

LEAFIELD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in The Pavilion at 8pm on Wednesday 14th November 2018

Those Present: Cllr Juli King (Chairman), Cllr Andy Wright, Cllr Jackie Hitchman

In attendance: Sharon Henley, Clerk/RFO, County Cllr Liam Walker, District Councillor Kieran Mullins

Members of Public: 3

1. **Welcome & Apologies for Absence:** Apologies had been received from Cllrs Luke Caunt and Gina Pearce and District Councillor Gill Hill. The meeting started at 20.13hrs.

Ordinary Council Meeting Standing Items

2. **Declarations of Interest in items on the Agenda:** There were none.
3. **Approval of Draft Minutes of the Council Meetings:** The following were all approved and signed by the Chairman:
 - 3.1 31st January 2018 Ordinary Council Meeting
 - 3.2 7th March 2018 Ordinary Council Meeting
 - 3.3 4th October 2018 Extraordinary Meeting
 - 3.4 10th October 2018 Ordinary Council Meeting, including Confidential Session

4. Matters Arising

The Clerk reported the following:

- 4.1. Churchill Surfacing had quoted the same cost to repair the car park potholes as for 2017 so the work was completed. It was noted that there were potholes at the entrance to car park which had not been included in the scope of this work. It was agreed to monitor.
- 4.2. Charles Arnold Baker book had been received by the Clerk.
- 4.3. Moore Stephens had confirmed receipts of the AGAR Return but no further correspondence had been received.
- 4.4. The Clerk had emailed Tracey Waller at TVP re. borrowing the speed check equipment but no response had been received.
- 4.5. McCrackens confirmed they had carried out a cut of the grass on 22nd August with reference to their invoice submitted.
- 4.6. Tree Inspection Course – The Clerk had emailed Nick Dalby but no reply received – the Clerk to chase.
- 4.7. Reids had completed the playground maintenance.
- 4.8. Alan Bower had quoted £250 to mend broken fences in the car park and remove rubbish from behind the Village Hall and Pavilion in preparation for grounds maintenance. This had been agreed as urgently required and rubbish had been removed. The fencing was still to be done.
- 4.9. The Clerk requested the Gym Committee to install a lock to the ladies' cubicle containing COSSH items and this had been done.
- 4.10. A Poppy wreath had been placed at the Lytch Gate. The Silhouette figure to be discussed later in the agenda.

5. County & District Councillors' Reports:

Cllr Liam Walker reminded the meeting that potholes could be reported on fixmystreet.com and this was proving a well-used service. WODC had received an additional £7.3m from the government to deal with potholes. They had changed their method of treating potholes to patching and sealing as this was not done last year and the potholes expanded. A member of the public mentioned that he had reported three fly-tipping incidents on line this month. Another member of public commented that some pothole patching was not flat and therefore unsuitable for bike riders as it needed to be rolled flat. It was noted that the work had been completed to the Ascott Road which was collapsing by the badger sett.

Item 29 on the agenda, the purchase of the Grit Bin was discussed at this point. Cllr Walker to send the Clerk a link to the order form and the Council will be reimbursed for the purchase.

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Clr Kieran Mullins reported on the Gigaclear work – the superfast broadband partner. Part of work in the local area has been completed with 4788 properties in West Oxon now done. Leaffield was due to be completed by Q2 next year, starting Q1 2019. Leisure Centres – WODC partners GLL Better had put a £560k investment in Windrush Leisure Centre with an extension to the Gym and special services to over 55s accommodated.

6. Opportunity for the Public to Speak:

Item 20 Gym Committee was discussed as Nick Birtley and Rich Weinhold from the Committee were present. Nick Birtley welcomed the Council's help with the rent-free period as not all the remedial work from the flood had been covered by insurance.

Nick also spoke about the Council's suggestions on amending the Gym Pricing Structure. The Chairman confirmed that councillors had received feedback that better value facilities were available in Witney. The Gym grant had been obtained for inclusive use by all villagers, especially those without transport etc. Therefore residents with a Leaffield postcode should not have to pay more per month and be penalised if they did not have enough disposable income to pay quarterly or annually. The Council's suggestions had not been so much about reducing prices but ensuring inclusivity. A recent funding request from the CAB stated that 80 people from Leaffield had required the services of CAB over the past year, suggesting possible financial difficulties. It was suggested by the Council that those with a Leaffield postcode could be offered a slightly better rate such as a monthly fee costing the same as for an annual membership.

The Gym Committee responded that it had been named the Community Gym as the intention was to make it accessible to all villagers. The Committee had carried out a lot of research prior to introducing the pricing structure four years ago. In their opinion it could not be compared to Windrush Leisure Centre as it was a standalone facility, run by volunteers and a small space that was only suitable for 3-4 people maximum, making it more accessible and possibly less intimidating to use. Nick presented a comparison chart from other local gyms, the Leaffield Gym pricing was based on the Shipton gym model. Demographics and alternative methods of payment were also discussed, including the possibility of taking away the £10 admin fee for an induction session

Nick stressed that the Committee needs to be self-sustaining with financial reserves. They also donate funds to other community organisations such as for the table tennis table, guides outing, Village Hall refurbishment and car park so don't feel able to reduce fees more.

After further discussion the Gym Committee would consider if anything could be done to help Leaffield residents on low incomes to join the gym.

Joe Coulson, Path Warden, attended to speak on Item 22: Resolution to apply to Oxford Fieldpaths Society for a grant to change stiles in poor repairs to gates. Joe had originally reported the poor condition of the stiles to OCC but funding was not available. Joe advised that kissing gates would be more accessible for those who could not use stiles. He had contacted the Chairman of Oxford Fieldpaths Society who had money for this work and she requested a letter from the Council which Joe had drafted. When monies become available the Council to seek landowners' permission to carry out the work.

Joe requested that a new walk was uploaded to the website – details to be forwarded to the Clerk.

Deborah Triff provided an update on Daffodil planting by email. She had met with Gigaclear and was shown the plans of where they were going to put the cables. The bulbs had not been planted in areas where it was thought they might dig and these areas proved to be correct. They were planting the bulbs in their own gardens this year and would plant them in the verges next October.

There were a few places where they were going to dig that might affect the bulbs, but they had planted them near or around signs etc so this should not be too much of a problem. The two areas flagged up to Gigaclear were on The Green where bulbs were planted years ago by Brenda McGregor. It seems they propose to dig along the Green from The Lancut to the path that leads up to the school, where it was loaded with bulbs. The other place is opposite Dove Cottage, near the big Horse Chestnut and where the top road is tarmacked, again there



were bulbs from the past planted along the top. Gigaclear were expecting to meet with the Clerk or a Councillor on December 6th – the Clerk to query.

Gigaclear confirmed that if they damaged any of the bulb areas they would buy some more. Workmen would be advised when they come into the village so that they can try to avoid any bulbs. Deborah had warned a few people who helped plant the bulbs and who live near any of the questionable areas to keep an eye out and go and talk to the work people when they come in Dec/Jan time.

Policy & Finance

7. **Resolution to Amend November 2017 Minutes:** A GDPR request had been submitted in relation to the Minutes. The request was still under review by the Clerk and Councillors.

8. HMRC Payments:

8.1. Approval of Statutory Payments

8.1.1. NI & Tax Payments to HRMC for Month 2 and Month 6 totalling £366.99. This was approved.

8.1.2. NI & Tax Payments to HMRC for Months 7, 8 & 9 totalling £1153.53. This was approved.

8.1.3. Agreement to Write Off £29.69 Employee Overpayment in Respect of NI Contributions for month 2. This was resolved in advance of approval of 8.1.1.

9. **VAT Reclaim to HMRC:** The Clerk had submitted a claim for £2,705.47 for the period 26th May 2017 to 30th Sept 2018.

10. **Approval of Receipts & Payments for November and December:** As per the table below. Item 26 – approval of purchase of Silhouette figure was approved prior to the items below.

Payee	Reason	Cheque No.	Payment inc VAT	Receipt	Power To Spend
McCracken & Son	1 grass cut 22nd August inv.8620 (previously queried)	401849	£712.80		HA 1980 s.96 & LP(MP)A 1976 s.19(3)
RBL Poppy Appeal	Silhouette Figure for Remembrance Day - Village Green	401858	£250.00		LGA1972 s.137
McCracken & Son	Clearance of vegetation from rear of Pavilion & Village Hall to enable fire route access Inv 8708	401861	£300.00		LGA1984 s.8(1)(i)
Castle Water	Water Supply for Pavilion Inv 1473867 1 Aug-1 Nov (including rebate for waste)	401862	£4.26		LGA1972 s.133
Namesco Ltd	Website domain name for 3 years	401863	£27.99		LGA1972 s.142
Cemetery Development Services	Topographical Survey for Proposed Extension to Burial Ground	401864	£1,020.00		LGA1972 s214(2)
Reids Playground Maintenance	Maintenance of Play Equipment & Play Areas	401865	£4,332.00		LG(MP)A 1976 s.19(3)
Churchill Surfacing Contractors	Repairs to car park with Type 1 Stone	401866	£1,080.00		RTRA1984 s.57
Lexis Nexis	Provision of Arnold Baker Local Council Admin 11th Edition Book	401867	£110.99		LGA1972 s.111

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Wilsham Consulting	Car Park Planning Phase A Second Invoice 713/102	401868	£1,356.00		RTRA1984 s.57
Juli King	Poppy Decorations for Village Green, Remembrance Sunday	401869	£23.94		LGA1972. s137
P Henley	V Hall Maintenance & Installation of Silhouettes	401670	£25.00		LGA s.133 & s.137
S Henley	Clerk's Expenses Poppies, Stationery, Litter picker & bags	401871	£88.35		LGA 1972 s.137, LGA1972 s.111, LG(MPA) 1976 s.19(3)
HM Revenue & Customs	NI & Tax L Grant Month 2 & S Henley Month 6	401859	£366.99		LGA1972 s.112(2)
HM Revenue & Customs	NI & Tax S Henley Months 7, 8 & 9	401860	£1,153.53		LGA1972 s.112(2)
Sharon Henley	Clerk's Nov salary (net) payable 25th Nov	401872			LGA1972 s.112(2)
Sharon Henley	Clerk's Dec salary (net) payable 21st Dec	401873			LGA1972 s.112(2)
Bower & Bailey	Legal Services up to 21st Sept	401874	£960.00		LGA1972 s.111
2013/14 Fete Committee	Red Phone Box Project			£603.47	

11. RFO Report on Current Financial Position: The Clerk/RFO reported that several budgets were overspent with a total of £10,303 remaining for this financial year. The Council were advised to consider carefully their expenditure for the remainder of the financial year, particularly with regard to possible legal fees and the estimated cost of the burial ground project.

12. Virements: Agreement to move money between budget codes within current budget allocation. It was agreed to move £3,800 from the Grass Cutting budget to Village Hall Repairs/Upgrades as this budget was overspent due to the donation for the Village Hall fire doors.

13. Approval of Bank Reconciliation: This item was deferred.

14. Approval of Updated Earmarked Reserves: Reserves were discussed but it was agreed to defer the update until there was a clearer picture on the expected costs of the burial ground project and possible legal expenses.

15. Draft Budget 2019-20 Discussion and Approval: The Councillors discussed the prepared draft Budget of £42,278 which would represent a 1% rise on the current year and this was approved. The RFO advised that this would not be the final amount of Precept requested as the Council were awaiting notification from WDC on any grant to be awarded. The Precept demand to be approved at the January meeting.

16. Phone Box – discussion on proposed project. The Clerk/RFO reported that a donation of £603.47 had been received from the ex Village Fete Committee 2013/14 and a donation was expected from the Save the Fox fund. An email update had been received from Deborah Triff :

- Cllr Kieran Mullins had confirmed the Planning Permission was not required.

- BT had removed the old telephone box. The Chairman confirmed that the electricity appeared to have been cut off.
 - One of the donation cheques had been held up, but this should be resolved in the next 3 months.
 - The Clerk/RFO had provided bank details for the Save the Fox donation to be transferred.
 - Deborah had been informed about a farm that has lots of telephone boxes lying around and was making enquiries. She was also in touch with someone from South Leigh who deals in this sort of memorabilia and knows Leafield so was on the lookout for us.
 - Positive feedback had been forthcoming from a few people in the Village. One person queried the position of the box as the undergrowth would hide it and Deborah confirmed that this would be cut back. Also, that siting the box elsewhere would probably require Planning Permission.
17. **Play Area Report** – Clerk to update on works completed and report and recommendations from last inspection. All works had now been completed by Reids. Last inspection was on 26th October and the following was noted:
- 17.1. Large bramble overgrowing the fence by the swing in the old play area. Cllr Hitchman offered to prune this back.
 - 17.2. There were still some cracks in the wet pour under the Climber Rota Web and Swing Basket but these weren't identified in the July Risk Assessment and not quoted for by Reids. The clerk to monitor.
 - 17.3. Multiplay Junior had been mended but the rope bridge handles are worn. Clerk to monitor.
18. **Village Hall** – Clerk to update on works completed and recommended actions in relation to fire escape routes and 2017 Fire Risk Assessment. The Clerk reported:
- 18.1. A contractor had cleared rubbish from behind the Village Hall and Pavilion fire escape routes.
 - 18.2. McCrackens had cleared the overgrowth vegetation from behind the Village Hall and Pavilion to enable the rear fire exit routes to be used at a cost of £250 plus VAT.
 - 18.3. The Village Hall wooden side gate was padlocked shut which did not allow rear fire exits from either the Village Hall or Pavilion to be used. The Clerk had arranged with the Committee for the padlock to be removed. The latch had been modified so access could not be gained from the front, only from the rear fire exits. This was to address the Committee's concerns about unauthorised access and previous vandalism if the gate was left unlocked.
 - 18.4. DJ Tonks Electricians had changed light bulb in Pavilion exterior rear light by the fire exit. Village Hall rear exterior lighting along the fire escape route was also not working and the Clerk had passed a suggestion from the electrician to the Village Hall Committee that the bulbs were checked in the first instance.
19. **Pavilion Rear Fire Door** – Consideration of three quotes received and resolution to approve one quote. The Clerk produced three quotes for consideration. The Council deferred purchase of this item until expected expenditure for the remainder of the financial year was clarified, as discussed in item 15.
20. **Gym Committee** – Update on proposed rent reduction and pricing structure.
- 20.1. **Rent Reduction:** The Gym Committee had confirmed they were happy with the proposals to pay a total of £866.66 for the year as the Gym was closed for almost four months.
 - 20.2. **Pricing Structure:** The Gym Committee's response to the Council's suggested review was made at item 6.
21. **Village Hall Car Park:** Consideration and approval of Wilsham Consulting Strategy Report March 2018. Consideration of this report was deferred as this project may need to be deferred for financial reasons. After discussion on the current appearance of the car park the Clerk was asked to get a quote from McCrackens to clear and trim the parking spaces to make them available for use. It was suggested by Councillors that the car park hedges could be cut by volunteers.
22. **Resolution to Apply to Oxfordshire Fieldpaths Society for grant to change stiles in poor repair to gates:** As recommended by Joe Coulson, Path Warden. This was discussed at item 6. It was agreed that the Clerk would send the letter of application, as drafted by Joe.

23. Burial Ground

- 23.1. **Project Plan Tracker (previously circulated) Approval for actions identified to progress project to Planning Application Stage at an estimated cost of £15,312.** It was agreed that it was necessary to progress this project and the items identified on the Tracker, although the total amount was not available in this year's budget and monies would need to be drawn from Reserves.
- 23.2. **Consideration & Approval of CDS Topographical Survey.** This had been circulated by Cllr Pearce prior to the meeting and was reviewed and approved.

24. Tree Survey 2019

- 24.1. **Consideration and Approval of Quote from Bowards for £570 + VAT for full survey.** Council insurers had requested that on-going surveys and maintenance take place and Bowards had recommended a two yearly survey, next due in July 2019. Councillors agreed to accept this quote as Bowards had completed previous surveys to a good standard. Trees with recommended works will be recorded on a schedule and marked on a map and costs provided for any recommended works.
- 24.2. **Approval of Bowards as preferred suppliers for on-going tree surgery.** It was agreed to use Bowards for any emergency tree work required prior to the next tree survey.

Planning

25. Planning Applications Received and Decision Notices:

Received				
Ref	Address	Proposal	Deadline	Comments by LPC
18/02519/HHD	15 Fairspear Road Leaffield Witney	Alterations and erection of single storey front, single and two storey rear extensions	Withdrawn	n/a
Decision Notices				
Ref	Address	Proposal	Decision	
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.	Approved.	

Consultation & Communication

26. **Approval of Purchase of Metal Silhouette Memorial Figure at a cost of £250:** As approved at item 10. Owing to short timescales this had been placed on the Green with metal poppies prior to the meeting. A damaged and incomplete delivery resulted in the final delivery of two items. It was agreed to keep the soldiers in place until the Church removed their Remembrance Day poppies from the Lytch Gate. The Churchwarden to be approached by the Clerk to ask whether it would be appropriate for them to be placed in the church's Lady Chapel near the Role of Honour on their removal from the Green.
27. **CAB Funding Request Consideration of donation.** This item was deferred until January for further consideration. As stated by the Chairman in item 6, 80 residents of Leaffield had used this service in the past year.
28. **Review of Correspondence Register:** The Clerk circulated the Register.
- 28.1. Councillors had been asked for a volunteer to read at the 9th December Carol Service. Cllr Pearce had volunteered and the Chairman was also happy to read.
- 28.2. An email had been received regarding Chimney End land. The Clerk to progress the enquiry.

Transport & Highways

29. **Purchase of Grit Bin for Witney Lane at a Cost of £200 Agreement to purchase for later reimbursement by OCC.** It was agreed to purchase this as OCC were to cover the cost, as discussed at item 5.

Ordinary Council Meeting Standing Items

30. Any Other Business & Items for Next Meeting:

- 30.1. Virements, Earmarked Reserves, Precept, car park quote for tidying and possible decision to defer car park project, CAB donation would all be included in the January meeting.
- 30.2. It was noted that it would be Cllr Wright's last meeting as he was moving away from village.

31. Date of Next Meeting: Wednesday 9th January 2019 at 20.00 hours in the Pavilion.

There being no further business the meeting closed at 10.30hrs.

Signed: _____
Cllr Juli King, Chairman

Date: 9/1/19 _____