**LEAFIELD PARISH COUNCIL**

**Minutes for the Parish Council Meeting**

**Held as a Video Conference at 8pm on Wednesday 13 January 2021**

**Present:** Cllr Gina Pearce (Chairman), Cllrs Jeremy Russ, Richard Hamilton & Kevin Ward;
Clerk – Anne Ogilvie

**Absent:** Cllr Luke Caunt

**Also in attendance**: OCC Cllr Liam Walker, District Cllr Gill Hill (from item 33)

**Members of Public**: 3

**1. Welcome from the Chairman**The Chairman welcomed everyone to the meeting.

**2. To receive apologies for absence**
Apologies were received from Cllr Caunt.

**3. To approve and sign minutes of Council meeting on 09 December 2020**It was **resolved** to approve the minutes of the Council meeting on 09 December 2020 with the following amendment:
Item 28 – The Council are happy to review this item in or after six months if surplus funds are available.
They will be signed by the Chairman at the earliest opportunity.

**4. To receive declarations of interest in items in the agenda**It was noted that Cllr Pearce has a dispensation with regard to the Village Hall Car Park.
There were no other interests declared.

**5. To receive and comment on the Clerk’s Report**
The Clerk’s Report was noted.
The Clerk noted the following updates since publication of the report:
5. RPM suggested removing the existing monkey bar crossing for timebeing, and advised work could be safely undertaken by the Council.
5 Quotation chased for basket swing seat.
13. Phone box planning query has been received by WODC. They aim to provide a response within fifteen working days, but advised that it may take longer.
20 b. Phone call received advising the grant application was successful, they offered £2313. The Council needs to confirm acceptance of the lower grant offer.
24 a. FMS status changed to: No further action, with comment “*We are investigating tree ownership with the aim to have trees in this area lifted.”*
25 b. Playground review with RPM took place on 13 January.
The Council commented:
Burial Ground – Council were concerned about the drainage and requested that the Clerk contact the contractor to discuss.
Grant application for Lych Gate – The Council agreed to accept the lower grant amount offered by the Cotswold Conservation Board.

**6. To receive reports from District and County Councillors**OCC Cllr Liam Walker reported that:

a) The number of COVID-19 vaccination centres are increasing in Oxfordshire, there are currently twenty two. There are plans to have a mass vaccination hub in the county.
He reminded the meeting that the public needs to be patient and wait to be contacted to receive their vaccination. He also advised the meeting to be wary of scams regarding vaccinations.

b) The drainage works in Witney Lane are underway, and he hoped that they would be completed by the end of the week. Regarding Lower End, he requested photos of the area to aid his investigation. Cllr Ward offered to send photos.

c) The road closure by Finstock Station from 08 February until the middle of March is still planned to take place.

d) He encouraged the public to send their comments about the Burford experimental weight limit to himself or Christian Mauz.

Cllr Pearce thanked Cllr Walker for his attendance at council meetings, and his support of village issues and problems.

**7. Opportunity for the public to speak –** *to provide members of the press/public with the opportunity to comment on items on the agenda, or raise items for future consideration. In accordance with Standing Orders, this will not exceed 15 minutes in total and five minutes per person*A member of the public thanked Cllr Walker for his help in organising the drainage works in Witney Lane.
A member of the public thanked the council for the pavilion works, and queried the possible short-term consequences for the community gym.

**8. Budget update – To review and approve current year budget update**
The Council reviewed and **resolved** to approve the current year budget update.

**9. Finance update – To review and approve finance update**The Council reviewed and **resolved** to approve the finance update. It was noted that the current account balance after the January payments have been processed will be £87,152.20. The bank reconciliation was approved. It was noted that a VAT reclaim for £10,845.50 had been received.

**10. Payments and receipts – to review and approve current payments, to note current receipts**

**Payee Reason Payment Receipt Power to spend
 inc VAT**

EE Clerk’s mobile phone December £13.27 LGA 1972 s111

EE Clerk’s mobile phone January £13.27 LGA 1972 s111

Zoom Monthly fee January £14.39 LGA 1972 s111

Eyelid Prod’ns Annual website support £100.00 LGA 1972 s142

UK Debt PWLB Loan repayment 07/01/21 £1,276.00 Local Government Act

Mgt Office 2003 Sch 1 para 2

Ionos Remainder of December monthly fee £4.80 LGA 1972 s111

Ionos Website/domain hosting January £6.00 LGA 1972 s111

Anne Ogilvie Salary Personal LGA 1972 s112, s151

HMRC PAYE/NI Personal LGA 1972 s112, s151

HMRC VAT reclaim £10,845.50

Totals £2,463.63 £10,845.50

It was **resolved** to approve the above payments and note the receipt of the VAT reclaim.

**11. To instruct bank signatories to approve payments**

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

**12. To review and approve the Privacy Notice**It was **resolved** to approve the Privacy Notice.

**13. To review and approve the Privacy Notice – Staff, Councillors and Role Holders**It was **resolved** to approve the Privacy Notice – Staff, Councillors and Role Holders.

**14. To review and approve the Data Protection Policy**It was **resolved** to defer this item to the next meeting.

**15. To review and approve the Document Storage, Retention and Destruction Policy**It was **resolved** to defer this item to the next meeting.

**16. To review and approve the Security Incident Response Policy**It was **resolved** to defer this item to the next meeting.

**17. To review and approve the Privacy Policy**It was **resolved** to defer this item to the next meeting.

**18. To review and approve the Requests for Information Policy**
It was **resolved** to defer this item to the next meeting.

**19. To review and approve the Co-option Policy**
It was **resolved** to defer this item to the next meeting.

**20. To review and approve the Business Continuity Policy**
It was **resolved** to defer this item to the next meeting.

**21. Village Hall – To receive update from Cllr Pearce**Cllr Pearce reported that the Village Hall had been closed in line with the current National Restrictions.

**22. Village Hall Car Park – To receive update from Cllr Caunt**Cllr Pearce provided the Council with an update from Cllr Caunt – The current costing is £119k, but he believes this figure can be reduced by £5k. Unfortunately, due to increases in material costs, he believes the minimum cost will be £110k. Prices will be circulated to council when available.

**23. Village Hall Car Park gates – To consider whether to delay these works until decision has been made regarding Car Park works**
It was **resolved** to defer these works until a decision has been made regarding Car Park works.

**24. Pavilion – To consider external maintenance required and agree actions**The Clerk reported that the kitchen drain output was blocked, and that the drain pipe had come away from the gutter at the ladies toilet corner and that drain was blocked.
Cllrs Pearce and Russ agreed to investigate and, if possible, repair the drain pipe.
Mr Birtley offered to clean out the leaves from the drains at the weekend.
It was **resolved** that the Clerk would obtain quotations for any further maintenance works required to rectify these issues.

**25. Churchyard – To receive Working Party update from Cllr Hamilton**
Cllr Hamilton reported that there was no update.

**26. Burial Ground Project**

**26.1 To receive update on progress of construction phase from Cllr Pearce**Cllr Pearce reported concern about the drainage, and noted that she would forward photos to the Clerk.
It was **resolved** that the Clerk would contact the contractor regarding this issue.

**26.2 To receive update on progress of consecration of plots from Cllr Russ**Cllr Russ reported that there was no update, and he was waiting for the Diocese to respond.

**27. Village Green – To receive Working Party update from Cllr Hamilton**Cllr Hamilton reported that there was no update.

**28. Tree Survey – To consider arranging the biennial tree survey**
It was **resolved** to arrange the biennial tree survey, and noted that the Churchyard would need to be included in the specification.

**29. To comment on planning applications received**

**29.1 APP/D3125/C/20/3262127 –** Lower Farm, Witney Lane, Leafield – Unauthorised material change in the use of the land from agricultural use to domestic tennis court
Comment deadline: 20 January 2021
It was **resolved** to agree with WODC’s decisions.

**29.2 APP/D3125/C/20/3262148 –** Lower Farm, Witney Lane, Leafield – Unauthorised construction of a hard surfaced tennis court
Comment deadline: 20 January 2020
It was **resolved** to agree with WODC’s decisions.

**29.3 20/03297/FUL –** Stables, Fairspear House, Fairspear Road – New external staircase and landing area with bin store and utility area beneath together with new windows and photovoltaic panels forming part of the conversion approved under 20/02010/PN56
Comment deadline: 27 January 2021
The Council had no comment on this application.

**29.4 20/03184/FUL** – Malt House, Witney Lane, Leafield – Refurbishment works to include single storey extension and glass link together with new entrance porch. Creation of a new independent vehicular access
Comment deadline: 29 January 2021
The Council had no comment on this application.

**30. To comment on any planning applications received before date of meeting**Nil.

**31. To receive update of previous planning applications
20/02212/S73** – Roselyne, 60 Lower End, Leafield – Variation of condition 2 and removal of condition 6 (relating to windows the 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 –
Approved – 16 December 2020
**20/02213/FUL** – Roselyne, 60 Lower End, Leafield – Construction of replacement dwelling, detached garage and stone boundary wall –
Approved – 16 December 2020
**20/00029/APPEAL** – 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 suitable purposes) and non-compliance with condition 2 (to allow the plans as approved under 19/03002/FUL to be used) all of planning permission 18/00890/FUL –
In progress
**20/02842/HHD** – Greenside, The Ridings, Leafield – Alterations and single and two storey extension -
Approved – 14 December 2020
20/02698/FUL – The Leazings, Witney Lane, Leafield – Conversion of attached barn to provide additional living accommodation
Under consideration
**20/03032/LBC –**The Leazings, Witney Lane, Leafield – Internal and external alterations to convert attached barn to provide additional living accommodation
Under consideration
**20/02875/HHD** – Leafield Pig Farm, Purrants Lane, Leafield – Alterations and erection of triple garage with room above
Under consideration

**32. Burford Town Centre Experimental 7.5 tonne weight limit implementation – To approve response letter to OCC**It was **resolved** to approve and send the response letter to OCC.
Cllr Pearce thanked Deborah Triff and Cllr Hamilton for their work on this project, and engaging the community.

 Cllr Hill entered the meeting.

**33. To agree response to “20’s Plenty for Oxfordshire” campaign and agree actions**It was **resolved** not to take any further action.

**34. Correspondence Register – To receive register and agree actions**The Correspondence Register was noted.
Cllr Pearce noted that she will discuss OCC’s Climate Action Framework with Cllr Caunt.

**35. COVID-19 update – National Restrictions from 05 January 2021**

**35.1 To consider any community assistance required by the Council**It was noted that the WhatsApp group is still operating, and the local shop is handling requests for deliveries. The Council details are on the website and in LWO if anybody needs to contact the Council.

**35.2 To receive update of actions taken by Council in response to new restrictions**
It was noted that the playground is allowed to remain open.

**36. To receive items for information only**Cllr Hill noted that COVID-19 help information is available on WODC’s and OCC’s websites.

**37. To receive requests for items for next agenda**Burial Ground information for website.
Grass cutting contract.

**38. To agree next ordinary council meeting – Wednesday 10 February 2021 via video conference**

The meeting was closed at 9.20 pm

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