**LEAFIELD PARISH COUNCIL**

**Minutes for the Parish Council Meeting**

**Held at 8.23 pm on Wednesday 13 October 2021 at Leafield Village Hall**

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

**Absent:** Cllrs Kevin Ward and Tom Butler

**Members of Public**: Nil

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

**2. To receive apologies for absence**
Cllrs Kevin Ward and Tom Butler

**3. To approve and sign the minutes of the council meeting on 08 September 2021**It was **resolved** to approve the minutes of the council meeting on 08 September 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.
It was noted that the Clerk will be seeking a tree survey from a different contractor, due to lack of response from current contractor.
There were no other comments.

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

OCC Councillor
Cllr Walker thank all the Leafield residents who turned up for the protest against the HGV ban over Burford bridge.
He noted that he would be keen to work with Leafield to put in place 20MPH zones as per the new OCC cabinet’s paper.
He noted that the water leak had been fixed.

**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***Nil

**8. To ratify insurance renewal, and decide whether to add gate/fence/wall damage to the policy**It was **resolved** to ratify the insurance renewal with Came & Company, for £4,271.30, for the year beginning 01 October 2021.
It was **resolved** not to add gate/fence/wall damage to the policy. It was noted that liability is covered by the current policy.

**9. Budget update – to review and approve current year budget update**The budget update to 30 September 2021 was reviewed. 30% of the budget has been spent.
It was noted that the insurance premium and burial ground creation budget lines were overspent, but it was **resolved** to wait until January to vire the budget when underspent budget lines, suitable for virement, will be more apparent.
It was **resolved** to approve the current year budget update.

**10. Reserves –to review the reserves**.
It was noted that £23,676.62 of general reserves had been spent to 30 September 2021, and the remaining reserve level was £24,737.41.
It was noted that £85.00 of earmarked reserves had been spend to 30 September 2021, £789.61 had been added to earmarked reserves, and the remaining earmarked reserve level was £36,681.20.
It was noted that council would need to prudent for the remainder of the financial year in order to maintain a suitable level of general reserves
It was **resolved** to approve the reserve levels.

**11. Finance update – to review and approve finance update**The finance update to 29 September 2021 had been circulated to council.
As of 29 September 2021: receipts were £63,868.86, payments were £48,919.30, and the balance was £99,906.17.
The bank reconciliation and bank statement for September were reviewed.
It was **resolved** to approve the finance update. The Chairman signed the update.
It was **resolved** to approve the bank reconciliation to 29 September 2021. The Chairman signed the reconciliation.

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

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

It was **resolved** to ratify the following payments:
Ionos Web hosting September-October £6.00 LGA 1972 s142
EE Clerk mobile phone September £13.43 LGA 1972 s111
Came & Company Insurance renewal £4,271.30 LGA 1972 s111
StowAg Gates for Village Hall car park £340.80 Road Traffic Regulation Act
 1984 s57(1)(b)

It was **resolved** to approve the following payments:
KGS Burial ground mowing – May-July £514.26 LGA 1972 s214(2)

KGS Churchyard mowing – May-July £842.84 LGA 1972 s214(2)

Jonathan Parker Red telephone box £400.00 LGA 1972 s137

David Bull Red telephone box 691.20 LGA 1972 s137

RPM Ltd Playground repairs £3,192.00 Public Health Act 1875 s164

SLCC National Conference (part) £4.80 LGA 1972 s111

Ubico Ltd Mowing – July £494.66 Public Health Act 1875 s164

Ubico Ltd Mowing – August £786.02 Public Health Act 1875 s164

Ubico Ltd Mowing – September £444.10 Public Health Act 1875 s164

Moore External audit fee 2020/21 £480.00 Local Audit and Accountability
 Act 2014 s7

WODC Waste collection £344.50 Litter Act 1983 ss5-6

Anne Ogilvie Administration reimbursement £3.82 LGA 1972 s111

Anne Ogilvie Clerk salary – P7 Personal LGA 1972 s112, s151

HMRC PAYE & NI – P7 Personal LGA 1972 s112, s151

**Receipts received**WODC Precept 2nd half £30,972.50
Donation Red telephone box £179.61
Donation Red telephone box £60.00

**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 approve the crediting back of the uncleared payment from 2020 on the accounts**It was **resolved** to approve the crediting back on the accounts of uncleared debit card payment of £141 made on 14 October 2020.

**15. To consider obtaining strategy ideas and views from the public regarding council activities and agree actions**It was **resolved** that Cllr Caunt will write a report on strategy ideas and methods of obtaining views from the public and distribute to council for consideration.

**16. To consider draft Action Plan for 2022-23 and agree actions**It was **resolved** to merge the two draft Action Plans, and consider the new version at the next council meeting.

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

**18. To review and approve Co-option Form**It was **resolved** to approve the Co-option Form.

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

**20. To review and approve Councillor Job Description**It was **resolved** to approve the Councillor Job Description.
The job description will be uploaded to website and posted on the noticeboard.

**21. To note receipt of the External Auditor Report and Certificate for 2020-21 and note comments**The receipt of the External Auditor Report and Certificate for 2020-21 was noted.
The External Auditor comments were noted.
It was noted that the report has been uploaded to the website.

**22. To note that the Notice of Conclusion of Audit for 2020-21 has been uploaded to the website and posted on the noticeboard**It was noted that the Notice of Conclusion of Audit for 2020-21 has been uploaded to the website and posted on the noticeboard.

**23. To review and approve the Effectiveness of Audit – 2020-2021**It was **resolved** to approve the Effectiveness of Audit – 2020-2021. This was signed by the RFO and the Chairman.

**24. Playground**

**24.1 To receive regular playground inspection reports and agree actions**The playground inspection reports were reviewed.
It was **resolved** to ask whether the local Guide Unit would consider assisting the council by helping to clean/tidy some areas of the playground.

**24.2 To receive update following recent repair works and agree actions**It was noted that repairs works (as noted in the annual inspection report) had been carried out.
It was noted that the contractor had removed the hedgehog bridge as it was unstable due to rot.
It was noted that the contractor had removed two wooden stilts due to rot. It was **resolved** to give the Clerk delegated authority to arrange the replacement of the two wooden stilts.
It was **resolved** to put the consideration of a replacement play item on the November meeting agenda.

**24.3 To receive quotation from RPM Ltd for alternative safety surface and agree actions**The quotation from RPM Ltd for an alternative safety surface was received. It was **resolved** to consider this item at the November meeting.

**25. Pavilion – to receive update regarding insurance claims and agree actions**No update had been received regarding the claims.

**26. CCTV/security system for the Village Hall and Pavilion – to consider quotations received for a new CCTV/security system and agree actions**It was noted that three quotations were sought but only two received. It was **resolved** to suspend Financial Regulation 11.h so that a decision could be made without obtaining a third quote, due to the importance of improving safety and reducing antisocial and potentially dangerous behaviour.
It was **resolved** to contract Low Voltage UK Ltd to install 3 CCTV cameras and associated equipment and works as per quotation 20092101, at a cost of £1269.00 ex VAT.

**27. Village Hall Carpark**

**27.1 To consider quotations for bollards 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, and agree actions**It was **resolved** to use bollards to prevent unauthorised vehicular access onto the playing field.
It was **resolved** to purchase 3No bollards at a cost of £53.38 ex VAT each from Barriers Direct.

**27.2 To delegate authority to the Clerk to arrange installation of bollards and purchase of necessary items to an agreed expenditure limit**It was **resolved** to delegate authority to the Clerk to arrange the installation of the bollards and the purchase of necessary items to a £500 expenditure limit.

**27.3 To delegate authority to the Clerk for the purchase and installation of warning signage on car park gates (when installed) to an agreed expenditure limit**It was **resolved** to delegate authority to the Clerk to arrange for the purchase and installation of warning signage regarding the overnight closure of the car park to a £500 expenditure limit, to include safety reflectors for the gate post, lock and chain.

**28. Lychgate – to consider quotations for Heritage Statement for Listed Building Consent and agree actions**It was noted that three quotations were sought but only two received. It was **resolved** to suspend Financial Regulation 11.h so that a decision could be made without obtaining a third quote, due to the specialist nature of the requirement, the limited number of consultants in Oxfordshire, and the necessity of receiving this report as soon as possible to enable the Listed Building Consent to be resubmitted for the necessary repair work to the Lychgate.
It was **resolved** to appoint Janus Conservation to provide a Heritage Statement for a cost of £850 ex VAT.

**29. Speed indication devices**

**29.1 To consider obtaining quotations for speed indication devices and agree actions**It was **resolved** to source quotations for speed indication devices for council consideration at the November meeting.

**29.2 To consider applying for grant from OCC Councillor Priority Fund to aid the purchase of speed indication devices**It was **resolved** to apply for a grant from the OCC Councillor Priority Fund to aid the purchase of speed indication devices.

**30. To consider obtaining quotations and planning consents for an electrical connection on the Village Green and agree actions**It was **resolved** to obtain quotations for an electrical connection on the Village Green, and investigate the permissions, consents and licences required for the installation.

**31. Planning – 21/02888/LBC – Replacement roof covering using the original slates where possible and to replace all windows with new solid wood framed double glazed units – The Leazings, Witney Lane, Leafield – comment by 19 October 2021**The council had no comment on this application.

**32. Planning – 21/03257/FUL – Erection of three agricultural buildings – Fairspear Hill Farm, Fairspear Road, Leafield – comment by 29 October 2021**The council had no comment on this application.

**33. To comment on any planning applications received before date of meeting
21/03327/HHD –** Erection of first floor link from main bedroom in the cottage to annex, using cladding for the walls and imitation stonesfield slate for the roof – Vine Cottage, 99 Lower End, Leafield – comment by 02 November 2021It was **resolved** to use the Clerk’s delegated authority to comment on this application.

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

**21/00869/FUL –** Fairspear Hill Farm, Fairspear Road, Leafield – Erection of agricultural building
Withdrawn – 21 September 2021
**21/00867/FUL –** Fairspear Hill Farm, Fairspear Road, Leafield – Erection of agricultural livestock building
Withdrawn – 21 September 2021
**21/00868/FUL –** Fairspear Hill Farm, Fairspear Road, Leafield – Erection of agricultural straw and machinery storage building
Withdrawn – 21 September 2021
**21/02526/HHD** – Vine Cottage, 99 Lower End, Leafield – Demolish existing porch and rebuild small washroom and utility
Approved – 10 September 2021
**21/02869/S73** – The Leazings, Witney Lane, Leafield - 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
Under consideration
**21/02953/HHD** – Sunnybank, The Green, Leafield – Rear two storey extension and single storey extension
Under consideration
**21/03034/HHD** – 73 Lower End, Leafield – Proposed double garage
Under consideration

**35. To consider how planning applications are reviewed by council and agree actions**It was agreed that the Clerk, working with councillors, would produce a report for consideration at the next meeting.

**36. Correspondence Register – to receive register and agree actions**The correspondence register was received and noted.

**37. To receive items for information only**a) It was noted that the WWI Soldier silhouettes and the Remembrance Wreath would be placed by the end of October.
b) Dave Bull will be sent a note of thanks for installing the gate for the Village Hall car park.
c) It was reported that Leafield Primary School currently have no plans for the Queen’s Platinum Jubilee.
d) It was noted that the Clerk will be on annual leave from 25 to 27 October.

**38. To receive requests for items for the next agenda, and note that motions for inclusion on the next agenda and background papers (including quotations) must be received by the Clerk at least one week before the next meeting**No requests for items for the next agenda were received.
It was noted that motions for inclusion on the next agenda and background papers (including quotations) must be received by the Clerk at least one week before the next meeting.

**39. To confirm date, place and time for the next meeting**It was **resolved** to hold the next meeting of the council on Wednesday 10 November 2021 at 8.15 pm, at Leafield Village Hall.

The meeting was closed at 10.16 pm.

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