

**LEAFIELD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in The Pavilion at 8pm on Tuesday 26<sup>th</sup> February 2019**

**Those Present:** Cllr Juli King (Chairman), Cllr Luke Caunt, Cllr Jackie Hitchman

**In attendance:** Sharon Henley, Clerk/RFO, Cllr Liam Walker

**Members of Public:** None

1. **Welcome & Apologies for Absence:** Cllr Gina Pearce, District Cllr Kieran Mullins.

**Ordinary Council Meeting Standing Items**

2. **Declarations of Interest in items on the Agenda:** Cllr Luke Caunt lives backing onto the Village Hall car park.

3. **Approval of Draft Minutes of Council Meetings**

3.1 9<sup>th</sup> January 2019 - Approved

3.2 9<sup>th</sup> January 2019 Confidential Session - Approved

4. **Matters Arising**

4.1. **Metal Silhouette Memorial Figures:** These had been removed from The Green and stored at the Pavilion.

4.2. **Defibrillator Box at The Fox:** This had been serviced as agreed and the contractor reported that the cabinet was working but may seep in a small amount of water. A replacement cabinet was £525 + VAT and canopies were available for £50 + VAT. The Clerk to check whether the canopy could fit the existing cabinet. Cllr King to ask if the shrubbery around the cabinet could be pruned back.

4.3. The Pavilion rear fire door had been fitted. The Gym Committee had pledged 25% of the cost.

4.4. Joe Coulson was working on walks maps which would be added to the website. The Clerk had arranged for the Council to join the PSMA/OS mapping arrangement whereby OS maps could be used to illustrate Joe's walks free of charge.

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

**District Cllr Kieran Mullins** reported via email that, following last weekend's litter pick, WODC would collect the rubbish on Fairspear Road (half way down the Straight Mile) early the following week.

**County Cllr Liam Walker** reported the following:

- The 2019-20 OCC budget to include £8.8m for adult social care, £3m for education, children's social care £9m and there would be a new youth services fund for youth groups across the county. The proposed reductions in mental health funding were not approved. There would be a 2.99% increase in Council tax for the next financial year.
- The 210 bus service to Chipping Norton was being withdrawn.
- From 18<sup>th</sup>-20<sup>th</sup> March The Ridings would be closed for water connection.
- Cllr Walker visited and spoke to residents about the leaky pipe in Witney Lane. OCC are to arrange remedial works.
- The village Litter Pick was held on Saturday and was very successful.
- Cllr Walker asked if councillors were interested in taking part in Speedwatch as he had the kit available. Cllr Hitchman may be able to participate in March and would advise Cllr Walker of her availability.
- Cllr King requested that road markings in the village were re-done – Cllr Walker to investigate.
- Cllr King requested that road bollards in Crawley were investigated for safety – Cllr Walker to review.

6. **Opportunity for the Public to Speak:** Deborah Triff was unable to attend but sent a report on the phone box project. She request Council's approval to advertise the usage of the telephone box as a multi-purpose space, with rotating uses. Amongst the ideas being considered was a small library, an information centre for village events, a swap shop board, a local history centre, leaflets with local walks, a place for a badminton set, boules and other games, and an art space for work created by local children and adults. It would be maintained by

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local volunteers. The Village Hall Committee were considering a library but it was proposed to use the phone box until this could be set up. The Council were in agreement to these suggestions.

Deborah was organising three fundraising events, a Safari Supper, a Village Show (on Sunday July 7th in the garden of Fairspear House) and a Garage Sale event that was held every year in September.

Deborah had also asked about insurance cover for the events and it was proposed to ask Deborah to check the cost of separate insurance which the Council may be able to fund.

## Policy & Finance

7. **2019 Risk Assessment:** *Review and approval of second draft of document (circulated).* The document was approved by Council and the Clerk to progress the actions highlighted.
8. **Internal Auditor's Report:** *Review and acceptance of report (circulated) by Phil Hood.* The internal audit was complete and the Audit Report was very positive with no recommendations raised. The report was approved.
9. **Standing Orders 2019:** *Review and approval of draft document (circulated).* The document was approved.
10. **Financial Regulations 2019:** *Review and approval of draft document (circulated).* The document was approved.
11. **Fixed Asset Register:** *Review of current document for updating.* It was agreed to add several items which had been purchased. The revised document to be presented at the March meeting.
12. **On-Line Banking:** *Resolution to apply for new banking arrangements.* It was agreed to apply for on-line banking and the appropriate form was signed along with a request to make the Clerk the Key Contact and remove Andy Wright as a signature. The Clerk to contact the bank as she had been unable to pay cash into the account. It was agreed to complete a Standing Order for the Clerk's salary at the March meeting.

### 13. Approval of Receipts & Payments for February:

Payee	Reason	Cheque No.	Payment inc VAT	Reclaimable VAT Amount	Receipt	Power To Spend
Gym Committee	Rent				£325.00	
SSE	Wayleave Consent for The Green				£2.00	
HMRC	VAT Reclaim				£2,705.47	
Emerald Doors & Windows	Deposit & First Stage Payment - Pavilion Rear Fire Door Pro-Forma Inv 6064	401884	£841.00	£140.17		LGA 1972 s.133
Turtle Engineering	2 x Replacements Defibrillator Pads	401885	£95.95	£15.99		Public Health Act 1936 s.234
Castle Water	Pavilion Water 2/11-31/12/18 Inv 01594744	401886	£15.61	£0.00		LGA 1972 s.133

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Cotswold Security Systems	Village Hall CCTV Call-Out inv 10691	401887	£150.00	£25.00		LG&RA 1997
Cemetery Development Services	Eco Appraisal, Planning Permission App inv 72227	401888	£2,761.20	£460.20		Open Spaces Act 1906 ss 9-10
HM Land Registry	Official copies of documents relating to Leaffield	401889	£7.00	£0.00		LGA1972s.112(2)
Oxfordshire CC	Salt Bin for Witney Lane (payment to be refunded by grant) Inv 3920292185	401890	£300.00	£50.00		LG(MP)A 1976 s.19(3)
Turtle Engineering	Service on Defib Unit at The Fox	401891	£60.00	£10.00		Public Health Act 1936 s.234
Arrow Accounting	Internal Audit inv P19	401892	£306.00	£0.00		LGA 1972 s.111
OALC	2019-20 Subs	401893	£171.72	£28.62		LGA 1972 s.143
Sharon Henley	Clerk's Salary for February	401894				LGA1972 s.112(2)
NEST Pension Plan	Feb Pension - Employee and Employer Contributions	DD				LGA1972 s.112(2)
Sharon Henley	Clerk's Expenses, keys cut, bin bags, stationery	401895	£41.33	£0.00		LGA1972 s.111
Community First Oxon	2019-20 Subs	401896	£55.00	£0.00		LGA 1972 s.143
Jackie Hitchman	Donation towards memorial bench for Mr Hitchman in new burial ground				£240.00	
Emerald Doors & Windows	Final Payment - Pavilion Rear Fire Door Pro-Forma Inv 6064	401897	£841.00	£140.17		LGA 1972 s.133
Sharon Henley	Clerk's expenses, ink cartridges, lightbulb for Pavilion	401898	£35.48	£0.00		LGA 1972 s.111

The above were all approved by Council.

**14. RFO Report on Current Financial Position:** An Actual vs Budget reported was circulated. Last month's virement from General Reserves of £6,762 had been transferred leaving an outstanding budget balance of £4,141.51 until 31<sup>st</sup> March 2019.

**15. Approval of Bank Reconciliation:** Bank reconciliations for the Community Direct Plus and the Business Select Accounts were approved and signed by the Chairman.

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## 16. Elections 2019

16.1. **Briefing on arrangements by the Clerk:** The Clerk attended a session by Keith Butler, Returning Officer at WODC. The elections would be held on Thursday 2<sup>nd</sup> May. The period known as 'Purdah' for existing councillors would start on 26<sup>th</sup> March and the Clerk would display the Notice of Election from that date. The Clerk to be issued with Nomination Packs but applications could also be made direct to WODC. Applications to be hand delivered (by applicants) to WODC at Wood Green by Wednesday 3<sup>rd</sup> April at 4pm. Forms need to be checked for completeness by WODC prior to being accepted so it was advisable to submit them prior to the deadline. If there were fewer councillor applications than vacancies then those applying would be elected 'unopposed' without the need for an election.

16.2. **Recruitment of New Councillors:** It was discussed that there were currently only four councillors and not all of those currently in post may re-apply. The minimum number required for a quorum was three but this was far fewer than the set number of seven. It was therefore difficult to progress Council business with so little manpower and meant each existing councillor had a high volume of work.

The Clerk had displayed posters on noticeboards, Facebook and the website and asked residents who may be interested in applying. It was agreed to advertise in the School newsletter and the Benefice News and re-advertise on Facebook and the website, highlighting the current shortage of Councillors for election.

## Recreation & Leisure

17. **Play Area Report** – *Clerk to report on monthly inspection.* The last inspection did not highlight any work required but the Clerk had reported to councillors on the large amount of rubbish left over the parking bays. Most was removed at the time but it was a continual problem. The Clerk had put up signs requesting the bins were used.

Councillors were aware of anti-social behaviour taking place in the car park and play area and it was agreed to contact the PCSO to ask that the area is regularly patrolled.

Cllr Hitchman had pruned back the bramble overhanging the old play area as previously agreed and was thanked by the Clerk.

18. **Village Hall** – There was no update.

19. **CCTV System:** *Review of quote from Cotswold Security.* The existing equipment was no longer operational and this was thought by the contractor to be caused by spikes in the electrical supply during power cuts. The Clerk had received a quote to upgrade the system and add an additional camera and UPS at a cost of £1,775.73 plus VAT. It was agreed to request two further quotes and consider relocating the equipment to the Pavilion.

## Environment

### 20. Burial Ground

20.1. **Review of Funding Options** – *as per information supplied by WODC.* Councillors reviewed loan options provided by WODC and discussed the possibility of a 15 year loan which would not impact the current Precept.

20.2. **Public Consultation**

20.2.1. **Timing:** The Clerk had been advised not to undertake a consultation exercise during the elections 'Purdah' period which would not end until 2<sup>nd</sup> May. It was agreed to investigate CDS' availability for w/c 20<sup>th</sup> May and let the PCC know of the proposed date.

20.2.2. **Format of Meeting:** Cemetery Development Services to attend. Further arrangements to be determined.

The Clerk to look at further date options for the Council's meeting with the PCC.

21. **Grass Cutting 2019** – *review of quote as per specification.* McCrackens had provided a quote to cut the village greens, playing fields, play area and Buttermilk Lane at £275 per cut. It was agreed that this should be accepted on a three-weekly basis starting in April.

In addition, the Village Hall Car Park hedges to be cut as soon as possible (being mindful of bird nesting season) at a cost of £350 and the Drainage Ditch at a cost of £50, both on a one-off basis at present. The Burial Ground Extension would not be cut, bearing mind the proposed works this year.

Deborah Triff had requested to meet with the contractors to brief them on the bulbs that had been planted and the Clerk to advise her of the above arrangements.

22. **Review of Conservation Area around the Village:** This resolution was withdrawn.

**Planning**

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

<b>Received</b>				
<b>Ref</b>	<b>Address</b>	<b>Proposal</b>	<b>Deadline</b>	<b>Comments by LPC</b>
19/00210/HHD	Virginia Cottage The Green Leaffield	Erection of two storey rear extension to form new drawing room and staircase with master bedroom above. Insertion of new first floor window on North elevation.	Passed	None
19/00130/HHD	Jack Jones Cottage Chimney End Leaffield	Single-storey extension to provide kitchen and garden room together with the erection of an open oak entrance porch	05/03/2019	No comment
19/00329/FUL	Windrush, 6 The Green Leaffield Witney Oxfordshire OX29 9NP	Erection of detached dwelling	14/03/2019	No comment
19/00411/FUL	Leaffield Church Of England Primary School The Green Leaffield	Erection of replacement timber gazebo with fully insulated timber clad learning cabin within school playground	15/03/2019	No comment
19/00520/CND	Stonelea 71 Lower End Leaffield Witney Oxfordshire OX29 9QG	Discharge of condition 4 (Sample Panel) of planning permission 18/02565/FUL	n/a	This notifies the Council (WODC) of proposed work or development not needing its permission. The Council will not be approving or refusing the proposal, so comments are not invited.
<b>Decision Notices</b>				
<b>Ref</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>	
18/03586/HHD	Oaks Cottage Witney Lane Leaffield	New garage	Approved	
18/03677/HHD	2 Brooks Row, Leaffield, Witney, Oxfordshire, OX29 9QW	Erection of single story front extension	Approved	

## Consultation & Communication

24. **Review of Correspondence Register:** The Clerk circulated the Register. Cllr Pearce was now unable to attend the meeting with Town and Parish Councils on 7<sup>th</sup> March, the Clerk to advise WODC. The Clerk to publish information about the road closure from OCC.

## Ordinary Council Meeting Standing Items

### 26. Any Other Business & Items for Next Meeting:

26.1. Cllr Hitchman had given the Clerk a £240 donation towards the installation of a memorial bench for her late father to be placed on the new burial ground.

26.2. Internal Checks and the Clerk's review on Thursday 28<sup>th</sup> March with Cllrs Pearce and Hitchman.

26.3. The Clerk advised new regulations 'The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018' had come into force, meaning that from the 23rd September 2019, every new public sector website and app would need to meet certain accessibility standards and publish a statement saying they have been met. Existing websites had until the 22nd September 2020 to comply. The aim of these regulations was to ensure public sector websites and mobile apps were accessible to all users, especially those with disabilities. Funding for a new or upgraded website to be added to next year's budget proposals.

26.4. The Clerk to research costs for a conveyancer.

27. **Date of Next Meeting:** Wednesday 20<sup>th</sup> March 2019 at 20.00 hours in the Pavilion.

There being no further business the meeting closed at 22.35hrs.

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

Cllr Juli King, Chairman

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