

**LEAFIELD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in The Pavilion at 7.30pm on Wednesday 10<sup>th</sup> October 2018**

**Those Present:** Cllr Juli King (Chairman)(part of meeting) Cllr Luke Caunt (Vice Chairman), Cllr Gina Pearce, Cllr Andy Wright

**In attendance:** Sharon Henley, Clerk/RFO, County Cllr Liam Walker (part of meeting)

**Members of Public:** 1 for item 11 only

1. **Welcome & Apologies for Absence:** The meeting started at 19.51 hours and Cllr Luke Caunt took the Chair in Cllr King's absence. Apologies had been received from Cllr Jackie Hitchman and District Cllr Kieran Mullins.

**Ordinary Council Meeting Standing Items**

2. **Declarations of Interest in items on the Agenda:** Cllr Pearce is Chairman of the Village Hall Committee. Cllr Wright lives in a property backing onto Leaffield Technical Centre.

3. **Approval of Minutes of the Ordinary Council Meetings**

**The following Minutes were presented for approval and signature:**

- 3.1. Annual Parish Meeting 16<sup>th</sup> May 2018
- 3.2. Parish Council Meeting 22<sup>nd</sup> May 2018
- 3.3. Parish Council Meeting 25<sup>th</sup> July 2018
- 3.4. Parish Council Meeting 10<sup>th</sup> September 2018

All Minutes were approved by Council and signed by Cllr Caunt, Chairman of the meeting. The Minutes of 22<sup>nd</sup> May were amended by hand to record that Declarations of Acceptance of Office had not been signed at the meeting. The Clerk to bring these to the next meeting for signature.

4. **Matters Arising**

- 4.1. Traffic cones for car park – these had been purchased.
- 4.2. Potholes in the car park – the Clerk had contacted Churchills and they would inspect the site and provide a cost.
- 4.3. Daffodil planting event – the event was covered by Parish Council insurance as Cllrs Wright and Hitchman were able to help with arrangements. The risk assessment had been agreed between the organiser and the Clerk and traffic cones and a first aid kit had been supplied by the Council. Deborah Triff reported by email that the event had been a success. Concerns were raised prior to the event on Gigaclear's planned work to excavate grass verges during broadband installation which could impact on bulbs that were planted but this had been postponed until Jan 2019.
- 4.4. Phone Box – on agenda at item 11.
- 4.5. Charles Arnold Baker book – Local Council Administration had been ordered by the Clerk.
- 4.6. Annual Governance & Accountability Return had been approved and submitted following 4<sup>th</sup> Oct Extraordinary Meeting. The Clerk to chase confirmation of receipt by auditors.
- 4.7. Bank forms had been submitted to enable Cllr Wright to become a signatory.
- 4.8. Insurance Quote – item 10.
- 4.9. Play Area Actions - item 12.
- 4.10. Village Hall Fire Doors – a cheque had been approved for payment at 4<sup>th</sup> Oct Extraordinary meeting.

5. **County & District Councillors' Reports:** Liam Walker reported:

- 5.1. The school had contacted him about cars speeding on the bend by the church where the road narrows and he was arranging for this to be looked at. A 20mph speed limit and one way priority to be discussed.
- 5.2. Cllr Walker advised that the pipe leaking into the road at Witney Lane had been repaired and so should not be a hazard but given the nature of that part of the road (the slope and the bend) a grit bin would seem a good investment. Cllr Walker offered to fund the purchase if the Council order and pay for the item. The Clerk to add this to the November agenda.

5.3. The Clerk to contact Tracey Waller at TVP to request speed check equipment and ask when it would be available for the Council to borrow.

6. **Opportunity for the Public to Speak:** This was deferred until discussion of item 11 as Deborah Triff had arranged to join the meeting to report on the phone box project and was not present.

**Policy & Finance**

7. **Approval of Receipts & Payments since 4<sup>th</sup> Oct:** As per the table below.

Receipts & Payments for Oct 10th 2018 Meeting						
Payee	Reason	Cheque No.	Payment inc VAT	Reclaimable VAT Amount	Receipt	Power To Spend
Sharon Henley	Administration Costs for October	401855	£924.04	£0.00		LGA1972 s.112(2)
McCracken & Son	1 grass cut September inv.8668	401856	£300.00	£50.00		HA 1980 s.96 & LP(MP)A 1976 s.19(3)
Leaffield Village Hall	Donation towards buildings insurance and maintenance	401857	£810.00	£0.00		LGA1972 s.133
<b>Total</b>			<b>£2,034.04</b>	<b>£50.00</b>	<b>£0.00</b>	

- The first two above items were approved. The Village Hall cheque for £810.00 was approved following item 13 on the agenda.
  - There had been no response from McCrackens on the query of the August invoice.
8. **RFO Report on Current Financial Position:** The RFO circulated an Actual vs Budget report YTD. The current expenditure in month 7 was just under 40% of total annual budget.
9. **Planning for 2019-20 Budget & Precept Request:** The Budget and Strategy meeting for 6<sup>th</sup> Nov may need to be rescheduled due to councillor unavailability. The Clerk to arrange – this is a closed meeting. Cllr Caunt and the RFO to review and draft updated Earmarked Reserves for approval.
10. **Insurance Renewal – confirmation of Terms and Conditions.** Insurance brokers Came and Company had asked the Clerk to provide evidence of active tree management prior to receiving the renewal quote. The 2017 tree survey and associated works information had been provided. In order to ensure continual active management, the Clerk contacted Bowards to confirm their recommendations for a re-survey and was advised two years would be sufficient. Bowards to provide a quote for the July 2019 tree survey so this can be booked in and costs added to the 2019 budget to ensure continual active management.

It was agreed the Clerk to investigate the cost and availability of a half day Tree Inspection Course for the Clerk and Councillors to enable inspections following extreme weather conditions.

Insurance brokers Came and Co sourced three quotes and the Council accepted their recommendation to re-insure with Axa. In addition, the three year Long Term Agreement option was taken up which reduced the annual premium by 5% and guaranteed annual renewals would increase only if policy changes are made by LPC. This year's renewal was approved by Council at a cost of £1,130.97.

Cllr King joined the meeting at this point (approx. 20.20 hours)

11. **Phone Box – discussion on proposed project.** This item was discussed after item 12 when Deborah Triff arrived. Deborah reported that she had secured £650 in donations so far and there was potentially more available. She had researched at a reclamation yard and found red phone boxes very expensive. She was aware

of another Council who had purchased a red box which she viewed and she was aware that the project would be a lot of work which she was happy to organise.

Deborah asked if it could be a Council project. It was agreed that any monies donated would be clearly marked as donations to the Council for this project. Delivery of box completely refurbished and delivered would be approx £3,000 plus VAT but she would prefer a refurbishment project for the village. Cllr Caunt advised that the Council had previously been offered an existing old red phone box for £1 by BT. Cllr Kieron Mullins was investigating whether Planning Permission was required. Cllr Caunt commented that an existing concrete plinth was already in place under the green phone box and this could be re-used. Any box purchased would need to be added to the Council's Fixed Asset Register. The Clerk to check whether the existing green box was listed. Deborah to arrange for those with potential donations to contact the Clerk.

It was agreed to have a Public Consultation and Deborah Triff to ask whether villagers were in favour of the project and this to be co-ordinated by Deborah.

**12. Play Area Report – update and approval for quoted works.** Following discussion on the ROSPA report at the September meeting, the Clerk carried out a play area inspection and found the condition of the areas to have deteriorated since the ROSPA inspection in July.

**12.1.** Kompan Junior Multiplay required additional work; broken rope foothold, rope bridge required two new footholds, sheath replacement on seat ground anchor.

**12.2.** Erosion of ground and deep cracks around agility trail, bench and bin at far side of play area, probably due to long, hot dry spells of weather during summer.

**12.3.** Damaged retaining fencing in car park area with broken, sharp and exposed parts in wood and metal.

Remedial work was urgently required to ensure safety of the play equipment and continued insurance cover. The Clerk had obtained a quote from Reids for play area work of £4,390 of which £900 was to fix the Kompan Junior Multiplay. It was agreed to use this contractor who carried out works in 2017 as few suitable contractors were available and the work was required as soon as possible.

The Clerk had contacted Alan Bower to obtain a quote to mend broken fencing and had arranged to meet him on site.

It was agreed to review the Financial Regulations, in particular the amount of delegated authority available to the Clerk for works required to ensure health and safety and other urgent works.

**13. Village Hall – discussion and decision on request for payment of annual insurance premium £803.54.** The Village Hall Committee requested the Council to cover the insurance payment for the Hall. After discussion it was agreed to pay a total of £810 as a grant for maintenance to the Village Hall.

**14. Village Hall Update:** Cllr Pearce reported that there was a new secretary to the Village Hall – Heather Hill. The Committee were working on special projects for grants for the extension. Cllr King reminded the Council of its commitment to donate 14% of the cost of the extension.

**15. Pavilion Rear Fire Door – discussion and decision on upgrade/replacement.** The Council agreed to replace the current door which does not give sufficient protection against intruders – the Clerk to get a quote. The Clerk reported that the rear fire exit and escape route around the rear of the Pavilion required waste removal and vegetation ground clearance. It was agreed that the whole area along the rear of the Pavilion and Village Hall should be cleared to ensure all exits were clearly accessible. The Clerk to arrange for work to be completed. Following this a path with weed suppressing membrane may be installed from the back of the Pavilion to the Gate.

The Clerk noted that COSHH items were stored in an open cubicle in the ladies toilets in the Pavilion. The Clerk to contact the Gym Committee to request a lock to be fitted. The Clerk to review the Pavilion Fire Risk Assessment and replace fire signage if required.

**16. Gym Committee – discussion and decision on rent request.** The Committee had asked for a rent free period following the flood in Pavilion which resulted in a period of closure and expenses for remedial works, leaving the



Committee short of funds. It was agreed to allow a rent free period for the length of time the Gym was closed, the Clerk to email the Committee.

Councillors discussed affordability of the facility for all members within the community and agreed to propose ideas to the Committee for affordable monthly payments for Leaffield residents to encourage users back to the Gym.

**Environment**

17. **Burial Ground Update:** Cllr Pearce had circulated the Tier 2 Report Flood Assessment from the consultants, Cemetery Development Services. Installation of drainage system and single-level burials were recommendations of the report.

Cllr Pearce circulated a Project Planning Tracker for consideration by Councillors, with maximum cost for each stage to progress to a Planning Application submission in December with an anticipated Decision in February. Total cost estimate £15,312. It was understood that the current level of burials to be around 2-3 per year, based on recent years.

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

Cllr Wright updated that the Receivers for Leaffield Technical Centre had asked for 'best and final offers' for the site by next week.

<b>Received</b>				
<b>Ref</b>	<b>Address</b>	<b>Proposal</b>	<b>Deadline</b>	<b>Comments by LPC</b>
18/02519/HHD	15 Fairspear Road Leaffield Witney	Alterations and erection of single storey front, single and two storey rear extensions	Already passed	No objections
18/02565/FUL	Stonelea, 71 Lower End, OX29 9QG	Alterations and extensions to existing cottage together with erection of new dwelling and associated ancillary development.	10/10/2018 – extension granted by Planning Officer	No objections
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	22/10/18	No objections
<b>Decision Notices</b>				
<b>Ref</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>	
18/02242/S73	Acre End House Hatching Lane Leaffield Witney Oxfordshire OX29 9QP	Non-compliance with conditions 2 and 7 of planning permission 13/0201/P/FP to allow change to the timing of implementation	Approved	

19. **Review of Correspondence Register:** The Clerk reviewed the Register. An enquiry had been received from an individual interested in catering for a Bonfire Event. Cllr Pearce to pass details of the organiser of the Leaffield event to the Clerk.

The Chairman closed the meeting at 21.24 hours for the Confidential Session at item 20. The meeting was re-opened at 22.10 hours.

**23. Any Other Business & Items for Next Meeting:**

- 23.1. WW1 Metal Silhouette – The purchase of this was discussed, to be sited near to the flagpole. The Clerk to investigate.
- 23.2. The usual Poppy Wreath to be ordered for the Church Lychgate.

**24. Date of Next Meeting:** Wednesday 14<sup>th</sup> November at 19.30 hours in the Pavilion.

There being no further business the meeting closed at 22.15hrs.

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

Date: 14/11/18 \_\_\_\_\_