**LEAFIELD PARISH COUNCIL**

**Minutes for the Parish Council Meeting**

**Held as a Video Conference at 8pm on Wednesday 10 February 2021**

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

**Absent:** Nil

**Also in attendance**: OCC Cllr Liam Walker, District Cllr Gill Hill

**Members of Public**: 6

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

**2. To receive apologies for absence**  
Nil

**3. To approve and sign minutes of Council meeting on 13 January 2021**It was **resolved** to approve the minutes of the Council meeting on 13 January 2021. These will be signed 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.

**5. To receive and comment on the Clerk’s Report**  
The Clerk’s Report was received and noted.  
The Clerk noted the following:  
4 b. Trial pits were dug on 09 February.  
4 c. Came & Co have stated that the Pavilion should remain closed until experts provide their qualified advice that it is safe to use and re-open.  
17 b. An extension for the works to be completed is needed.

**6. To receive reports from District and County Councillors**WODC Cllr Gill Hill reported:

Flooding has affected much of the area, but she noted that Leafield has not fared too badly.

OCC Cllr Liam Walker reported:

a) HGV update – The consultation closed last Friday. Cllr Walker stated that he felt there were issues and that there is no need to wait until the end of the 18 month trial to make a decision. He will be pushing for a decision to be made before May.  
b) Vaccine update – More than 90% of the over 80’s have received the first vaccination, as have 50% of the over 70’s.  
c) The budget for 2021-22 was set yesterday. The only cuts are efficiency cuts. More funding has been put into drainage, and budget has been created for 20mph roads in the villages. Council tax will increase.  
d) The government has confirmed that local elections will be going ahead.

**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*Members of the public will raise their comments at the relevant agenda point in the meeting.

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

**9. Reserves – To review the reserves, and review and approve the allocation of earmarked reserves**Total reserves - £60,575.01: ear-marked reserves - £30,500.42, general reserves - £30,074.59  
The Council reviewed and **resolved** to approve the reserves.  
The Council reviewed the allocation of earmarked reserves.  
It was **resolved** to use the transparency earmarked reserves for the ongoing website costs (backdated to 01 April 2020) as permitted by the grant conditions.  
It was **resolved** to approve the allocation of the earmarked reserves.  
  
Cllr Hill and Cllr Walker left the meeting.

**10. Budget virement report**  
It was **resolved** to approve the budget virement report.

**11. 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 February payments have been processed will be £84,904.19. The bank statement and bank reconciliation were approved.

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

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

Zoom Monthly fee February £14.39 LGA 1972 s111

ICCM Cemetery training for Clerk £162.00 LGA 1972 s111

Leafield Village Donation £805.02 LGA 1972 s133

Hall

Anne Ogilvie Salary Personal LGA 1972 s112, s151

HMRC PAYE/NI Personal LGA 1972 s112, s151

Leafield Community Gym Rent Jan-Mar £325.00

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

**13. 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.

**14. To review and approve the Standing Orders**It was **resolved** to remove section 27.  
It was **resolved** to approve the Standing Orders with the above amendment.

**15. To review and approve Financial Regulations**It was **resolved** to remove section 8.3  
It was **resolved** to change section 9.8 from annually to six monthly.It was **resolved** to approve the Financial Regulations with the above amendments.  
It was **resolved** to create a policy for internet banking processing.

**16. To review and approve the Document Storage, Retention and Destruction Policy**It was **resolved** to approve the Document Storage, Retention and Destruction Policy.

**17. To review and approve the Security Incident Response Policy**It was **resolved** to approve the Security Incident Response Policy.

**18. To review and approve the Privacy Policy**It was **resolved** to approve the Privacy Policy.

**19. To review and approve the Requests for Information Policy**It was **resolved** to approve the Requests for Information Policy.

**20. To review and approve the Co-option Policy**  
It was **resolved** to approve the Co-option Policy.

**21. To review and approve the Business Continuity Policy**  
It was **resolved** to approve the Business Continuity Policy.

**22. To review and approve the revised Internal Check List form**It was **resolved** to approve the following amendments:  
- frequency of VAT reclaim  
- creation of separate line for earmarked reserves  
- internet banking – to audit approved procedure for processing payments and recording authorisations  
- creation of line to check data backups have taken place.  
It was **resolved** to approve the Internal Check List with the above amendments.

**23. To receive and comment on Asset Inspection Report of inspection on 29 January 2021.**The report was received  
It was **resolved** to approve the report.  
It was **resolved** to approve the report’s action list.

**24. Village Hall – To receive update from Cllr Pearce**Cllr Pearce reported that the Village Hall remained closed in line with the current National Restrictions, with the exception of the preschool which was still operating.  
Cllr Pearce noted that she will be attending a Village Hall meeting next week, and will provide a report to the next council meeting.

**25. Village Hall Car Park – To receive update from Cllr Caunt and agree actions**Cllr Caunt reported that there was no update as meetings had not taken place yet.  
It was noted that the insurance company would need to be informed when works commence.

**26. Playground works**

**26.1 To consider quotation received for replacement basket seat and agree actions**The quotation was noted. It was **resolved** not to replace the basket seat.

**26.2 To consider quotation received for playground repairs as requested at the Council meeting of 09 December 2020 and agree actions**  
It was **resolved** that Cllr Caunt would lead this project, and arrange a date to discuss options, which will be reported back to Council.

**27. Churchyard**

**27.1 To receive Working Party update from Cllr Hamilton**

Cllr Hamilton reported that there was no update.

**27.2 To consider request from the Church regarding the flooding and drainage issues in the closed churchyard and discuss options**It was **resolved** that Cllr Russ would liaise with Mr Bentley, Church Warden to discuss options and solutions, and report back to Council

**28. Burial Ground Project**

**28.1 To receive update on progress of construction phase from Cllr Pearce**Cllr Pearce reported that no response had been received regarding the Council’s concern about drainage.  
It was **resolved** to contact the contractor again regarding this issue.  
It was **resolved** to investigate obtaining quotes for a path on the left side of the burial ground.

**28.2 To receive update on progress of consecration of plots from Cllr Russ**Cllr Russ reported that he had not received a date for the consecration but had been advised that individual graves can be blessed as required in the interim.

**28.3 To receive update on administration processes and website page**Cllr Pearce and the Clerk had had a meeting and are working through the administration processes and setting up a new webpage.

**29. Village Green – To receive Working Party update from Cllr Hamilton**Cllr Hamilton reported that there was no update from the Working Party.  
Cllr Pearce thanked Deborah Triff, Michael Triff and Rich Weinhold for their recent works improving the Village Green.  
Cllr Caunt advised that the wildflower project by the school which was approved last year would be started in March.

**30. Grass cutting contract – To consider obtaining quotes for grass cutting contract for 2021**  
It was **resolved** to obtain quotes for the grass cutting contract for 2021, for the same areas as previous.   
It was agreed that the Churchyard and Burial Ground would be offered as a separate contract.

**31. Climate Action Day for Parish and Town Councils – To decide whether to participate at a Climate Action Day delivered by the Centre for Sustainable Energy**It was **resolved** to participate in the Climate Action Day. It was agreed that Cllr Caunt would attend.

**32. Lychgate – To consider next actions required regarding the repairs**It was **resolved** to check the grant conditions, and sign the acceptance letter if acceptable.  
It was **resolved** to request an extension of time, re the grant conditions.  
It was **resolved** to contact WODC to confirm if any permissions are required before works can take place.  
It was **resolved** to contact the companies which had indicated an interest to ascertain whether they were planning to quote for the works.  
It was **resolved** to contact the British Legion regarding possible grants for refurbishing the War Memorial.  
It was **resolved** to investigate permissions required for refurbishing the War Memorial.

**33. Wildflower areas – To consider the request for the creation of wildflower areas in the closed churchyard, and a wildflower strip and orchard by the enclosed playground**This matter was discussed. The Sustainable Leafield representative was requested to provide more detailed information, including maps, on their ideas, to be presented to Council at a future meeting.

**34. Red telephone box – To consider actions required to prepare for the installation of the telephone box**  
It was **resolved** to arrange a meeting to ensure that the relevant liability certificates, insurance provision and risk assessments will be provided prior to works commencing.

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

**35.1 20/03539/HHD –** 25 Chapel Close, Leafield – Erection of single storey front and a two storey rear extension  
Comment deadline: 12 February 2021.  
It was **resolved** to object if the front building line had been contravened.

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

**36.1 APP/D3125/W/21/3268121 –** Roselyne, 60 Lower End, Leafield – ref application 20/02212/S73  
Comment deadline: 10 March 2021  
The Council had no comment on this appeal.

**37. To receive update of previous planning applications  
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  
20/02698/FUL – The Leazings, Witney Lane, Leafield – Conversion of attached barn to provide additional living accommodation  
Withdrawn – 21 January 2021  
**20/03032/LBC –**The Leazings, Witney Lane, Leafield – Internal and external alterations to convert attached barn to provide additional living accommodation  
Withdrawn – 21 January 2021  
**20/02875/HHD** – Leafield Pig Farm, Purrants Lane, Leafield – Alterations and erection of triple garage with room above  
Approved – 05 February 2021  
**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  
In progress  
**APP/D3125/C/20/3262148**- Lower Farm, Witney Lane, Leafield – Unauthorised construction of a hard surfaced tennis court  
In progress  
**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 photovoltaic panels forming part of the conversion approved under 20/02010/PN56  
Under consideration  
**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  
Under consideration  
**20/02436/FUL –** Greenwich Lane Farm, Greenwich Lane, Leafield – Change of use of land to extend domestic garden, installation of outdoor swimming pool and construction of detached pool house  
Under consideration

**38. Correspondence Register – To receive register and agree actions**The Correspondence Register was received and noted.

**39. To receive items for information only**

**39.1 Temporary road closure and “no waiting” restriction at Finstock, B4022 Witney Road to facilitate carriageway patching works from 12 to 15 April, diversion route is via Leafield**Concern was noted about the potential increased traffic, including buses, through Leafield.

**39.2 Annual Parish Meeting**The Annual Parish Meeting will be held virtually, on Wednesday 28 April at 8pm.

**39.3 Annual Council Meeting**  
The Annual Council Meeting will be held on Wednesday 12 May.

**39.4 Playground inspections**The Clerk will inspect the playground once a month, councillors will take turns do the other weekly inspections.

Cllr Hamiton left the meeting.

**40. To receive requests for items for next agenda**Pavilion floor - update  
Wildflower planting in the Parish  
Churchyard drainage issues  
Car Parks works

**41. To agree next ordinary council meeting – Wednesday 10 March 2021 via video conference**

The meeting was closed at 10.21 pm

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