

# LEAFIELD PARISH COUNCIL MEETING

## Held on Wednesday 31<sup>st</sup> January 2018 at 8pm

Held in the Pavilion Room, Village Hall, Leaffield.

**Those Present:** Lorraine Grant (Clerk) Cllr Juli King, Cllr Jackie Hitchman & Cllr Gina Pearce.  
Cllr Liam Walker, Cllr Kieran Mullins & Cllr Gill Hill.

Also present were 4 members of the Public.

This meeting was recorded

Mrs Lorraine Grant  
Clerk to Leaffield Parish Council

### Minutes

Item No.	Subject
	<p><b>Welcome &amp; Apologies for Absence</b> 8:01pm - Chair welcomed everyone to the meeting. Chair also reminded Council that the meeting was being recorded and this recording would be deleted once the minutes were accepted at the following meeting.</p> <p>Cllr Caunt, Cllr Wright and Cllr Woods and Jane Digby sent in apologies - thank you.</p> <p>Chair also announced the Vice Chair has resigned from this position but will remain a Cllr, she thanked him for standing in during the Chair's absence - the Parish Council will look to nominate a new Vice Chair at the next meeting and said we are also a Cllr short due to a vacancy.</p>
<b>1</b>	<b>Ordinary Council Meeting Standing Items</b>
1.1	<p><b>Register of Interest in Items on the Agenda</b></p> <p>Chair reminded Cllr's to disclose any interest in items on the Agenda - none received.</p> <p>Chair also reminded Cllr's to ensure all disclosable pecuniary interests were logged with the Principle District Monitoring Officer.</p> <p>Chair did ask if the Village Hall was on the Agenda, and asked Cllr's if they wanted to disclose anything - none received.</p> <p>Chair highlighted the change in name from declaration to disclosable.</p> <p>Cllr's present were given a Code of Conduct information sheet which, needs to be signed and returned to the Clerk by the next meeting. The Code of Conduct forms will be issued annually. Cllr's present were also issued with a copy of "Parish and Community Council Meetings NALC Legal Topic LTN 5"</p>
1.2	<p><b>Approval of Minutes of the Council Meeting held on 29<sup>th</sup> November 2017.</b></p> <p>Chair read out the correction requests - notes added to items 3.1, 3.2 &amp; 4.5.</p> <p>Chair advised members that any correction requests (accepted or declined) will need to be noted in the relevant minutes they refer to - this applies to both Cllr's and Public correction requests.</p> <p>Chair spoke briefly about each request and stated the reasons.</p> <p>A Cllr highlighted that a Public correction request was received after the initial minutes were circulated and had not been recorded - all agreed that this will be added.</p>
1.3	<p><b>Matters Arising - The below matters arising may include previous matters that have not been completed.</b></p> <ul style="list-style-type: none"> <li>- Clerk to work on the CCTV issue. Cllr Pearce to try and get / update any VH key register. <i>Cllr advised she is making good progress with the register.</i></li> <li>- Clerk to source a new padlock for the Archive cabinet. Ongoing</li> <li>- Clerk to buy the 30 speed stickers. Ongoing</li> <li>- Clerk to find three quotes for 4/5 industrial type traffic cones. Ongoing.</li> <li>- Clerk to get quotes for handy man / painter - Handy man quote received and under £300 so no need for further quotes and Cllr's agreed we should go ahead. Clerk will action.</li> <li>- Clerk to arrange OALC / GDPR training for 7<sup>th</sup> March.</li> <li>- Clerk to arrange a Fire Assessment meeting.</li> </ul>
1.4	<p><b>County &amp; District Councillors' Reports</b></p> <p><b>Cllr Liam Walker</b></p> <p>Oxfordshire County Council Budget due in a few weeks, Council Tax increase 1% made by Government. Cllr's do have a Community fund which projects can benefit from. A resident had contacted him asking about a grit bin in Witney Lane and this is something the Community fund would consider.</p> <p>Leaking pipe in Witney Lane, believed to be from a domestic property.</p>

New WOCT route 210 to serve Leaffield.  
 Cllr appointed on the Cabinet Advisory Committee. Two projects at the moment, Express way Oxford – Cambridge and potholes.  
 www.Fixmystreet.com – the service seems to be working well, good feedback from local residents.  
**Cllr Kieran Mullins**  
 China banning the import of rubbish from the UK – came into effect end of December 2017. October 2017 Councils signed a contract with Suez Recycling and recovering UK Ltd, as a result they have not exported any material since April 2017.  
 Local Plan – Inspection due next month.  
 The Fox Pub has now been bought commercially and should be opening Easter time. Brilliant support over the Christmas opening and Kieran thanked residents.  
**Cllr Gill Hill**  
 Renewal of waste licences – sign up now to receive the maximum number of collection. You can do this online.

- 1.5 **Opportunity for the Public to Speak – This will be limited to 5 minutes per resident and must only be about items already on this Agenda.**  
 NO REQUESTS

## 2 Policy & Finance

### 2.1 Approval of Receipts & Payments for December 2017 & January 2018

Description	Chq No.	£	£	Power to Spend
Clerk Salary – Dec 2017 & January 2018	Now on S/Order	£1,313.00		LGA 1972 s.112 (2)
Clerk Expenses (Stamps)	401813	£26.65		LGA 1972 s.112
Boward Tree Management	401814	£1,926.00 (£321 VAT)		Highways Act 1980 s.96
WOCT Donation for Route 210	401815	£750.00		Transport Act 1985 s106a (inserted by LGRA 1997 s27)
Churchill Servicing – Old Drovers Lane	401816	£1,170.00 (£195 VAT)		Highways Act 1980 ss.43, 50
Chip Van Pitch Hire Nov, Dec & Jan			£75.00	LGA Act 1972 s.144
<b>Totals</b>		<b>£4,015.65</b>	<b>£75.00</b>	

### 2.2 Actual v's Budget

Chair advised that there had been some housekeeping done on the reserve document previously adopted. This is to ensure that certain monies are listed and correctly recorded so it doesn't look like we have available funds. General reserves are 6 months and then we have now included a gym reserve – this ensures there are funds available for the maintenance of the building. The gym rent will now be excluded from the budget. Cllr's were presented the most recent budget v's actual figures, Clerk advised only over spend was 2017 Fire Risk Assessment and the recent temporary repairs for Old Drovers Lane. Stationary was under budget as Clerk had a healthy supply from previous Clerk – all agreed.

### 2.3 **Charles Arnold Baker 10<sup>th</sup> Edition – Clerk to seek approval to buy the latest copy, this is an excellent source of reference for Clerks and Councils and comes recommended by OALC. Priced in the region of £90.**

All Cllr's present agreed for the Clerk to purchase.  
 A Cllr will also see if she can get a copy of the "Local Councils Explained"

### 2.4 **GDPR – How to prepare for the new General Data Protection Regulation that takes effect May 2018. Clerk had previously circulated to Cllr's a 12 step guide.**

Chair advised it seems some Parish Councils will employ a third party to undertake this.  
 A Cllr did think that some of our Policies surrounding Data Protection is not correct and this may take longer to administer. Chair asked District Cllr's if they could find any helpful information for us.  
 Clerk advised Cllr's there was a training session on GDPR on the 7<sup>th</sup> March and was open to Clerks and Cllr's.  
 All agreed the Clerk should attend and one Cllr was going to let the Clerk know their availability.  
 Clerk will go ahead and reserve her place.

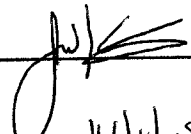
2.5	<p><b><u>Local Emergency Plan – Cllr’s to consider adopting – possibly forming a working party.</u></b>          Chair suggested we leave this item at the moment, Council agreed we do need to have one. Clerk had another Council’s version that we can adapt to suit. This plan would rely on volunteers to come forward to help with the plan. Will include on next month’s Agenda.</p>
2.6	<p><b><u>Working Committees and Working Parties – LPC to consider adopting a Committee to cover things such as, Play Park, Planning, Burial Ground and Cemetery. These Committees can include non-Council members as long as two thirds are Council members.</u></b>          Chair advised that we have a need for Committees, example of this was the recent vandalism in the Village and residents suggested a neighbourhood watch. This is something that the Council cannot do. We need a number of working Committees, neighbourhood watch being one along with the emergency Local Plan and so on. We need members of the Public to come forward to help on these Committees. There are always lots of things that need doing whereby 5 Cllr’s simply cannot do on their own in a timely manner. We hope to include some advertising in our next newsletter.</p>
<p><b>3 Environment</b></p>	
3.1	<p><b><u>Windrush Gas Connection – Clerk to provide an update on the recent investigation works and any known planned works.</u></b>          Clerk advised that the Parish Council had given permission to SGN late 2017. Contractors had been on site during the festive period – but did not start. Effected residents were informed by letter about some investigation work (12.01.18) Effected residents were informed by letter regarding planned works (24<sup>th</sup>, 25<sup>th</sup> &amp; 26<sup>th</sup> January 2018) Planned works delayed further and the Parish Council were not informed of this so therefore apologise to those effected.          Clerk also advised the Council – recent correspondence received from Thames Water requesting permission to provide a water connection to the Windrush – all present Cllr’s agreed and Clerk will action.</p>
3.2	<p><b><u>Fire Risk Assessment – Council to review the working party and formally adopt that Committee and possibly set a date for the working party to meet and review the schedule of works so far. Council to agree to discharge its functions to this working party.</u></b>          Chair spoke about extensive schedule of works.          Clerk advised there had been a working party formed and had met in 2017, possibly never minuted. Following that meeting a schedule of works had been drafted but this was never agreed so never circulated. A Cllr did confirm that the Village Hall had done a lot of work and also provided a brief update on the fire doors and aired concerns over the rear of the building. Cllr did say that the Village Hall had sought advice, Cllr will get relevant copies for the Council. Clerk did say she would prefer a fire extinguisher in the Pavilion.          Chair also had a concern over the PAT testing – item 4 on the schedule of works. Village Hall are updating terms of hire (regarding the use of electrical equipment) possibly for further discussion with the working party.          Clerk will send out a doodle.com invite to arrange a further meeting to review the schedule of works.</p>
3.3	<p><b><u>Old Drovers Lane – To receive any update.</u></b>          Chair advised that Parish Council had received a letter from Oxfordshire County Council (their reference number NRRFG/30766/10-11-273) dated 22.01.18 from Mrs Caron O’Sullivan.          Chair read this letter to the Council, they have increased the golden brown and lemon yellow and the difference is, golden brown an unclassified road and lemon yellow is an unclassified unmetalled. Chair showed the meeting the map that was enclosed with the letter. They have included almost all the track area around Old Drovers Lane, excluding three areas. There are also some other noticeable areas that have been included such as Chapel Close. Clerk did highlight that Old Drovers Lane still has Village Green status and must therefore be repaired accordingly. A resident did ask 1) Was there any changes to ownership 2) Was the Council views on the remaining road whereby three areas of Old Drovers Lane that have not been included, still the same. Council confirmed we do still own the Land and taking into account we have only recently received this information we probably need time to consider all our options. Chair asked Cllr Walker to help assist with a meeting between the Parish Council and Oxfordshire County Council Highway to discuss a plan going forward.          Clerk thanked a resident for his hard work and dedication on this matter, he has tirelessly worked on the topic for many months, looking at archive records and drafting letters. Thank you.          It was agreed that the Parish Council would consider inviting this resident to any subsequent meetings</p>
3.4	<p><b><u>Burial Ground – Cllr’s to discuss and update.</u></b>          Desk top agency analysis has been done – results were looking positive.          Checks are being done through OCC to see if there is any archaeological status on the site.          Checks with Environmental Health concerning a bore hole.</p>

	<p>Cllr sought agreement from Council (providing the above checks are OK) to go to the next level of the process, the company that did the first stage to this project have advised a tier 1 analysis may be sufficient which, would cost approximately £1,500 / £2,000. Cllr will check other Companies and try and get comparable quotes, this may be unlikely as this is a specialist area. There may be a minute made in October 2017 minutes whereby it was pre agreed for Cllr to go ahead. Cllr will email the Clerk with any further quotes she can obtain and if necessary an extra ordinary meeting can be called to make the decision.</p> <p>Clerk also wanted to clarify the recent Churchyard closure notice received late 2017, the notice did imply that the condition of the Churchyard was "good state" all agreed that we should address this directly with the Church before accepting ownership. Cllr also thought it maybe an idea to ask the Church about any recent checks concerning headstones and insist a check is done before the Parish Council accepts responsibility.</p>
3.5	<p><b>Technical Centre – Council to receive any update</b></p> <p>Cllr sent their update to the Clerk – as follows</p> <p>Cllr has been in contact with the Receivers and there appears to be a possible interested party who are currently doing due diligence on the site. Any deal could take up to the middle of the year or longer. West Oxfordshire District Council have the same information and are awaiting further progress.</p>
<b>4 Recreation &amp; Leisure</b>	
4.1	<p><b><u>Bus Service for Leafield – To discuss timetable and 3<sup>rd</sup> February – the bus is being brought to the Village to hand out timetables and talk to residents (consider suggesting the layby) Times to be confirmed for the 3<sup>rd</sup> February.</u></b></p> <p>A representative from West Oxfordshire Community Transport attended tonight's meeting.</p> <p>A supply of timetables and newsletters will be available from the shop.</p> <p>There is a slight error on the timetable – bottom row, time should be 13.35 and not 10.35.</p> <p>Saturday 3<sup>rd</sup> Feb – arrive approximately 10.30am near Hewitt's Close then into the centre of the Village.</p> <p>The bus will stop at all official bus stops along the route. It will be a 16 seater mini bus.</p> <p>The service is not able to run at a loss and requires the full support of everyone.</p> <p>There is an opportunity for the general Public to become a member for a minimum £1 – further details are available in the shop or by visiting <a href="http://www.woct.org.uk">www.woct.org.uk</a></p> <p>Feedback is very important, if you want to leave feedback you can do this via their Facebook page, <a href="mailto:facebook@WOCTBus">facebook@WOCTBus</a> or email <a href="mailto:info@woct.org.uk">info@woct.org.uk</a></p> <p>A Cllr presented WOCT with a Chq for £750 and the Parish council thanked them for their hard work and for bringing the service to Leafield.</p>
4.2	<p><b><u>Village Hall Car Park Project – Council to receive any update from Cllr</u></b></p> <p>No update received.</p>
4.3	<p><b><u>Play Area and Village Inspection – Clerk to provide an update on play area and any other issue throughout the Village (including any feedback from the local PSCO teams)</u></b></p> <p>Deferred</p>
4.4	<p><b><u>Village Hall Update – To receive an update on the extension project including the access ramp.</u></b></p> <p>Extension project is making progress.</p> <p>They have one quote for the replacement of the fire doors. Clerk suggested the Parish Council makes a contribution towards this – Chair wanted Clerk to bring to the next meeting the financial status of the Parish Council in order for Council to make a decision.</p>
4.5	<p><b><u>Youth Football – The Parish Council to discuss recent correspondence received from a resident.</u></b></p> <p><b>Clerk</b></p> <p>Resident currently runs a youth team in Witney.</p> <p>He wants to introduce a youth football team in Leafield.</p> <p>Clerk advised, there are lots of grants available for newly established teams and directed him towards the Oxfordshire Football Association in the first instance. The Parish Council did advise the pitch was in a poor condition and that this would be something that any new team may have to fund.</p> <p>It is already established that there is a need for something like this due to Leafield being rural and having limited access to activities. If anyone is interested in getting involved do contact the Clerk who will pass on your details.</p>
4.6	<p><b><u>Defibrillation Units (The Fox and Village Hall) Clerk will update on the progress made so far and seek approval for maintenance costs/ or possible removal to a different location – The Fox de fib is currently not registered with the Ambulance Service and no code is known.</u></b></p> <p>Clerk advised the engineers fee will be approximately £50 + VAT and then plus any consumable items – all agreed for this work to be done.</p>

4.7	<p><b>Community Gym – Council to discuss correspondence received asking for permission to “create a hole in Pavilion wall” this would be for a water drain pipe. Also to discuss and consider the “sign” the gym want to erect.</b></p> <p>It was agreed the “create a hole in the Pavilion wall” would be ok as long as the Gym ensured the standard of work was good and Public Liability was in place.</p> <p>All Cllr’s present agreed that a sign was OK to erect, the Gym to ensure no other type of “planning” permission was needed and to email that confirmation to the Clerk.</p> <p>Chair asked for a “landlord Key” so the Parish Council have access.</p>
4.8	<p><b>Witney Lions Club Message in a bottle scheme – they want to ensure the Community are aware of this scheme and also promote the new “Message in a Wallet” scheme. Council to discuss possible ways of promoting this throughout the Village.</b></p> <p>All agreed for this to be included in the next newsletter and Facebook.</p>
<p><b>5 Planning</b></p>	
<p><b>Planning Applications Received &amp; Decision Notices – A round up of all recent planning approvals and new additions.</b></p> <p>17/03262/S73 Acre End Hse, Hatching Lane, Leafield REFUSED</p> <p>Non-compliance 2 &amp; 7 of 13/0201/P/FP and S73. to allow changes to approved plans</p> <p>17/03934/FUL The Pearl, L/End Alt and Extension to create 2 holiday lets PENDING</p> <p><i>Clerk to reply to recent correspondence received to remind them that they can object via the District Planning website.</i></p> <p>17/04042/FUL Malthouse, Wit Lane Dem Barn and add 4 houses PENDING</p> <p>18/00133/HHD The Old Chapel, Fairs Rd Various - see plans on WODC Planning website PENDING</p> <p><i>Council discussed and viewed the plans in detail and all agreed there was no objection.</i></p> <p>17/03799/HHD 21 Fairspear Rd Various - see plans on WODC Planning website APPROVED</p>	
<p><b>6 Ordinary Council Meeting Standing Items</b></p>	
6.1	<p><b>Any Other Business</b></p> <p>The Bell Ringing looks set to return to the Village – we can include something in the newsletter.</p> <p>Charitable Donation – it was agreed at the recent budget meeting that we would donate £100 to a local family who have a poorly little boy.</p> <p>Clerk asked a Cllr if she knew of any recent issue’s surrounding a hire. The Cllr advised there had been no issue – Cllr advised there is a hire due Friday 2<sup>nd</sup> February 2018 so Cllr will make contact with PSCO Waller.</p> <p>Agenda items agreed so far for February 2018</p> <p>Old Drovers Lane</p> <p>Consider donation to Village Hall for Fire doors</p> <p>Local Emergency Plan</p>

Date of Next Meeting – Wednesday 28<sup>th</sup> February 2018 at 8pm.

I can confirm this is a true account of the Business that was transacted on 31<sup>st</sup> January 2018.

Signed (Chair)  \_\_\_\_\_

Date 14/1/18

Meeting Closed: 22:47 hours.

