

**MINUTES of the meeting of North Leigh Parish Council held via Zoom on Thursday 10<sup>th</sup> September 2020 at 7.30 pm.**

**Present:** G. Matthews (Chairman), S. Cusick (Vice Chair), Councillors D. Fettes (DF), C. Frost (CF), J. Nicholson (JN), A. Clements (AC), J. Minch (JM) and K. Swann (co-opted as councillor in agenda item 57/20) (KS) and District Councillor H. St John (HSJ)

Also present: Allison Leigh (Clerk) (AL)

**54/20. Apologies for absence:** None. County Councillor Liam Walker (LW) was not in attendance.

**55/20. Declarations of interest:** None.

**56/20. Minutes of the meeting held 9<sup>th</sup> July 2020 and the Extraordinary Meeting of the 10<sup>th</sup> August 2020:** The minutes of the meeting of the 9<sup>th</sup> July 2020 and the Extraordinary Meeting of the 10<sup>th</sup> August 2020 were approved and will be signed/returned to AL.

**57/20. Co-option of new Councillor:** The council reported a working group had met with Kevin Swann and recommended him to be co-opted to the council. The council agreed to co-opt Kevin Swann as councillor. Kevin Swann accepted this co-option and signed the Declaration of Acceptance form which AL will collect from him and sign. AL will deliver the Register of Interests to be sent along with a councillor welcome pack.

**58/20. Public Forum:** No members of the public were in attendance.

**59/20. District and County Councillor Reports:**

**Bewley:**

HSJ reported he has met with the site manager. There have been 2 complaints regarding an earlier start than there should be. HSJ would like to ensure they have read the Construction and Management Plan. HSJ reported that electricity and water should have been connected to the site so Bewley should be in a good position to bring materials to the site.

**Bellway:**

HSJ reported they have finished roadworks, but they are not satisfactorily completed. He reported signage has not been illuminated, but should be. HSJ is hoping to talk to Bellway about the memorial plaques for the trees planted.

## **Other:**

HSJ reported that the repairs to the Windmill are nearly complete.

HSJ reported the central government is keen to see local authorities become unitary authorities.

HSJ commented on a joint venture between councils, newt protection groups and developers.

HSJ noted that Oxfordshire County Council (OCC) is looking to put bike racks in the village, but that he would like to know what they look like and their dimensions. The council noted they would like to explore bike racks at the following locations:

- Cuckamus Green next to the bus stop
- Park Road - close to the bus stop at the end of Park Road near the new development
- Memorial Hall – AL to e-mail Paul Burgum as to his thoughts
- North Leigh Common

**60/20. Erosion of Cuckamus Green:** It was reported that AL, SC, JN and CF went to look at the erosion of Cuckamus Green as well as met some of the local residents. The residents noted the ground surface is an issue as they and their guests park there. The group from the council mentioned putting the green back to where it had been and putting bollards there. The residents were not keen on this as they've been using it to park for many years. The residents would like the surface made nicer for parking. The council felt that it wouldn't be appropriate for council funds to be used for this as it is for the use of local residents and guests of this area only.

The council would like to explore the idea of putting the green back to its original state asked AL to ascertain ownership. From there AL will get quotes as to putting a border around the green to deter parking.

**61/20. Pest Control in the Village:** It was noted that the council had been made aware of some sightings of rats in the vicinity of Church Road and New Yatt Road. HSJ has been in touch with pest control on this, however the residents who did not want rat traps in their gardens. It was noted that it doesn't appear to be an infestation, but that if future issues arise, they can be dealt with. There was no further action required on this.

## 62/20. Winter preparedness

- To discuss if the council would like additional salt: The council agreed it does not wish to have any additional bags of salt. AC reported he had sent the information on which salt bins needed filling to AL who will send that to Oxfordshire County Council (OCC). AC requested that AL send him the information on the exact piece of land the council has leased for the purpose of storing salt. If there is space, AC would like AL to ask BGG if they could move the bags of salt from OCC's delivery last year to this location.
- To discuss if the council would like to nominate a snow warden: The council resolved it does not need to appoint a snow warden from the council, but for AL to put some information about this on the website. AC is happy to keep an eye on the salt bins as to which need topping up.

**63/20. Planning for the Future White Paper:** The council discussed the Planning for the Future White Paper consultation and resolved to review at the October meeting as comments are not due until 15<sup>th</sup> October.

**64/20. Planning Applications:** To discuss the following planning applications and determine the Parish Council's response to them

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>NLPC Response</u>
20/01734/OUT	Land North Of A40 October Section From Barnard Gate To Eynsham Roundabout Eynsham	Outline application with means of access for a mixed-use Garden Village, comprising residential, retail, food and drink, health and community facilities, hotel, class B1, B2 and B8 employment uses, education provision, burial ground, public open space with sports pitches together with	<p>The council objected to this application and submitted the following response:</p> <p>The development fails to recognise the impact of the increased traffic flow on Cuckoo Lane from Witney on the A4095 and through North Leigh via New Yatt Road and Park Lane to the new Village although some provision is made for the villages of Freeland and Long Hanborough.</p> <p>North Leigh Parish Council proposes modification of the Cuckoo Lane/Boddington Lane /A4095 junction and improvements to Cuckoo Lane from the junction to</p>

		ancillary facilities, landscaping and associated infrastructure and works.	the Village to accommodate increased traffic flow.
20/01475/HHD	4 Windmill Close North Leigh	Erection of single storey rear extension.	North Leigh Parish Council has no comments on this planning application.
20/01500/FUL	26 Park Road North Leigh Witney	Installation of a vehicular access	North Leigh Parish Council objects to this application on the grounds that it has the potential to endanger the lives of primary school children when leaving and entering the school car park on foot or in cars.
20/01736/HHD	55 Common Road North Leigh Witney	Erecting a single storey garage	The planning officer had noted the council could have until the September meeting to respond. However, the application had been approved at the end of August. The council did discuss, but did not have any comments.

The council discussed a meeting with Martin Holland from WODC to discuss playgrounds. AL will work to arrange this.

GM noted he would like to start to think about work at the Children's Playground and will draft a letter to the school and Parents' Association as to what kind of equipment they might like to see there.

AL will e-mail Ian Hogg regarding the name of the parent who had been interested in the playground. DF will have a word with the Chair of Governors.

### **65/20. Open Spaces Report**

- **Playgrounds:**

- SC reported there had been glass at the Adventure Playground as well as Southern Electric tape filling up the bins. AL will follow up.

- SC reported the Covid-19 signed had been removed from the playground. AL will provide SC with new signs.

- AL reported she had received a quote from BGG for removing the undergrowth from the Adventure Playground. AL will contact WODC regarding this and, if this is not something, they would take care of, she will obtain 2 more quotes.

- **Cuckamus Green report:** CF reported that the grass has been cut and the low branches and ivy have been cut.
- AL reported she had circulated the tree survey which the council will review.

#### **66/20. Cemetery/Churchyard**

- **Activity:** AL reported there have been 4 burials and 2 memorial applications since the last meeting
- An issue was raised as to a recently dug grave. The grave had been dug and the earth put on another grave which caused upset. It was noted that while this does not break the regulations and the council does not employ the gravediggers, AL still will write a letter to the undertakers ensuring that extra care is taken in the cemetery. AL will cc this to the gravedigger. AL will also write to the person to whom upset was caused to express the council's regret at this situation.
- AL noted she had received an e-mail about the kerbstones in the cemetery as someone tripped on one. AL and AC noted that kerbstones were not mentioned in the old regulations, but are prohibited in the new ones. With a recent application for kerbstones, the decision was taken to allow it due to others having them. The council will review the issue of enforcement of regulations in the cemetery as well as will review the regulations.

**67/20. Traffic/ Highway matters/Speedwatch:** AC reported he had written to Ron Hollis regarding speedwatch starting up again, but was informed speedwatch activities should still be on hold.

AL will arrange a time for AC to come to Appleton to look at its speed signs.

The council asked about the OCC speed surveys which had been discussed AL will follow up with OCC

#### **68/20. Finance:**

<u>Payments authorised</u>								
<u>Payee</u>	<u>Item</u>	<u>Cheque number</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>	<u>Date</u>		
Grundon	Cemetery bin management	DD	55.74	11.15	66.89	30/06/2020		
OALC	Training - Carol Frost	103028	35.00	7.00	42.00	16/07/2020		
OALC	Training - Greg Matthews	103029	35.00	7.00	42.00	16/07/2020		
Staff Costs	Staff Costs	103030	483.77	0.00	483.77	30/09/2020		
Allison Leigh	Clerk expenses	103031	107.37	4.86	112.23	10/09/2020		
WODC	Adventure Playground cleaning July	103032	120.15	24.03	144.18	10/09/2020		
WODC	Adventure Playground cleaning August	103033	120.15	24.03	144.18	10/09/2020		
OALC	Training - Susie Cusick	103034	60.00	12.00	72.00	10/09/2020		
NPJ Green	Mowing of children's playground	103035	258.00	0.00	258.00	10/09/2020		
Playsafety Limited	Playground inspections and checklists	103036	200.50	40.10	240.60	10/09/2020		
IAC	Internal Audit 2019/2020	103037	250.00	50.00	300.00	10/07/2020		
Edge IT Systems Limited	Cemetery database annual fee	103038	205.00	41.00	246.00	10/09/2020		
The Flying Press Limited	Printing of Village Survey	103039	85.91	17.18	103.09	10/09/2020		
Grundon	Cemetery database annual fee	DD	41.90	8.38	50.28	31/07/2020		
BGG	Grass cutting of cemetery and churchyard	103040	250.00	50.00	300.00	10/09/2020		
<u>Receipts</u>								
<u>From</u>	<u>Item</u>		<u>Amount</u>		<u>Total</u>	<u>Date</u>		
Grundon	Credit note for miscalculated invoice		26.04		26.04	21/07/2020		
Peter Smith and Son	Goodman Exclusive Rights and interment		200.00		200.00	27/07/2020		
Peter Smith and Son	Additional payment for Goodman		200.00		200.00	28/07/2020		
Peter Smith and Son	Additional payment for Goodman		140.00		140.00	31/07/2020		

## Bank Reconciliation

Cash in Hand 1/4/20	58780.01
Add total receipts as of 31/8/2020	22096.73
Subtract Total payments as of 31/8/2020	9965.26
<b>Cash in Hand 31/8/2020</b>	<b>70911.48</b>
*****	*****
<b>Community Account balance 31/8/2020</b>	<b>12768.75</b>
<b>Business Money Manager Account Balance 31/8/2020</b>	<b>58162.73</b>
Less unrepresented cheques:	
Cheque 102989	20.00
<b>Total</b>	<b>20.00</b>
<b>Plus unrepresented receipts</b>	<b>0.00</b>
<b>Adjusted Bank Balance</b>	<b>70911.48</b>

**69/20. Items for Website:** There were no items noted for the website other than the information about a snow warden in agenda item 62/20.

**70/20. Correspondence:** None not noted elsewhere.

**71/20. Matters for report:** GM reported there is still water leaking on New Yatt Road.

Date and time of next meeting: Thursday, 8<sup>th</sup> October 2020 at 7.30pm and will be help virtually via Zoom.

The meeting closed at 10pm.