**

It was **resolved** to approve the purchase of gates for the entrance to the Village Hall carpark, from £212.92 + VAT from StowAg.

It was noted that volunteers will be required to help install the gates.

It was noted that local residents would need to be contacted to arrange a rota for locking the gates. Cllr Russ to progress this.

**15. A13 Village Hall Car Park**

**A13.1 Update on progress of project – Cllr Caunt**

Cllr Caunt reported that meetings had been held with the contractors regarding revisiting the original specification and variations in rates. Responses are expected within the next month.

**A13.2 Consideration and approval of outputs of car park design tender, work package, compliance and confidence – Cllr Caunt.**

It was **resolved** to defer this item to the next meeting.

**16. A14 St Michael and All Angel's Churchyard**

**Update on Working Party Meeting (26 September 2020) outcomes – Cllr Hamilton**

The Working Party report was read out.

**17. A15 Burial Ground Project**

**A15.1 Update on progress of construction phase – Cllr Pearce**

It was **resolved** to approve James Hearn to continue to mow/strim the churchyard until a new contract is agreed next year.

Prices for mowing the burial ground had been received from James Hearn.

It was noted that ATB Sports Solutions are responsible for the new burial ground grass for the time being. The Clerk will contact them to confirm the number of cuts/work etc included in their contract.

**A15.2 Update on progress of consecration of plots – Cllr Russ**

Cllr Russ reported that there are outstanding points before a consecration date can be organised:

- a. Acquisition of a faculty regarding pathway movement
- b. Discharge of planning conditions

**18. A16 Leaffield Primary School: To discuss request to install a path from the existing path on The Green, to the west side of the Village Green, and agree actions. COVID-19 measures implemented by the School mean that Class 3 now enter and exit via a separate gate on the lower part of the The Green.**

It was **resolved** to defer this item.

- 19. A17 Lower End drainage – to discuss the drainage issue, including lack of gully, and agree actions**  
 It was noted that there is no gully to drain into the ditch. When reported to Cllr Walker, he suggested that it would be quicker for council to manage this themselves. The Council were concerned regarding H&S issues of carrying out this work.  
 It was **resolved** that the Clerk would contact Cllr Walker and OCC and follow this up.
- 20. A18 To receive report of red telephone box survey results and agree actions**  
 The report of the red telephone box survey results was received.  
 It was **resolved** to select position C, next to the postbox on The Green.  
 It was **resolved** to approach WODC to determine if planning permission is required for the site.  
 It was **resolved** that Councillors would discuss the decision with those who may not be happy with agreed position.  
 It was noted that the next step was to consider the ideas and produce a design.  
 It was agreed that the consultation report would be uploaded onto the website.
- 21. A19 Planning Applications received and decision notices**  
**Review of the applications listed below and any applications received after the agenda is issued**
- 20/02180/FUL – Fairspear Hill Farm, Fairspear Road, Leafield: Erection of agricultural livestock building – comment by 14/10/20 – The council had no comment.**
- 20/02181/FUL – Fairspear Hill Farm, Fairspear Road, Leafield: Erection of agricultural livestock building – comment by 14/10/20 – The Council had no comment.**
- 20/02182/FUL – Fairspear Hill Farm, Fairspear Road, Leafield: Erection of agricultural straw and machinery storage barn – comment by 14/10/20 – The Council had no comment.**
- 20/02257/FUL – Fairspear Hill Farm, Fairspear Road, Leafield: Erection of farm workers dwelling – comment by 14/10/20 – The Council had no comment.**
- 20/02212/S73 – Roselyne, 60 Lower End, Leafield: Variation of condition 2 and removal of condition 6 (relating to windows that serve en-suites) of planning permission 18/00890/FUL, to allow relocation within the site of the dwelling and garage together with changes to layout and design, and to include additional living space within the attic and provision of a basement. Removal of condition 12 (also of permission 18/00890/FUL) to allow garage accommodation to be used in addition to the parking of vehicles, for storage, DIY, hobbies and other similar purposes – comment by 26/10/20 – The Council resolved to give the Clerk delegated authority to respond to this application on receiving councillor comments.**
- 20/02213/FUL – Roselyne, 60 Lower End, Leafield: Construction of replacement dwelling, detached garage and stone boundary wall – comment by 26/10/20 – The Council resolved to give the Clerk delegated authority to respond to this application on receiving councillor comments.**
- 20/02544/DNC – St Michael and All Angels Church, Lower End, Leafield: Discharge of Conditions 4 (Boundary Treatments) and 5 (Surface Water Drainage) of Planning Permission 19/01177/FUL – The Council had no comment as this was an application in regard to the new burial ground.**
- 20/00029/APPEAL – original application 20/00675/S73 – Roselyne, 60 Lower End, Leafield – Removal of conditions 6 (relating to windows that serve en-suites) and 12 (to allow the garage accommodation to be used, in addition to the parking of vehicles, for storage, DIY, hobbies and other similar purposes) and noncompliance with condition 2 (to allow the plans as approved under 19/03002/FUL to be used), all of planning permission 18/00890/FUL The Council resolved to give the Clerk delegated authority to respond to this appeal on receiving councillor comments.**
- 22. A20 Review of Government Planning Consultations and decision on representations to be made:**
- A20.1 White Paper: Planning for the future (deadline 15 October)**  
<https://www.gov.uk/government/consultations/planning-for-the-future>
- A20.2 Transparency & Competition: Data & Land Control (deadline 16 October)**  
<https://www.gov.uk/government/consultations/transparency-and-competition-a-call-for-evidence-on-data-on-land-control>
- It was **resolved** to send the letter proposed by Cllr Ward to Robert Courts, MP.  
 It was **resolved** to send the letter proposed by Cllr Ward to NALC as the Councils response to the Planning for the future consultation.  
 It was **resolved** that Cllr Ward would create a draft response to the questions in the Planning for the future consultation, and circulate to council for approval before submitting on the Council's behalf.

It was **resolved** to investigate creating a committee, led by Cllr Ward, to create a Neighbourhood Plan. It was noted that this would require volunteers from the community. It was agreed that Cllr Pearce would create an article for inclusion in the Newsletter.

**23. A21 Burford Town Centre Experimental 7.5 tonne weight limit implementation**

**A21.1 – see item 5**

**A21.2 Traffic Survey – to receive update and agree when, where and how people can help**

It was reported that 2 of the 6 days have been completed, with much support from the community.

**A21.3 Decision on any further actions required to enable factual comments to be submitted by Leafield Parish Council to OCC**

It was **resolved** to defer this item to the next meeting.

**24. A22 To consider purchase and installation of “Twenty’s Plenty” signage to encourage safe motoring speeds, an agree actions**

The Council noted the report prepared by the Clerk.

It was **resolved** to purchase and install “Twenty’s Plenty” signage, sites to be agreed by Council.

**25. A23 COVID-19 – Review/update on the Village Volunteer Group – Cllr Russ**

It was **resolved** that no further action was required.

**26. A24 Correspondence Register**

Report of glass in material used to make good the Village Car Park – Clerk to investigate and contact Contractor.

TTRO regarding road closure in Witney Lane – Clerk to upload to website and Facebook.

No further actions required.

**27. A25 Around the Village – items to note or for future discussion**

It was noted that the Council’s Remembrance Day wreath would be ordered this week.

It was noted that Cllr Russ would arrange for the WWI Soldiers and Poppies to be put out by the flagpole on the Village Green.

**28. A26 Date of Next Meeting**

Ordinary Parish Council Meeting on Wednesday 11 November at 8.00 pm via Zoom.

The meeting was closed at 10.14 pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_