**LEAFIELD PARISH COUNCIL**

**Minutes for the Parish Council Meeting**

**Held at 8.15 pm on Wednesday 08 September 2021 at Leafield Village Hall**

**Present:** Cllr Gina Pearce (Chairman), Cllrs Jeremy Russ, Luke Caunt and Tom Butler
Clerk – Anne Ogilvie
OCC Cllr Liam Walker (from item 7)

**Absent:** Cllr Kevin Ward

**Members of Public**: Nil

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

**2. To receive apologies for absence**
Cllr Kevin Ward

**3. To approve and sign the minutes of the council meeting on 11 August 2021**It was **resolved** to approve the minutes of the council meeting on 11 August 2021. The minutes were signed by the Chairman.

**4. To receive declarations of interest in items on the agenda**Nil

**5. To receive and comment on Clerk’s report**The Clerk’s report was received and noted.
There were no comments.

**6. To receive update regarding councillor vacancies**No applications have been received yet. Information has been put on the noticeboard and website.

Cllr Walker entered the meeting.

**7. To receive reports from District and County Councillors**WODC Councillors – no reports received

OCC Councillor
Cllr Walker advised that the Burford bridge HGV restriction issue is still ongoing.
He commented on the county wide scheme to allow parishes to implement 20MPH zones, subject to a positive consultation process and funds to install signage.

**8. 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***Nil

**9. Playground**

**9.1 To receive annual playground inspection report and agree actions**The inspection report had been reviewed by councillors at the last meeting and actions agreed.

**9.2 To receive regular playground inspection reports and agree actions**No further works had been identified.
It was noted that a new weekly inspection rota needs to be created.

**9.3 To consider quotation for playground repairs from RPM and agree actions**It was **resolved** to approve the quotation for £3530 plus VAT from RPM Ltd, to cover the works listed in the annual playground inspection.
It was **resolved** to ask RPM Ltd for alternative surfaces for the play area.

**10. Pavilion – To receive update regarding insurance claims and agree actions**No update had been received regarding the claims. It was noted that the next subsidence monitoring will take place on 13 September 2021.

**11. Football Club – To consider request from Football Club to install a temporary portacabin in the Village Hall Car Park for changing facilities**It was **resolved** to defer this item to the next meeting, as the requested information required in order for council to make a decision had not been received.

**12. CCTV/security system for the Village Hall and Pavilion**

**12.1 To consider review of the current CCTV system**It was noted that a system is required which allows for remote access, provides support and includes extra cameras with extra visibility.

**12.2 To consider obtaining quotations for a new CCTV/security system**It was **resolved** to obtain quotations for a new CCTV/security system.

**13. Village Hall Carpark**

**13.1 To consider obtaining quotations to lay concrete and install a gate between the path to the side of the Village Hall (that leads to the pre-school) and the large hedge to prevent unauthorised vehicle access to the playing field**It was **resolved** to obtain quotations for a gate option and a bollard option to prevent unauthorised vehicle access to the playing field between the path to the side of the Village Hall and the large hedge.

**13.2 Current repairs – To consider quotation from Churchill Surfacing to make repairs to the Village Hall carpark surface**It was **resolved** to approve the quotation from Churchill Surfacing Contractors for £1000 plus VAT for repairs to the Village Hall carpark surface.

**13.3 Regular annual repairs – To consider contracting a preferred supplier to carry out repairs to the Village Hall carpark on a regular basis**It was **resolved** to suspend Financial Regulation 11.1.h regarding the number of quotations required for this item, as proposed contractor had successfully carried out the works in previous years to the carpark to a satisfactory quality and at the best price, and has previously been the preferred contractor for such works.
It was **resolved** to offer a three-year contract to Churchill Surfacing Contractors to carry out repairs to the Village Hall carpark on a regular basis (twice yearly) as agreed with council.

**13.4 Driveway relaying – To consider obtaining quotations for surface works to the entranceway of the Village Hall carpark**It was **resolved** in principle to carry out surface works to the entranceway of the Village Hall carpark.
It was **resolved** to obtain two more quotations for the surface works to the entranceway of the Village Hall carpark, one quotation has been received.

**14. Churchyard**

**14.1 To review and approve the churchyard maintenance project management plan and agree actions**Cllr Caunt provided an update of the work to date on the plan. The project plan will be put to council at a future meeting.

**14.2 To consider quotations for church wall survey and agree actions**One quotation had been received prior to the meeting. This item will be put to council at a future meeting when two more quotations have been received.

**15. Lychgate – To receive update regarding repairs to the Lychgate**The Listed Building Consent planning application has been submitted to WODC, who have requested further information including a Heritage Statement, further plans and photographs.
It was **resolved** to obtain three quotations for a Heritage Statement.
It was **resolved** to purchase the plans required
It was **resolved** to take and submit the photographs required.

**16. Speed Sign – To consider obtaining quotation for speed sign and agree actions**It was **resolved** to undertake research, approach the Area Traffic Engineer and investigate prices for speed indication devices.

**17. Community Orchard/Forest Garden – To receive verbal report from Sustainable Leafield**No report was received.

**18. Burford Bridge weight restriction – To receive update regarding the autumn surveys**Cllr Pearce provided an update to the meeting, and noted that she will be attending a meeting next week.

**19. Planning – 21/02869/S73 – Variation of condition 2 of planning permission 21/00836/FUL to allow a reduced sized rebuild of the milking shed together with changes to fenestration – The Leazings, Witney Lane, Leafield – comment by 21 September 2021**It was **resolved** to comment on the external walls as per council comment regarding application 21/00836/FUL.

**20. Planning – 21/02953/HHD – Rear two storey extension and single storey extension – Sunnybank, The Green, Leafield – comment by 24 September 2021**It was **resolved** to comment regarding the proposal to add a bedroom, and therefore increase occupancy, with no increase in parking.

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

**22. To receive update of previous planning applications**

**21/00869/FUL –** Fairspear Hill Farm, Fairspear Road, Leafield – Erection of agricultural building
Under consideration
**21/00867/FUL –** Fairspear Hill Farm, Fairspear Road, Leafield – Erection of agricultural livestock building
Under consideration
**21/00868/FUL –** Fairspear Hill Farm, Fairspear Road, Leafield – Erection of agricultural straw and machinery storage building
Under consideration
**21/02193/S73** – Malt House, Witney Lane, Leafield – Variation of condition 2 of permission 20/03184/FUL to allow the creation of a new pedestrian gate.
Approved – 12 August 2021
**21/02526/HHD** – Vine Cottage, 99 Lower End, Leafield – Demolish existing porch and rebuild small washroom and utility
Under consideration

**23. To consider how planning applications are reviewed by council and agree actions**It was **resolved** to defer this item to a future meeting.

**24. Budget update – to review and approve current year budget update**The budget update to 31 August 2021 was reviewed. 18% of the budget has been spent.
It was **resolved** to approve the current year budget update.

**25. Reserves –to review the reserves**.
It was **resolved** to approve the reserve levels.

**26. Finance update – to review and approve finance update**The finance update to 27 August 2021 had been circulated to council.
As of 27 August 2021: receipts were £32,656.75, payments were £19,702.89, and the balance was £97,910.57.
The bank reconciliation and bank statement for August were reviewed.
It was **resolved** to approve the finance update. The Chairman signed the update.
It was **resolved** to approve the bank reconciliation to 27 August 2021. The Chairman signed the reconciliation.

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

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

Zoom Monthly fee September £14.39 LGA 1972 s111

Ionos Web hosting August-September £6.00 LGA 1972 s142

EE Clerk mobile phone August £13.43 LGA 1972 s111

ATBone Final valuation phase 1 retention £2,497.10 LGA 1972 s214(2)

ATBone Burial ground phase 2 path £21,001.95 LGA 1972 s214(2)

Anne Ogilvie Clerk salary – P6 Personal LGA 1972 s112, s151

HMRC PAYE & NI – P6 Personal LGA 1972 s112, s151

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

The council requested further information be provided by Kingham Garden Services regarding invoices KGS101161 and KGS101190, and did not approve their payment at this meeting.

It was **resolved** to cancel the chargeable Zoom account and downgrade to the free version.

**Receipts received**Nil

**28. 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.

**29. To approve Terms of Reference for the Village Green working group (deferred from meeting on 09 June 2021)**It was **resolved** to approve the Terms of Reference for the Village Green working party.

**30. To consider draft Action Plan for 2022-23 and agree actions**It was **resolved** to defer this item to the next meeting.

**31. To consider request from the Clerk to attend the SLCC National Conference in October**It was **resolved** to approve the request from the Clerk to attend the SLCC National Conference in October, and pay one-third of the fee, £34 plus VAT.

**32. To review and approve the Health and Safety Policy**It was **resolved** to approve the Health and Safety Policy.

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

**34. Correspondence Register – to receive register and agree actions**The correspondence register was received and noted.
It was agreed to respond to OCC’s Bus Improvement Plan survey.

**35. To receive items for information only**a) The Clerk reported that the Burial Ground phase 2 path had been completed.
b) The Clerk reported that the 20’s Plenty sign on Hatching Lane was missing.
c) The Clerk reported that the noticeboard on Lower End needs to be resecured in the ground. It was agreed to ask a local contractor to investigate.

**36. To receive requests for items for the next agenda, and note that items for the next agenda and background papers must be received at least one week before the next meeting**a) To review the mowing and grass maintenance specifications and update for next year as necessary.
b) To credit back the 2020 uncleared payment on the accounts.
c) To discuss the draft budget at the November meeting, for approval at the December meeting.
d) To ask the public for strategy ideas and views for the council.

**37. To agree date, place and time for the next meeting**It was **resolved** to hold the next meeting of the council on Wednesday 13 October 2021 at 8.15 pm, at Leafield Village Hall.

The meeting was closed at 10.33 pm

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