

**LEAFIELD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in The Pavilion at 8pm on Wednesday 9<sup>th</sup> January 2019**

**Those Present:** Cllr Juli King (Chairman), Cllr Luke Caunt (Vice Chairman), Cllr Gina Pearce, Cllr Jackie Hitchman  
**In attendance:** Sharon Henley, Clerk/RFO, County Cllr Liam Walker

**Members of Public:** 0

1. **Welcome & Apologies for Absence:** No apologies were received, Councillor King was absent at this point so Cllr Caunt took the Chair for the meeting.
2. **Resignation of Councillor Andy Wright:** Cllr Wright resigned in December due to a house move away from the area. The Clerk advised that the Council were able to co-opt new members for the period until the May elections, although there had been no response to a recent on-line appeal for councillors. It was agreed to wait to recruit new members to stand for the May 2019 election.

**Ordinary Council Meeting Standing Items**

**3. Declarations of Interest in items on the Agenda:** Cllr Gina Pearce is Chairman of the Village Hall Committee. Cllr Luke Caunt lives backing onto the Village Hall car park.

Councillor King joined the meeting at this point and chaired from this point onwards.

**4. Approval of Draft Minutes of the Council Meetings**

- 3.1 25<sup>th</sup> April 2018 (approved at 22<sup>nd</sup> May meeting but not signed). These were signed by the Chairman.
- 3.2 14<sup>th</sup> November 2018. These were approved and signed.

**5. Matters Arising**

- 5.1. Grit Bin – Witney Lane:** Cllr Liam Walker had approved the grant for funding and OCC Highways were due to install imminently.
- 5.2. Letter to Oxford Fieldpaths Society re. stiles on footpaths** had been sent but no response received as yet.
- 5.3. Phone Box Project:** Two more volunteers had been recruited to help with fundraising. The 2013/14 Ex Fete Committee donation cheque may need to be re-issued due to an error by their bank.
- 5.4. Metal Silhouette Memorial Figures:** The church had been approached about having the figures in the church when they were removed from the Green but the Churchwarden thought there was insufficient space. It was agreed that Councillor Pearce would arrange to take the figures down and store them for future use.

**6. County & District Councillors' Reports:**

Councillor Liam Walker reported the following:

- The work on the new Park and Ride at Eynsham and bus lane to the roundabout at Oxford had a budget of £30m and work was expected to start at the end of 2019. It was anticipated that this project would take a decade to complete. Work to the A40 dual carriageway was also planned.
- Oxfordshire had been reported to be the best county for recycling in England at 57.2%.
- It was noted that in Witney Lane the leaking pipe onto the road had started again. Councillor Walker to investigate the cause.
- A reminder to report potholes on fixmystreet.com as money is available to treat them.
- Issues with roadside gullies were mentioned at the meeting and Councillor Walker agreed to check on these.
- A resident had contacted Councillor Walker for advice and help on organising a community litter picking event. The Parish Council had been asked if the event could be included on their insurance but this was not possible as the event was not a Council working party and councillors were not available to assist. Cllr Walker suggested the resident was referred to the Keep Britain Tidy website who were running a Spring campaign in March. The Clerk to write to the resident to advise.

**7. Opportunity for the Public to Speak:** None present.

## Policy & Finance

8. **GDPR Policies & Forms:** *Review and approval of draft documents (circulated).* The Clerk had prepared draft documents and policies from guidance available. The following draft documents were approved:

- 8.1. Privacy Notice
- 8.2. Privacy Notice for Staff, Councillors and Role Holders
- 8.3. Consent: Contact Information (for hard copies)
- 8.4. Data Protection Policy
- 8.5. Document Storage, Retention & Destruction Policy & Procedure
- 8.6. Councillor Privacy Notice
- 8.7. Security Incident Response Policy

The Clerk to carry out a full data audit of soft and hard copy documents following agreement of the Document Storage, Retention and Destruction Policy and Procedure. The Chairman to send the Clerk the slides from a GDPR training course attended last year and Councillor Caunt to provide some wording for inclusion on Council emails.

9. **2019 Risk Assessment:** *Review and approval of draft document (circulated).* The draft document was discussed. It was agreed that the Clerk would amend some items and re-circulate for approval at a later meeting.

10. **Precept Request 2019-20:** *Review and approval of draft document (circulated).* The Council's 2019-20 Budget was agreed at the November meeting at £42,279. The Council had received a Parish Grant from WODC (in lieu of Council Tax Grant) of £573 giving a Precept amount of £41,706. This represented a 2.9% rise on the previous year and was approved by Council for submission to WODC.

11. **Annual return (AGAR) – External Auditor's Report:** *Review and acceptance of report (circulated).* The Council reviewed the Schedule of Matters which outlined the following:

- 1.1. The 're-stated' figures from the previous year should have been shown in different boxes on the return.
- 1.2. The Council reported that it had not adequate systems of internal control, risk assessment and proper practices.
- 1.3. The approval of the accounts and period for exercise of public rights had not taken place at a date according the Accounting and Auditing Regulations 2015.
- 1.4. The Council had not obtained an internal audit review within the period of accounts.
- 1.5. The grant should have been shown in Box 3 Other Receipts.

The Council approved and accepted the Report.

The Clerk had published the AGAR Return and Statement on the website along with the Notice of Conclusion of Audit which was also on noticeboards and Facebook.

12. **Resolution: That in view of the confidential nature of the business to be discussed, specifically Employment Matters, the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1(2).**

The Chairman closed the meeting and the Council moved to a confidential session for item 12. Following this item the Chairman to re-opened the meeting.

13. **Approval of Receipts and Payments for January:** These were presented by the Clerk as follows:

Payee	Reason	Cheque No.	Payment inc VAT	Reclaimable VAT Amount	Receipt	Power To Spend
Namesco Ltd	VAT Element of previous invoice for domain name	401875	£5.60	£5.60		LGA1972 s.142

Alan Bower	Inv 534328 Car park fence, remove rubbish and bulk salt	401876	£270.00	£20.00		LGA1972 s.133
McCracken & Son Ltd	Inv 8755 Clearance of Vegetation behind Village Hall (Previous invoice of 8708 was reported in error as being for this work as was for Oct grass cutting)	401877	£294.00	£49.00		LGA1984 s.8(1)(i)
Moore Stephens	Annual Audit Fee y/e 31st March 2018	401878	£240.00	£40.00		LGA1972 s.111
Cemetery Development Services	Inv 72159 dated 12/10/18 Tier 1 Risk Assessment	401879	£3,180.00	£530.00		LGA1972 s.214(2)
Cemetery Development Services	Inv 72204 dated 01/12/2018 Various as per Planning Project Tracker	401880	£4,080.00	£680.00		LGA1972 s.214(2)
Cemetery Development Services	Inv 722019 dated 21/12/2018 Landscape Planting Proposals	401881	£780.00	£130.00		LGA1972 s.214(2)
Sharon Henley	Clerk's Salary for January					LGA1972 s.112(2)
NEST Pension Plan	Dec and Jan Pension - Employee and Employer Contributions					LGA1972 s.112(2)
Sharon Henley	Clerk's Expenses for phone top-up and ink cartridges	401883	£37.48	£0.00		LGA1972 s.111

The above items were approved by Council and cheques and Direct Debit form for Nest Pension Plan signed.

**14. RFO Report on Current Financial Position:** An Actual vs Budget report was circulated and the Clerk reported that only £1,622.68 remained in the budget for this financial year to 31<sup>st</sup> March. This had been anticipated due to various large items of approved expenditure which had not been included in the budget provision. It was agreed that £6762 would be transferred from General Reserves into the current budget.

**15. Approval of Bank Reconciliation:** This was again deferred due to a bank error in not sending statements to the Clerk. The bank had been contacted twice already and the Clerk to chase.

## Recreation & Leisure

**16. Play Area Report** – last inspection was on 21<sup>st</sup> Dec. The Clerk reported the following:

- 16.3. Multiplay Junior in old play area – climbing ramp is delaminating – to be monitored.
- 16.4. The bramble was still overhanging the fence by the swing - Cllr Hitchman to trim.
- 16.5. Defibrillators – the Fox defibrillator – the box seemed rather hot in the base (the box is heated). The Clerk to arrange for the equipment to be serviced as per the 2018 arrangement. New defibrillator pads to be sourced for April 2019 when the current items expire.

**17. Village Hall** – Nothing to update.

**18. Pavilion Rear Fire Door** – *Consideration of three quotes received and resolution to approve one quote.* The Clerk produced three quotes at the November meeting. The door had since become swollen and extremely difficult to open. As this was a fire safety item it was agreed to use Reserve monies to pay for the new door. Councillors considered quotes from three contractors and selected Emerald Window quote for £1,682 inc VAT (£1,345.60 ex VAT) for a white powder coated aluminium door with panic bar and closer (no window). The Clerk to order.

**19. Village Hall Car Park Project:** *Resolution to defer project during 2019-20 financial year.* This was deferred to be discussed at an Extraordinary Meeting in conjunction with the Burial Ground project to enable parishioners to have an input.

**20. Quote for Car Park Tidy:** *Review and approval of McCracken's quote for £375 + VAT.* Councillors discussed and agreed not to proceed with this work at present.

**21. Burial Ground**

21.1. **Resolution to Reject Closure Notice from PCC for maintenance of existing Churchyard.** The Clerk had written to the PCC requesting a meeting to discuss options for future management and confirmation that an accurate plan of burial plots existed and that the Churchyard was full. The resolution was deferred pending a response from the PCC.

21.2. **Resolution to pass responsibility for Closed Churchyard to WODC (LGA 1972 s.215(2) & (3).** Council deferred this resolution pending a decision on 21.1.

21.3. **New Burial Ground:** *Review of future plans and requirement for Public Consultation.* Councillor Pearce reported her understanding from Cemetery Development Services that there would be a maximum cost of around £60k maximum to prepare the burial ground due to the type of drainage system required.

It was agreed to hold an Extraordinary Meeting for public consultation on the options for the burial ground and car park and the likely costs. A provisional date of Wednesday 6<sup>th</sup> March was discussed with Cemetery Development Services to attend with representatives from the District and County Councils to be invited.

The Clerk had been advised of a loan scheme from WODC which offered a discount on the Public Works Loans Board option. The Clerk was asked to obtain quotes for a range of loan amounts which could cover options for projects including the donation to the Village Hall extension, the new burial ground and the Village Hall Car Park.

Cllr Hitchman had requested donations from the late Peter Hitchman's memorial to be made towards a memorial bench in the new burial ground. Monies to be sent to the Parish Council.

**22. Grass Cutting 2019:** *Discussion on plans.* The Council discussed options for the coming year and it was agreed to ask McCrackens for costings for cuts every three weeks (except if extremely dry) to the terms and conditions used for the 2018 tender. The Clerk to check how much notice they would require prior to start of season.

**Planning**

**23. Planning Applications Received and Decision Notices:**

Received				
Ref	Address	Proposal	Deadline	Comments by LPC
18/03368/HHD	Maple Hill Cottage 100 Lower End Leaffield	Single storey rear extension	27/12/18 – passed	None
18/03411/HHD	15 Fairspear Road Leaffield Witney	Alterations and erection of single storey front, single storey rear extensions	31/12/18 – passed	None
18/03586/HHD	Oaks Cottage Witney Lane Leaffield	New garage	03/01/19 - passed	None

18/03643/CM	Disused Quarry Worsham Lane Asthall Leigh Witney Oxfordshire	Planning application by Mikael Armstrong Acre End House, Hatching Lane, Leaffield, Oxfordshire, OX29 9QP for planning permission: Importation, levelling and compacting of 10,470m3 of inert waste soils for the construction of 7 bunds (varying between 186m3 and 7,797m3) for use by Brize Norton Gun Club at at Old Quarry in Worsham used by the Brize	18/01/19	Not in Leaffield parish – no comment
Decision Notices				
Ref	Address	Proposal	Decision	
17/03934/FUL - Appeal notification Appeal Ref: APP/D3125/W/18/320372	The Pearl 110 Lower End Leaffield OX29 9QQ	Alterations and extension to create two holiday lets.	Appeal dismissed	
18/02660/FUL	Forest Edge 93 Lower End Leaffield	Demolition of existing greenhouse and shed. Erection of detached dwelling and partial demolition of stone walling to form vehicular access	Approved	
18/03355/HHD	Field View The Ridings Leaffield	Erection of single storey extension	Approved	
18/03149/HHD	Chester Cottage The Green Leaffield	Erection of single storey front extension. Insertion of three new roof lights in existing roof to provide additional sleeping accommodation at second floor level	Approved	

Councillors discussed the new metal fence bordering the Village Hall Car Park and it was agreed to contact the property owners to discuss.

### Consultation & Communication

**24. CAB Funding Request** (deferred from Nov meeting) *Consideration of donation.* Deferred due to lack of available funds.

**25. Review of Correspondence Register:** The Clerk circulated the Register. The Clerk was asked to respond to a recent letter with reference to Chimney End.

## Ordinary Council Meeting Standing Items

**26. Any Other Business & Items for Next Meeting** – There were no AOBs.

### **27. Meeting Dates for 2019:** *Review of Proposed Dates*

It was agreed to amend the February and March meeting dates to the third Wednesday in the month due to insufficient councillors available for a quorum. Dates for 2019 were agreed and the website to be updated as follows:

2019 Meeting Dates			
Type of Meeting	Date	Time	Venue
Ordinary Parish Council Meeting	Wednesday 9th January	8.00pm	The Pavilion
Ordinary Parish Council Meeting	Wednesday 20th February	8.00pm	The Pavilion
Ordinary Parish Council Meeting	Wednesday 20th March	8.00pm	The Pavilion
Ordinary Parish Council Meeting	Wednesday 10th April	8.00pm	The Pavilion
Annual Meeting (inc. Ordinary Parish Council Meeting)	Wednesday 8th May	8.00pm	The Pavilion
Annual Parish Meeting	Wednesday 15th May	8.15pm	Village Hall
Ordinary Parish Council Meeting	Wednesday 12th June	8.00pm	The Pavilion
Ordinary Parish Council Meeting	Wednesday 10th July	8.00pm	The Pavilion
Ordinary Parish Council Meeting	Wednesday 11th Sept	8.00pm	The Pavilion
Ordinary Parish Council Meeting	Wednesday 9th Oct	8.00pm	The Pavilion
Ordinary Parish Council Meeting	Wednesday 13th Nov	8.00pm	The Pavilion

In addition Councillors to hold closed Strategy Meetings as follows:

Strategy Meetings (Closed Meetings)			
General	February/March tbc	8.00pm	The Pavilion
General	Tuesday 2nd July	8.00pm	The Pavilion
Budget	Thursday 7th November	8.00pm	The Pavilion

**28. Date of Next Meeting:** Revised date of Wednesday 20th February 2019 at 20.00 hours in the Pavilion.

There being no further business the meeting closed at 22.30 hours.

Signed: \_\_\_\_\_  
Cllr Juli King, Chairman

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