

MINUTES of the meeting of North Leigh Parish Council held in the Memorial Hall on Thursday 10th May 2018 at 7.30 pm.

Present: G. Matthews (Chair), S. Cusick (Vice Chair) (SC), D. Fettes (DF), P. Lawrence (PL), I. Hogg (IH), C. Frost (CF), Andy Clements (AC), Harry St John (Parish and District Councillor) (HSJ) and L. Walker (County Councillor) (LW)

In attendance: Allison Leigh (Clerk) (AL)

19/18. Apologies for absence: J. Nicholson (JN)

20/18. Declarations of interest: None

21/18. Minutes of meeting held on 12th April 2018: The minutes were approved and signed with one edit from LW.

22/18. Public Forum: None

23/18. District and County Councillors Report:

OCC

LW reported there has been an agreement for a footpath near Providence Cottage. The footpath is on the Providence Cottage side of the road. The carriageway has moved more to the west.

Bellway has done drawings and can start the build.

The speed sign on Common Road has been replaced.

Thames Valley Police has a doorstep crime prevention session in Eynsham on 24/5/18 at 6pm in the Village Hall.

OCC is catching up on potholes. It was noted that the A4095 needs a lot of work with regards to potholes.

WODC

HSJ raised that he had a conversation with Bellway and OCC with regards to the footway by Providence Cottage.

HSJ had a session with Les McMahon, area site manager from Bellway, and raised a number of issues re-HGV routes/turning, dust, noise, etc. during construction. He promised to make sure that their contractors and sub-contractors adhered to the conditions of the planning consent e.g. working start/end times.

It was noted that some trees on Green Lane which were on highway land had been cut down which perhaps should not have been. HSJ indicated that the act could not be undone, but that perhaps a tree for every man killed in WWI could be planted. The council

was happy with this idea and GM asked if the council could suggest the type of tree. HSJ is going to follow up with Les on this.

24/18. Thames Valley Police (TVP) Report: HSJ reported that he has spoken to Stephen Hookham of TVP who has agreed to speak at the APM on the 24th May. HSJ has asked him about the increase in council tax by 7% for police.

A question was raised about the minutes from the NAG meeting which were circulated prior to the April meeting. The question was around the graffiti mentioned in North Leigh. HSJ indicated this was on the door of the Youth Centre.

It was discussed that once the Neighbourhood Watch scheme is up and running new signs are put up.

25/18. Neighbourhood Plan (NP): GM discussed the survey discussed at the April meeting. AL indicated she had circulated some ideas from her other council who is nearing the end of their NP process. SC read the questions used by Hailey for their survey prior to starting their NP and the council is considering using those 3 questions as a start. AL will also ask Wootton PC about their survey.

26/18. Spring Clean: CF indicated the Spring Clean will be held on Sunday 13/5/18 with participants meeting at the Village Hall at 10:50 for a session from 11am – 1pm. CF has advertised this in the NLN and 4 volunteers will be coming in addition to the Beavers, Scouts, Guides and Youth Club. CF has done a risk assessment which she has given to AL. CF will be collecting the equipment from WODC. LW has additional kit and will arrange delivery to CF. On Monday 14/5/18 the rubbish will be collected. CF will follow up with a note of thanks in the NLN.

27/17. General Data Protection Regulation (GDPR): AL reported that she has been on a course given by OCVA. At this course, it was made clear that the Data Protection Officer (DPO) cannot be AL as she processes the data being protected. Also, AL wouldn't be fully versed on the legalities. AL did note that OALC has sent out information indicating that Parish Councils may not be required to have a DPO.

AL has asked Phil Shaw if WODC keeps electronic records of planning applications. He said they do. AL suggested that perhaps the council keeps hard copies of planning applications until the building works are completed. The council agreed and AL to destroy old paper applications.

AL indicated she is researching a template for a GDPR policy. She indicated she had gotten a cost for having the policy written, but that her other councils are not willing to share the cost. AL will continue to look for a policy, but is concerned in creating one in print, on the website as she is not fully versed on the legalities.

AL is going to contact SLCC about sample policies.

28/18. Dispute resolution for Parish and Town Councils: CF was not aware of this being on the agenda so it was not discussed.

29/18. Library: AC is trying to contact Phil Bloomfield regarding the actions mentioned in the minutes from the library meeting held in March as NLPC was not aware of any arising from that meeting.

It was reported that the Friends of North Leigh Library need a treasurer. AC indicated that he is happy to be the NLPC representative for the library.

30/18. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Date received</u>	<u>Date comments due</u>	<u>Comments</u>	<u>Decision</u>
18/00973/HHD	Elmfold 4 East End North Leigh	10/4/18	11/5/18	North Leigh Parish Council has no objections to this planning application.	
18/00958/FUL	Garden Centre Park Road North Leigh	12/4/18	11/5/18	<p>North Leigh Parish Council has no basic objections to this planning application. It is a brownfield site.</p> <p>However, it asks for clarification on the square meterage (GIA) of the development with regards to the affordable housing trigger - over 1000 m2 for up to ten dwellings. There are no figures mentioned in the application that we can see.</p> <p>It notes that the parking arrangements seem inadequate for the number of units and that any on street parking by visitors could cause difficulties for other residents and especially waste disposal vehicles. In our experience many households seem to have more than 3 cars.</p> <p>The turning space for the parking courtyard for the higher numbered units look very tight. We ask officers to check these do work satisfactorily.</p> <p>The council would request section 106 monies to</p>	

				support the primary school, children's playground and library services in the village. We believe OCC have requested this.	
18/01013/FUL	Bridewell Farm Wilcote Road North Leigh	23/4/18	14/15/18	North Leigh Parish Council has no objections to this planning application. The council suggests passing laybys on the approaching track.	
18/01081/FUL	Denricia The Green East End	25/4/18	16/5/18	North Leigh Parish Council has no objections to this planning application.	
18/00925/FUL	Holly Court Farm Wilcote Road North Leigh	27/4/18	18/5/18	North Leigh Parish Council has no objections to this planning application.	

- Naming of 2 streets in Bellway development:** AL reported that the names the council had chosen for 2 roads in the Bellway development have been approved and that she has sent maps. WDC has also sent a map of the other road in question, Masons Grove.
- S106 monies:** The question arose as to whether there will be a play area planned by the Windmill Road end of the Rectory Homes site. The question then arose as to would this be provided by them or would there be a contribution to the S106 monies. The council noted that the other S106s have not yet been received. AL to follow up in a letter. (I am not 100 % of this conversation, but in reviewing an e-mail from Harry to Phil Shaw, thought perhaps this was the exact discussion)
- Planning process:** CF reported that she had attended a finance training course and within that course they touched on the planning process. The council discussed the process. AL indicated that from a statutory perspective as long as the council has the applications on the agenda and subsequently discusses/agrees on a decision to be sent to WODC at a public meeting, the council is covered. CF wanted to be sure the council is being as transparent as possible.
- E-planning:** AL reported she had heard from Phil Shaw and there are monies available for equipment for e-planning. AL will contact Phil Shaw to clarify if the council can still receive paper copies along with electronic copies. The council felt that electronic planning applications alone may not be as clear as the physical drawings.

31/18. Open Spaces Report

- **Adventure Playground lease:** AL reported that this has been completed.
- **School Playground lease:** AL reported OCC sent an e-mail this afternoon indicating the lease would be with AL later that day.
- **Playground inspection/reports:** No inspections of the playground have been carried out.
- **Cuckamus Green report:** CF reported all was fine with Cuckamus Green.
 - o **Feast** – approval of use of land. AL indicated she had received the insurance documents from Bradley Hatwell for the Annual Village Feast. The council agreed for him to use the land for this purpose on the 19th, 20th and 21st August 2018.
- **Noticeboards:** AL reported she has received a second quote which is quite a bit less expensive than the first one. AL to research both options a bit more, get clear photographs of examples and speak to the Women’s Institute prior to arranging a purchase with the council.

32/18. Finance:

Payments to be authorised

<u>Payee</u>	<u>Item</u>	<u>Cheque number</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>	<u>Date</u>
Allison Leigh	Clerk Salary	102805	440.76	0	440.76	31/5/18
Allison Leigh	Mileage and expenses	102806	144.00	0	144.00	10/5/18
WODC	Adventure playground cleaning April	102807	113.91	22.78	136.69	10/5/18
NLYP	Room hire	102808	20.00	0	20.00	10/5/18
OPFA	Membership	102809	53.00	0	53.00	10/5/18
Trish Ingham	Internal Audit 2017/2018	102810	105.00	0	105.00	10/5/18
Oxfordshire County Council	Library staffing	102811	2,461.50	0	2,461.50	10/5/10

Receipts since last meeting

<u>Payee</u>	<u>Item</u>	<u>Amount</u>	<u>Date</u>
WODC	Precept	18,656.50	23/4/18

WODC	Grant	304.00	23/4/18
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Account Balances as of 30/4/18

Community Account GB50MIDL40470760614815	£26,737.37
Business Money Manager GB34MIDL40470771294318	£45,502.61

Reconciled accounts as of 30/4/18 £71,405.98

- **Review internal audit:** AL reported that she had circulated the internal audit carried out by Trish Ingham. The audit revealed that the council is functioning well and there were some minor suggestions given as how to improve its function to an even higher level.

During this discussion DF brought up the usage of the surplus funds. He suggested using this fund to pay off part of the loan. The council discussed this but agreed that the monies would be better used on a village improvement such as the re-surfacing of the school playground. Other ideas discussed were playground equipment, a football area, new skateboard part, outdoor gym equipment. LW is going to look into outdoor gym equipment and a skateboard park.

AL will ensure she can get a better report of budget against spend through Scribe.

33/18. Cemetery/ Churchyard:

- **Activity:** AL reported that a burial took place on 9/5/18.
- **Issues arising:** AL reported she has had several communiques with regards to the disturbance of items on graves such as flowers, artificial flowers, etc. The council agreed that some of this may be caused by weather followed by someone picking up items that have been blown and thrown them away, not realizing they belonged to another grave. AL to contact those who have been in contact.
- **Database:** AL reported that the Cemetery records would benefit from being kept electronically. Also, there is currently not a map where the graves are displayed. AL has found a company that will create a map and a software company that can link to that map where all of the records would then be kept. This company is run by cemetery experts and is fully versed on the new GDPR legislation which will help the council in compliance forma Cemetery standpoint.

The cost for the database is £174 annually with a £72 setup and configuration fee and £140 for 2 hours of training. The cost of the map is a £85 annual fee and a fee of £500 to create the map. The council resolved to move forward with the database.

The poor state of the Cemetery gates was discussed. AL is in communication with Eynsham Park Sawmill to get a quote. It was also discussed as to whether an iron gate might be a good idea. AL to research this as well.

34/18. Traffic/Highways Matters/Speedwatch

AC reported that Speedwatch exercises have been taking place approximately 4x/month. He reported that East End and New Yatt road have had the worst speeding offences followed by Common Road. Park Road has not been bad.

AC indicated that 4 volunteers is the ideal number per exercise.

He indicated that if Speedwatch continue to gather this data, the local police may come with their speed guns and be able to issue tickets.

HSJ discussed the idea of speed stickers on wheelie bins. AL indicated she had asked another council about sharing the expense, but they weren't interested. AL will check with Freeland and then confirm with HSJ.

35/18. Correspondence:

GM reported that he had received the minutes from the North Leigh Youth Project. It was reported that 30-50 children attend on a Wednesday and Friday and it is extremely successful.

36/18. Matters for report: To raise matters for discussion without decision or items for next meeting:

The clerk salary increase was raised as an item for the June agenda.

CF asked if HSJ/WODC could look at the rubbish bin by the Masons as it is wobbly

It was reported that the Annual Parish Meeting (APM) and Annual General Meeting (AGM) will be held on Thursday the 24th May beginning at 7:30pm. Items for the APM suggested were Local Charities and Memorial Hall along with those discussed at the April meeting.

Date and time of next meetings: Thursday 14th June 2018 at 7.30 pm.

The meeting closed at 9:50pm.

Chairman

Date