

LEAFIELD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in The Pavilion at 8pm on Wednesday 12th September 2018

Those Present: Cllr Juli King (Chairman), Cllr Luke Caunt (Vice Chairman) Cllr Jackie Hitchman, Cllr Gina Pearce
In attendance: Sharon Henley, Clerk/RFO, County Cllr Liam Walker, District Cllr Kieran Mullins
Members of Public: 3

1. **Welcome & Apologies for Absence:** Apologies had been received from Cllr Andy Wright and District Cllr Gill Hill.

Ordinary Council Meeting Standing Items

2. **Declarations of Interest in items on the Agenda:** Cllr Pearce is a member of the Village Hall Committee.
3. **Approval of Minutes of the Ordinary Council Meeting held on 25th July 2018:** Minutes were unavailable and will be signed at a future meeting.
4. **Matters Arising – update items to note from previous meeting.**
 - 4.1. Cllr Caunt reminded the Council that it had been previously agreed to purchase large traffic cones for the car park. The Clerk to purchase.
 - 4.2. Cllr Caunt also reminded the Council that potholes in the car park needed repair before winter, as previously agreed. Cllr Caunt to forward details of contractors who had already quoted and the Clerk to arrange for filling of potholes the same as last year, cost approx. £1,000.

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

Cllr Kieran Mullins reported:

- The proposed Unitary Authority would not go ahead in our area, the district and county councils will remain.
- A sum of £215m had been given to the region to be shared between all councils for housing and growth.
- Extra meeting to be held on 27th September to agree the final report on the Local Plan for housing – some new plots would possibly still be required.
- An affordable homes plan was being offered for Blenheim and West Oxon.
- Cogges Surgery was threatened with closure at the end of January 2019. However, Cllr Liam Walker thought that some GPs were interested in taking on the practice.
- Leisure facilities – £9.3m was being spent, including Carterton badminton court and trampoline zone. The Windrush Leisure Centre and Chipping Norton Centres were also being updated.
- Water Day Thursday to be held on 4th Oct to discuss pollution and flooding of River Windrush – all are invited. The Council and local water provider will be present. Meeting to be held at 10am at Woodgreen Council Offices, Witney, OX28 1NB. For enquiries please email enquiries@westoxon.gov.uk.

Cllr Liam Walker reported:

- The County Council had a new programme 'Fit for the Future' to save £33m. This would not affect frontline services but would mean more digital use for residents and some job losses as a result – this was now going to Cabinet for approval.
- Fairspear Road, Witney Lane had visits from 'The Dragon' for potholing. Cllr Walker to flag up that additional visits were needed following his most recent visit to Leaffield, including the top of Witney Lane. Councillors asked that advance notice was given in future to ensure residents do not leave parked cars near potholes, preventing them being mended when The Dragon visits.
- Witney Lane storm drains had been fixed.
- Highways – £120m had been borrowed from future council tax payments for work required, based on planned new housing.

- Councillors raised concerns about the crossroads with Ascott Under Wychwood - when would work near the badger sett be completed? There was concern that traffic cones in the road were dangerous at the section of unlit road with a large dip and blind corner. It was suggested that the problems with the road collapse had been caused by large coaches used for local festival-goers. Cllr Walker to chase date for work to be carried out.

6. Opportunity for the Public to Speak:

Daffodil Planting: Deborah Triff reported on her daffodil planting plans which had been circulated to councillors. She had held garage sale/car boot and raised profit of £321 and purchased bulbs for that cost. Councillors agreed to her holding a Volunteer Day in the village on Oct 7th from 1-4.30pm to plant the bulbs. Deborah is also giving away 1,000 bulbs to be planted in front of people's houses.

A risk assessment to be completed by Deborah for the event and sent to the Clerk. A first aider to be present and Hi viz jackets to be provided for use on the road. The Clerk was asked to make the Council's traffic cones available for use at the event during roadside work. The Clerk to check with the insurers whether the event could be covered by Council insurance. It was agreed the Clerk to order a first aid kit which could be used for the Pavilion and events such as this.

Phone Box: Deborah Triff also asked about Councillor's interest in a project for the phone box on the Green that would benefit the village. It was confirmed that LPC had adopted the existing phone box which had an electrical supply paid for by BT. Councillors confirmed that funds may be available for a suitable project but Planning Permission may be required - Cllr Mullins agreed to enquire on this point. Councillors agreed that Deborah would explore ideas and report back.

A discussion was held on monies previous raised at a Fete which could be used for future projects. Cllr Mullins to make enquiries.

Cllrs Mullins and Walker and 1 member of the public left the meeting.

Policy & Finance

7. **Approval of Appointment of Acting Clerk/RFO:** Cllrs confirmed their approval to appoint Sharon Henley as temporary Clerk/RFO during August to complete urgent work for audit submission.
8. **Approval of Appointment of Permanent Clerk/RFO:** Cllrs confirmed their appointment of Mrs Sharon Henley as permanent Clerk/RFO from 1st September. Councillors agreed to the Clerk purchasing the new Charles Arnold Baker book Local Council Administration via OALC at a discounted cost of £103.99 and membership of the Society of Local Council Clerks at a cost of £128.
9. **Approval of Receipts & Payments for August/September:** As per the table below.

Receipts & Payments for August & September						
Payee	Reason	Cheque No.	Payment inc VAT	Reclaimable VAT Amount	Receipt	Power To Spend
August (payment in August when no Council meeting took place)						
Viking Inv 266374 (only approved this one)	Stationery Inv 266374 April 18	401840	£115.04	£19.17		LGA 1972 s.111
Total			£115.04	£19.17		
September						
Namesco Ltd	Website Hosting	401841	£107.88	£17.98		LGA 1972 s.142

Society of Local Council Clerks Membership Fee	Resource and training for Clerks	401842	£128.00	£0.00		LGA 1972 s.143
Chipton Consulting Ltd Inv 0060	Clerk's laptop maintenance	401843	£240.00	£0.00		LGA 1972 s.111
Arrow Accounting Inv P383	Internal Audit Fee	401844	£282.00	£0.00		LGA 1972 s.111
Information Commissioner	Data Protection Fee	401845	£40.00	£0.00		LGA 1972 s.111
Moore Stephens Invoices 206678 & tbc	2 x £48.00 Fixed Fees for Standard Reminder Letter re External Audit	401846	£96.00	£16.00		LGA 1972 s.111
Administration Costs	Acting Clerk services and associated costs	401847	£806.94	£0.00		LGA 1972 s.112(2)
Total			£1,700.82	£184.65		

10. RFO Report on Current Financial Position: The RFO reported on the end of year 2017-18 finance position. Councillors were asked to note the re-stated end of year figure of £45,373 for year ending 31st March 2017. This was reported on the 2016-17 return as £46,249 owing to Unpresented Cheques not having been deducted from the final figure. The overall budget for 2017-18 had been underspent by £11,106.22 owing to projects being delayed which had been budgeted for in that year. The balance carried forward at end of March 2018 was £60,549 which included outstanding project monies. The total for Fixed Assets were recorded as £321,770.

Councillors approved £75 to be written off as a cash payment of Fish and Chip Van Invoice had not been banked on receipt at the start of 2018.

The RFO circulated a report on Actual Vs Budget for the current financial year and this was approved by councillors. It was recognised that although expenditure to date this financial year appeared low, some large invoices were expected to be received for work previously agreed and undertaken and these would require payment in the near future.

11. Consider Internal Auditor's Report: The Clerk circulated the Internal Audit Report from Arrow Accounting from August 2018 on the 2017-18 Financial Year. The main recommendations were as follows:

- Risk Assessment should be reviewed and remedial actions carried out
- Budget was regularly monitored
- Statement of Internal Controls was completed

Councillors discussed and approved the report and recommendation actions.

12. Review Effectiveness of System of Internal Controls (for AGAR Return): This item was deferred to allow additional opportunity for Councillors to review documentation.

Councillor Hitchman left the meeting owing to time constraints.

13. Approve the Annual Governance Statement: This item was deferred to allow additional opportunity for Councillors to review documentation.

14. Approve the Statement of Accounts at Year End 31st March 2018: This item was deferred to allow additional opportunity for Councillors to review documentation.

15. Clerk/RFO Report on Next Steps for External Audit: The Clerk reminded the Council that the Annual Governance and Accountability Return required urgent completion for submission to the external auditor. The auditors Moore Stephens had written on several occasions to request the return. An Extraordinary meeting was

to be scheduled prior to the next Council meeting to enable completion of items 12, 13 and 14 and submission of the return.

16. Review of Bank Signatories & Current Banking Arrangements

It was confirmed that Councillors King, Caunt, Hitchman and Pearce were current signatories. Final forms required completion in order to confirm Cllr Wright as a new signatory.

The following resolution was approved in accordance with banking requirements:

It was resolved and declared that in respect of each of the accounts listed at Section 1 Bank Account Details (the Account(s)):

- the Co-operative Bank p.l.c. ('the Bank') shall continue as our bankers in accordance with our original account application, the Business being empowered by and acting within its constitution in giving this instruction
- the Bank shall be authorised to accept instructions (including telephone instructions and written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in All account signatories Section 2 Part C and shall be authorised to act on instructions given by signatories/authorised users in accordance with the Account terms and conditions. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)
- the Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the All account signatories Section 2 Part C
- the Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our Account(s) (including the opening of new accounts), affairs or property, as shown in the All account signatories Section 2 Part C
- the Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions if required
- the Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations or Bye Laws if required
- the Bank shall be notified in writing of any change of Directors/Partners/Owners/Officials/Members
- the Bank shall be notified in writing of any change of Authorised User • the Bank shall otherwise continue to operate our Account(s) in accordance with the signing authority as outlined in Section 2 Part C
- the Bank shall be notified in writing of any overall change of control in the business
- all signatories to the Account(s) are aged 18 or over
- No Directors/Partners/Signatories/Authorised Users have been subject to bankruptcy in the last six years
- No Directors/Partners/Signatories/Authorised Users have had County Court Judgments registered against them in the last six years.

Councillors to complete forms following the meeting and pass to the Clerk for onward transmission to the Bank.

17. **Consider Quote for Insurance Cover:** The Clerk reported that the current policy would expire at end of September. Came and Company were preparing a quote based on the requirement for three quotes but this had yet to be received. Last year's renewal was £1094.10. Councillors agreed the Clerk to renew with the most suitable quote from Came and Company if the renewal amount was similar to last year.

Recreation & Leisure

18. **Consider ROSPA Play Area Risk Assessment 2018 and agree actions:** Clerk circulated play area and skate park reports with recommendations:

- 18.1. Rust to Rocker Platform – repair
- 18.2. Repair ground surface below Rotator-Spica
- 18.3. Repair ground shrinkage around Pentagon Swing
- 18.4. Repair surface around Supernova Carousel
- 18.5. Junior Multiplay top large blue ring is cracked – repair
- 18.6. Monkey bars are loose (this was reported before and reported to be normal)
- 18.7. Junior Multiplay with Slide – laminate damaged – repair
- 18.8. Skate Park – flat bank has holes and mound behind is disintegrating
- 18.9. Skate Park Quarter Pipe has holes – repair
- 18.10. Addition of toddler piece needs new bolt

Councillors agreed the work should be completed as soon as possible. The Clerk to contact the contractor used in 2017 as there were limited suitable contractors available to complete this type of work.

19. **Village Hall Update:** The invoice for the replacement fire doors had been received by the Village Hall Committee and the work was now complete. Council had previously agreed payment of this invoice. The invoice to be forwarded to the Clerk. A complete update on the Village Hall was deferred to the next meeting.

Environment

20. **Burial Ground Update:** Cllr Pearce updated as per the report at Appendix 1.

21. Planning Applications Received and Decision Notices:

Received				
Ref	Address	Proposal	Deadline	Comments by LPC
17/03934/FUL	The Pearl, 110 Lower End, Leafield	Alterations & extension to create two holiday lets	11/10/18	Appeal - all previous comments have been forwarded to the Planning Inspector by WODC. No previous objection by LPC.
Decision Notices				
Ref	Address	Proposal	Decision	
18/01934/HHD	Warecot, The Green, OX29 9NP	Erection of detached garage and car port	Approved	
18/01985/HHD	3 Pond Court, Fairspear Road, OX29 9NJ	Retrospective application for conversion of garage to create extra living space	Approved	
18/01939/HHD	Ivanhoe, The Green OX29 9NP	Demolition of existing garage. Erection of single storey extension to provide extra living space	Approved	
18/02015/FUL	Jack Jones Cottage, Chimney end, OX29 9NR	Change of use from agricultural land to domestic garden	Approved	
18/00890/FUL	Roselyne, 60 Lower End OX29 9QJ	Demolition of bungalow, build 1 new house (amended application)	Approved	

22. **Review of Correspondence Register:** A list of recent correspondence was reviewed. No additional responses were required.

23. **Any Other Business & Items for Next Meeting:** No items were raised.

24. **Date of Next Meeting:** Wednesday 10th October 2018 at 8pm in the Pavilion. An Extraordinary meeting to be schedule for approval of the Annual Governance and Accountability Return.

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

Signed: Luke Cant
 Councillor Juli King, Chairman
 VICE CHAIR LUKE CANT

Date: 10/10/18

Appendix 1

Councillor Pearce Update on Burial Ground 12th September 2018 Agenda Item 20

A Tier 1 Assessment Report has been submitted to the Environment Agency and they have now responded indicating at this stage they are happy. They have now requested that trial pits be excavated on the site as part of the works to complete this stage of the process. Five boreholes were dug, across the site, on Monday 10th September 2018 to 4 metres below ground level (bgl).

The soils were found to comprise dry stiff gravelly clay soils to depths of approximately 1.4m/1.9m bgl. Below this were silty fine sandy soils which were found to be saturated with water to depths of between 2.2m to 3.5m bgl. Below this were further silty clay soils to the base of each hole. Given the fact that the sandy soils are bounded by impermeable clay soils, it is likely that the water observed in the boreholes is a perched water, which cannot easily drain away from site.

Standing water levels recorded on completion of each hole varied between 2.3m bgl to 2.5m bgl, it is likely that further correspondence with the EA maybe be required to address potential groundwater concerns. However inspection of the village well to the north showed the well was dry to 11.8m bgl, as such this shows that the water observed on site is likely to be perched.

At this stage it is not envisaged that there are any significant issues that cannot be addressed without some form of mitigation.

CDS are waiting to receive some geological information to finish the report and they expect this will take another 2-3 weeks to come through. Once they have then completed the report and the Council have received and approved it, they will submit it to the Environment Agency to receive pre-application advice on the suitability of the land for use as a cemetery. They estimate the EA will need 5-7 hours to review our report – this is likely to take in excess of 40 days due to the EA's statutory obligations to address the drought at present.

CDS will submit an invoice for the works undertaken to date.

Council has approved costs to date as follows:-

Stage 1	£750 + VAT	this work is fully complete
Stage 2	£2,250 + VAT	this work is still in progress