**LEAFIELD PARISH COUNCIL**

**Minutes for the Parish Council Meeting**

**Held as a Video Conference at 8pm on Monday 26 April 2021**

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

**Absent:** Cllr Luke Caunt

**Members of Public**: 3

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

**2. To receive apologies for absence**  
Cllr Caunt

**3. To approve and sign minutes of Council meeting on 10 March 2021**It was **resolved** to approve the minutes of the Council meeting on 10 March 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 advised that since the writing of the report:  
a) WODC have advised that Listed Building Consent is required for the Lych Gate repair works;  
b) WODC have advised that the Council needs to contact the Valuation Office Agency regarding the business rate value to be set on the Burial Ground.

**6. To receive reports from District and County Councillors**No reports received from WODC Councillors Gill Hill and Keiran Mullins, or OCC Councillor Liam Walker.

**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 queried whether the Council would be interested in having flashing roadsigns in Leafield advising of speed limits. The member of the public will investigate and provide more details to Council, so this item could be discussed by council at a future 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**It was **resolved** to defer this item to the next meeting.

**10. 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 April payments have been processed will be £112,004.62. The savings account balance is £566.09. The bank statements and bank reconciliations were approved.

**11. 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 April £14.39 LGA 1972 s111

EE Clerk mobile phone - March £13.27 LGA 1972 s111

EE Clerk mobile phone- April £13.43 LGA 1972 s111

Ionos Web hosting March - April £6.00 LGA 1972 s142

Ionos Web hosting April – May £6.00 LGA 1972 s142

Bitdefender Annual subscription £19.99 LGA 1972 s111

Ubico Emptying dog bin @ Village Hall £100.13 Litter Act 1983 ss5-6

CFO Annual subscription £55.00 LGA 1972 s111

WODC Waste collection Village Hall £344.50 Litter Act 1983 ss5-6

Eventbrite Webinar £38.93 LGA 1972 s111

Flagmakers Union Flag £160.32 LGA 1972 s137

ICCM Annual membership £95.00 LGA 1972 s111

Anne Ogilvie Salary Personal LGA 1972 s112, s151

HMRC PAYE/NI Personal LGA 1972 s112, s151

It was **resolved** to approve the above payments.  
The invoice from James Hearn was discussed and it was **resolved** to advise that the council would only be able to pay as per the Purchase Order raised, but would pay for two cuts.

**Receipts received**

WODC Precept – 1st half £30,972.50

**12. 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.

**13. To approve revised asset register**It was **resolved** to approve the revised asset register.

**14. Village Hall – To receive update from Cllr Pearce**Cllr Pearce reported that the Village Hall has partially reopened to some activities. Other groups are hoping to start back by end of May or beginning of June.

**15. Playground works**

**15.1 To consider requesting Playsafety Ltd undertaken the annual playground safety inspection**It was **resolved** to request that Playsafety Ltd undertake the annual playground safety inspection.

**15.2 Written notice has been received by the Proper Officer from two councillors for the following motion:  
Special motion to consider reversing resolution 26.1 in minutes of Council Meeting held on 10 February 2021  
*“26.1 To consider quotation received for replacement of basket seat and agree actions  
The quotation was noted. It was resolved not to replace the basket seat.”***It was **resolved** to reverse resolution 26.1 in the minutes of Council Meeting held on 10 February 2021.

**15.3 To consider quotation received for replacement of basket seat and agree actions**It was **resolved** to replace the basket seat at a cost of £1287.00 plus VAT.

**16. Pavilion – To receive update regarding insurance claim and agree actions**  
Subsidence – investigations are ongoing.  
An arboriculturalist has visited – report has not yet been received.  
Impact claim – paperwork has been sent to insurer and acknowledged. The council is waiting for a response regarding whether the damage can be repaired. It was noted that if works can take place, the toilets would not be accessible during this time.  
The insurer has informed the council that the subsidence does not render the building unusable.  
The insurer has informed the council that it would be able to make a business interruption claim.  
The council **resolved** to ratify to request Geocore carry out the drain clearance works required.  
It was noted that the kitchen sink cannot be used until the drain clearance work has taken place.

**17. Churchyard**

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

Cllr Hamilton advised that there was nothing to report.

**17.2 To receive update regarding the drainage issue from Cllr Russ and agree actions**Cllr Russ reported that this was still being investigated.

**18. Burial Ground Project**

**18.1 To receive update on progress of construction phase from Cllr Pearce**Cllr Pearce reported that two further cuts have taken place.

**18.2 To consider quotation for creation of paths on left hand side of burial ground and agree actions**It was **resolved** to contract ATB Sports Solutions to install the phase 2 pathway as per their quotation 15590, for a total cost of £17,501.62 ex VAT.

**18.3 To consider reversing resolution 19.1 in minutes of Council Meeting held on 12 August 2020  
*“19.2 – Resolution to arrange for consecration of 45 of the 68 grave spaces in Phase 1. Remaining plots to be non-consecrated to allow for non-denominational burials and interment of ashes.  
After discussion, this was resolved by councillors. The Chairman to send over to the Clerk an improved map of the burial plots annotated with numbers. It was confirmed that additional plots can be consecrated at a later date if required.”***It was **resolved** to reverse resolution 19.1 in minutes of Council Meeting held on 12 August 2020.

**18.4 To consider whether to consecrate part of burial ground, consecration to be carried out by Diocese of Oxford at a cost of circa £450**It was **resolved** not to consecrate any part of the burial ground.

**18.5 To consider which areas of the burial ground are to be consecrated and number of plots to be consecrated**  
This item was not considered, in light of the resolution made in 18.4

**19. Village Green – To receive Working Party update from Cllr Hamilton**Cllr Hamilton reported that works had taken place on Saturday.  
He proposed that a leaflet drop around the Green be made to advise residents of the works being undertaken, ask for volunteers, and ask for donations – any donations received to be put in an earmarked reserve.

**20. Grass cutting contract**

**20.1 To consider churchyard grass cutting quotations and select contractor**It was **resolved** to offer the churchyard grass cutting tender for 2021 to Kingham Garden Services at a cost of £211 per cut.

**20.2 To consider burial ground grass maintenance quotations and select contractor**It was **resolved** to offer the burial ground grass maintenance tender for 2021 to Kingham Garden Services at a cost of £86 per cut/maintenance.

**21. Red telephone box – To receive update regarding installation of the telephone box**  
There was no update.

**22. Community Orchard and wildflower area – To receive report on the Community Orchard and wildflower area and agree actions**A proposal was received to plant a Community Orchard on the playing field behind the enclosed playground. It was agreed that further discussions would be required to ensure that any plan would be compatible with the plans for the enclosed playground, and more detailed plans and information are required for the council to use to make a decision.

**23. Flag on Village Green – To note the Council’s appreciation to Paul Hayes for flying the flag on the Village Green**The Council noted its thanks to Paul Hayes for carrying out the correct flag flying protocols during the period of National Mourning.

**24. Planning application  
21/00701/LBC** –Old George House, The Green, Leafield – Replacement of stone slates with natural slates to roof of existing garden room  
Comment deadline: 27 April 2021  
The Council had no comment on this application.

**25. To comment on any planning applications received before date of meeting**21/00836/FUL – The Leazings, Witney Lane, Leafield – Demolition and rebuilding of the existing milking shed to provide additional living accommodation  
Comment deadline: 14 May 2021  
21/00847/LBC – The Leazings, Witney Lane, Leafield – Internal and external alterations to demolish and rebuild existing milking shed to provide additional living accommodation  
Comment deadline: 14 May 2021  
  
The Council commented that it wanted to ensure that the Cotswold stone effect in on the inside as well as the outside, as there is no drawing of the courtyard elevation.

**26. 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  
**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  
**20/03436/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  
**APP/D3125/W/21/3268121 –** Roselyne, 60 Lower End, Leafield – ref application 20/02212/S73  
In progress  
**21/00282/HHD-** Vine Cottage, 99 Lower End, Leafield – Erection of a single storey front extension  
Withdrawn -08 April 2021  
**21/00733/HHD –** Cornbury Cottage, Witney Lane, Leafield – Formation of a new vehicle access and off street parking for two cars  
Approved – 08 April 2021.

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

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

**28.1 TTRO – Road closure – B4022 Witney Road, Finstock, 22-26 April, 5am – 8pm , for carriageway patching works (dates changed from 12-15 April)**The works have taken place.

**28.2 To note that the Annual Parish Meeting will be held on Wednesday 28 April at 8pm, via Zoom**The agenda and access details can be found on the website and noticeboard.

**29. To receive requests for items for next agenda, and note that items for the next agenda must be received at least one week before the next meeting**The Clerk advised councillors that items would be required by Tuesday, as the next meeting is next Wednesday.

**30. To agree date, place and time for the Annual Council Meeting**Wednesday 05 May 2021, at 8pm via Zoom

**31. To consider options for holding council meeting and making decisions from 07 May, and agree actions**It was **resolved** to defer this item to the next meeting. Clerk to prepare report prior to the meeting.

The meeting was closed at 9.47 pm

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