

LEAFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting

held in The Pavilion at 8pm on Wednesday 12th June 2019

Those Present: Cllr Gina Pearce (Chairman), Cllrs Luke Caunt, Richard Hamilton and Kevin Ward

In attendance: Sharon Henley, Clerk/RFO, District Cllr Gill Hill (part of meeting)

Members of Public: 0

Ordinary Council Meeting Standing Items

1. **Welcome & Apologies for Absence:** There were none.
2. **Declarations of Interest in items on the Agenda:** Cllr Luke Caunt lives backing onto the Village Hall car park. Cllr Gina Pearce is Chairman of the Village Hall Committee.
3. **Approval of Draft Minutes of the Annual Meeting held on 20th May 2019:** Approved.
4. **Approval of Draft Minutes of the Annual Parish Meeting 15th May 2019:** Approved.
5. **Matters Arising**
 - 5.1. Two additional meetings had been added in for 14th August and 11th December and were on the website and noticeboards.
 - 5.2. The bank confirmed that J Hitchman had been removed as a signatory.
 - 5.3. Following the break-in to the Pavilion, Alan Smith had been asked to mend the Pavilion door at a cost of £105 and Gym window at £65. No insurance claim was to be made due to the amount of Excess payable and the Gym Committee had agreed to pay for their own window. The Clerk was asked to write to the Village Hall Treasurer to request for a 50/50 split on the ERG invoice for the original boarding up.
 - 5.4. Phillips Cottage, Chimney End. The Clerk was asked to thank the resident for moving the sink but request that the bin and the paving slab could also be moved to within the boundaries of the property.
 - 5.5. Articles asking for new councillors had gone on Facebook, our website, the Forest Edge Benefice and Leaffield What's On but no responses had been received. Councillors to continue to make enquiries in the village. Cllr Pearce's husband may be interested in being co-opted.
 - 5.6. The Clerk had circulated information on TPOs as requested. WODC's Tree Officer had provided advice on the method for applying for new TPOs.
 - 5.7. The Clerk had taken out a Sim-only contract with EE for her mobile phone. This was agreed following signal issues with O2.
6. **County & District Councillors' Reports:** District Councillor Gill Hill delivered her Annual Report:
 - 6.1. Cllr Hill had been very pleased to be re-elected as District Councillor for her second term of office.
 - 6.2. WODC's Local Plan had been signed off. There would be no auto approvals of large developments in the area, although none were included in the plan for Leaffield.
 - 6.3. Broadband – Gigaclear. There had been a few delays in the rollout but this was moving forward. A pod was being installed outside each house but this would require connection to the property. Cllr Pearce commented that her understanding was that this was expensive. Cllr Hill's understanding was that the cost depended on the distance from the road to the property.
 - 6.4. There had been a successful Water Day at WODC last October. Cllr Hill had asked Thames Water about polluted rivers locally and emergency sewage outlets in the Windrush Valley which had been used more regularly than they should. Thames Water had also been asked about signage to warn swimmers of pollution. The Environment Agency had issued advice that people should not swim in rivers, although it was recognised that people did so in the local area.
 - 6.5. The formation of Publica had been a cost-saving success. This was a consortium of three District and one Borough council.
 - 6.6. WODC Council Tax was still the second lowest in England.
 - 6.7. A large hostel for those threatened with homelessness had been opened in Chipping Norton.
 - 6.8. Over 40 local establishments signed up to Safe Place support network for those feeling lost, worried or threatened when they are out.

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6.9. Hundreds of West Oxon retailers set to benefit from Business Rates Relief Scheme

6.10. Cllr Hill circulated details of WODC's Community Activities Grant for £500 which was intended for public get-togethers. Councillors to consider applying for this to fund a VE Day event for 2020, to be discussed at a future meeting.

7. **Opportunity for the Public to Speak:** There were none present.

Policy & Finance

8. Approval of Receipts and Payments for June

Payee	Reason	Cheque No.	Payment inc VAT	Receipt	Power Spend	To
Castle Water	Pavilion Water 1st - 31st May 19	DD	£8.28		LGA 1972 s.133	
McCracken & Son Ltd	Two cuts in May as per spec inv. 9006	BACs	£600.00		HA 1980 s.96, LG(MP)A 1976 s.19(3)	
Reids Playground Maintenance Ltd	Resecure chain in Wicksteed Multiplay & Secure handgrip on Kompan Toddler Unit Inv 3170	BACs	£396.00		LG(MP)A 1976 s.19(3)	
Gina Pearce	Reimbursement of second part of Emergency Payment to ERG Facilities for boarding up of Pavilion and Village Hall doors and windows following damage	BACs*	£152.00		LGA 1972 s.133	
The Train Line	Reimbursement of Train Ticket Kingham-Reading for Clerk 23rd May (less admin fee)	BACs		£12.10	LG(FP)A 1963s.5	
Sharon Henley	Clerk's Salary 25th June	SO	Personal		LGA1972 s.112(2)	
NEST Pension	Clerk's Pension June	DD	Personal		LGA1972 s.112(2)	
Amazon	Ink Cartridges	Debit Card	£26.99		LGA1972 s.111	
ICO	Annual subscription payable by new Standing Order	SO	£35.00		LGAA1972 s.143	

The above payments were approved by Council.

*Cllr Pearce acted a second signatory on this payment to reimburse her account. This arrangement would be rectified in future by the establishment of a third bank signatory (see item 12).

9. **RFO report on Current Financial Position:** An Actual vs Budget report was circulated and was reviewed by Councillors. There were no items of concern. The Clerk to transfer monies for the Hitchman memorial bench into Earmarked Reserves.

10. **St Michael & All Angels Church: Request for Donation to Church Clock & Tower:** The PCC had requested a donation as was usually made each year by the Council. The PCC had outlined large expenses in relation to the Clock repair and servicing. It was agreed that the Council would pay £250 this year but would review the arrangement for next year due to the high cost of establishing the new burial ground.

11. **Village Hall Committee: Consideration of Annual Donation to Village Hall:** Cllr Pearce did not take part in this discussion. The Committee had requested a donation towards running costs, in particular they had paid £819 in Minute 33/2019

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insurance premiums. The Council agreed to donate £820 but this would be reviewed next year in consideration of the large amount of money already committed by the Council towards the Village Hall extension.

12. **Bank Signatories: Removal of J King and Addition of Cllr Richard Hamilton.** This was approved and the bank form duly completed and signed.
13. **Set up Direct Debit for ICO Annual Subscription:** This was approved in view of the fact that the payment was a legal requirement and the direct debit would allow a £5 discount.
14. **Internal Controls: New Internal Controller – Cllr Kevin Ward.** In order to satisfy internal audit requirements the Council undertakes its own internal checks. Cllr Ward agreed to undertake the twice yearly annual checks as per the checklist supplied by the internal auditor. A date was added to the diary for the Clerk and Cllr Ward to meeting in September, the last checks having been done in March.
15. **GDPR – Completion of Contact Consent Forms for Councillors:** Cllrs Hamilton and Ward completed the forms in line with the Council's GDPR Policies.

Recreation & Leisure

16. Play Area

16.1. Monthly Report – Clerk to report on Monthly Inspection:

- 16.1.1. The Basket Swing had developed gaps at the edge of the wetpour which made the surface uneven. The ROSPA Risk Assessment was due in June so it was agreed to await their recommendations.
- 16.1.2. Chimney End sign was down on one side and this was on the Fixed Asset Register. The Clerk to email Dan Branigan to ask if he might be able to assist.
- 16.1.3. The Canopy for the Defibrillator at the Fox had arrived but holes needed drilling and the shrub above required trimming before the canopy could be installed. The landlord to be approached for permission.
- 16.1.4. The Clerk to purchase a 2m metal chain and padlock for securing any damaged play equipment in the future.

16.2. Consideration of Quote by McCracken & Sons to repair play area fence and strim fire exit routes at rear of Pavilion and Village Hall: The following was quoted and approved:

- One off allotment footpath grass cut £50.00
- Play Area Fencing - supply and install 1x '7x7' gate post together with 6x new round fencing stakes £285.00
- Maintenance to rear of Village Hall and Pavilion fire exit routes - cut and clear foliage £120.00

The Clerk spoke to McCrackens who had been cutting grass fortnightly in April and May but the Council had only approved three-weekly cuts. McCrackens advised that April and May were fast growth periods and the rate of cuts should slow down later in the season when the weather was drier. They were keen to maintain the appearance of the grass during this wet period. Councillors agreed to this suggestion.

17. **Village Hall – updates** – Cllr Pearce reported that bookings were still healthy and the hall was being used regularly.
18. **Village Hall CCTV: Consideration of suitable design and specification for temporary system.** Cllr Pearce circulated a suggested system with indoor cameras to be placed inside the hall looking out as a temporary measure prior to the Village Hall extension. It was agreed to discuss further options at the June meeting.
19. **Red Phone Box Project:** The Clerk had made further enquiries about the Council's insurance covering the Village Fair event in July as Cllr Hamilton had offered to join their working party. Came and Co responded that if the

event was happening in a private household, the owners of the home would need to contact their own insurers to confirm that this was covered.

Environment

- 20. **Chimney End Land Ownership: Agreement on final plan for submission to correct land incorrectly registered as Village Green land.** After discussion it was agreed to seek further advice from Wellers Hedleys prior to progressing the matter. The Clerk to circulate additional information to Cllr Pearce for review and draft an email to Wellers Hedleys.
- 21. **Burial Ground - Review of Project Progress** - Cllr Pearce reported that there had been no further progress as she was awaiting an update from CDS. Cllr Pearce to chase.
- 22. **Gigaclear Network Access Agreement: Approval to Sign Amended Agreement (previously circulated):** Gigaclear had sent an amended agreement detailing work that had already been completed. They had agreed to make a one-off payment of £177.45 to the Council. The agreement was approved.
- 23. **Skip Policy: Agree wording on draft Policy on placing of skips around the Village.** The Clerk was asked to add a plan of the Village Greens to the website along with the policy and add wording to the Policy to indicate that the map was available. It was agreed that the Council should inform OCC if they declined a request to ensure that a Skip Permit was not issued in error.
- 24. **Climate Change:** Cllr Caunt opened the discussion and recommended that the Council look into initiatives around this important issue and work towards the goal of a carbon neutral village. The following were discussed:
 - 24.1. Resolution to declare a 'climate emergency'. This was agreed.
 - 24.2. Set up a sub-committee to create and implement an action plan to create a carbon neutral village. Agreed. Sub Committee meeting on Thursday 22nd August at 8pm. Cllr Caunt to draft wording and posters.

Planning

25. Planning Applications Received & Decision Notices

Received				
Ref	Address	Proposal	Deadline	Comments by LPC
19/01255/FUL	Malt House, Witney Lane, Leafield OX29 9PG	Erection of first floor extension to Malt House, construction of detached dwelling and formation of a new pedestrian access to Witney Road for the benefit of the 4 dwellings within the development complex	19/06/19	No comment

19/01174/CND	Stonelea 71 Lower End Leaffield	Discharge of conditions 5 (External doors and windows) 7 (Bat boxes) 8 (Means of access) and 11 (Hard and soft landscaping) on Planning Permission 18/02565/FUL.	19/06/19	No comment
19/01310/FUL	Land East Of South Lawn Swinbrook	Provision of a facility for rural pursuits comprising stables, forage/machinery stores, hound kennels, and key staff accommodation	21/06/19	No comment
19/01453/HHD	9 Fairspear Road Leaffield Witney	Replacement of conservatory with single storey rear extension	28/06/19	No comment
19/01664/HHD	Stonelea 71 Lower End Leaffield	Erection of two storey rear and single storey front extensions	20/06/19	No comment
Decision Notices				
Ref	Address	Proposal	Decision	
19/01241/CND	Oaks Cottage Witney Lane Leaffield Witney Oxfordshire OX29 9PG	Discharge of condition 3 (Materials) of planning permission 18/03586/HHD	Approved	
19/00329/FUL	Windrush, 6 The Green Leaffield Witney Oxfordshire OX29 9NP	Erection of detached dwelling	Approved	

Consultation & Communication

26. Review of Correspondence Register: The Clerk highlighted three outstanding items:

- 26.1. OALC AGM 1st July, Burford 7.30pm. Cllr Pearce hoped to attend.
- 26.2. Chris Robins, Parish Transport Reps Meeting 3rd July. Chris Blount was no longer able to attend on our behalf. No-one was available to attend.
- 26.3. Keith Gower from the Villager Bus service wrote requesting an £750 annual donation following the end of their sponsorship by a local company. The Clerk was asked to request further information on the service and their request as this was a new Council.

27. Discussion on Ways of Information Sharing on Council Activities: Cllr Hamilton suggested that the Council renews efforts to share information on their activities so residents are kept informed. It was agreed to add Cllrs Pearce, Caunt and Hamilton as Facebook editors. Other suggestions were that a Council representative could attend an

Evergreens meeting to ask how best to communicate with older residents. The monthly newsletter could be reinstated or possibly a Saturday morning 'surgery' at the Shop. Cllr Hamilton to review options and a plan to be made for discussion at a later meeting.

28. New Councillor Information and Training Courses:

- 28.1. The Clerk had circulated an Induction Pack for Cllrs Hamilton and Ward.
- 28.2. Roles and Responsibilities Course – the Clerk circulated dates and Councillors Pearce, Hamilton and Ward to respond with their availability.
- 28.3. Chairmanship Skills - Wed 17th July – Cllr Pearce was unavailable on this date. The Clerk to enquire about another date.
- 28.4. SLCC Cemetery Legal Compliance Course for the Clerk - 9th Oct £145 + VAT. This was agreed.
- 28.5. SLCC Website Accessibility Guidelines Webinar for the Clerk – dates in July £60 + VAT for parts 1 and 2. This was agreed.

29. Report & Actions from Annual Parish Meeting 15th May: Reports were made by a range of reps from local organisations. Following the meeting a resident had contacted the Council to ask why the burial ground was being given priority over other projects highlighting the need for public awareness and consultation.

Transport & Highways

30. Speeding in Witney Lane: This was deferred to the June meeting if Cllr Liam Walker was able to attend.

31. Confidential Session (meeting closed)

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).

This resolution was agreed and the Chairman closed the meeting for this session.

Following this item the Chairman re-opened the meeting.

32. Any Other Business:

- 32.1. General Power of Competence – The Clerk asked if Councillors would be in favour of introducing this and it was agreed to add to the August agenda.
- 32.2. Clerk's Annual Leave: Councillors were reminded of dates when the Clerk and the Chairman would be unavailable. It was agreed to reschedule the July meeting to a week earlier.
- 32.3. VE Day Celebrations: Cllr Hamilton asked for this to be discussed at the August meeting.

33. Date of Next Meeting: Wednesday 3rd July at 8pm in the Pavilion (new date).

There being no further business the meeting closed at 22.27 hours.

Signed: CJ Pearce

Date: 3rd July 2019

Chairman