

MINUTES of the meeting of North Leigh Parish Council held in the Memorial Hall on Thursday 11th July 2019 at 7.30 pm.

Present: G. Matthews (Chairman), Councillors I. Hogg (IH), D. Fettes (DF), C. Frost (CF), J. Nicholson (JN), J. Minch (JM) and Andy Clements (AC),

In attendance : Allison Leigh (Clerk) (AL)

67/19. Apologies for absence: S. Cusick (Vice Chair), District Councillor H. St John (HSJ) and County Councillor Liam Walker (LW)

68/19. Declarations of interest: CF declared an interest in planning application 19/1600/HHD

69/19. Minutes of meeting held 13th June 2019: The minutes were approved and signed. IH asked if the grass contracts had been sent and AL confirmed that SC and CF had requested them and they'd been sent to them.

IH asked for the councillors' roles to be circulated.

It was noted that a resident had a query about the noticeboard and it was confirmed that the noticeboards can be opened at one end and 2 bays are locked for parish council information.

70/19. Public Forum: No members of the public were in attendance.

71/19. District and County Councillors' Reports:

OCC

There was no report other than the e-mailed report from LW. In the report he referenced road signs being cleaned in North Leigh recently.

West Oxfordshire District Council (WODC)

There was no formal report, but HSJ had reported to AL that he continues to work on the issues caused by Bellway.

72/19. Financial Regulations: The council agreed to adopt the financial regulations presented with a few editorial changes. AL will make these edits and show them to JM for final approval.

73/19. Asset Register: The council reviewed the Asset Register circulated to the council. The council agrees with the principal of writing assets down and having a purchase price for insurance purposes. AL and JM will work to finalise the register.

74/19. Emergency Planning: CF reported that she had attended an Emergency Planning session given by OCC. The council agreed for her and AL to meet to create an Emergency Plan for the council.

75/19. Website: The council discussed forming a working group for creating a new website. The group will be made up of JM, GM and AL. The group will research other council's websites and circulate links to the council for review of those that might work best. Once the council determines which type of site it would like, the working group will get quotes.

76/19. Management of Roadside Verges: CF reported that she and SC had met and discussed grass cutting in the village. It was agreed that AC, CF, SC and DF will monitor various areas in the village. It is to be determined who will monitor which areas. JM will be a reserve.

The council noted it needs maps of the village to be able to clearly mark out grass cutting areas. AL will look into Parish Online again and advise if she has difficulty with this.

77/19. Planning Applications:

| Planning number | Address | Response |
|------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19/01600/HHD | 14 Bridewell Close North Leigh | North Leigh Parish Council has no objections to this planning application. NOTE: The Parish Council responded with no objections as the garage was not part of the revised application. |
| 19/01469/FUL | Warehouse Nursery Road North Leigh Business Park | North Leigh Parish Council has no objections to this planning application. |

78/19. Open Spaces

- **School Playground lease:** There was no new information and GM will ask LW to chase this.
- **Playground inspection/reports:** IH reported that there are low tree branches in the children's playground and someone is coming to cut these. It was noted that the bin that needs replacing is in the children's playground. AL will follow up with this.

The council asked AL to follow up with WODC on Adventure Playground cleaning.

GM and IH will fix the horse at the children's playground.

It was noted that the grass at the Adventure Playground needs cutting which AL will sort.

- **Cuckamus Green report:** C. Frost reported that all is well on Cuckamus Green. The issue of dog fouling was raised.
- **Bus Shelters:** DF reported he had met a contractor at Cuckamus Green to look at the location. The contractor noted that the best location is where the seat is at present time. DF will get a quote to move the base. It was noted that the contractor would like payment up front. The council did not agree to this and has noted 3 quotes are needed per the financial regulations.

DF reported that he had had communication with a resident regarding the 2 bus shelters by the Masons on Park Road. The resident is not happy about the placement and DF will speak to OCC regarding this. GM will respond to the resident.

The council agreed that it would like one shelter at Cuckamus Green and two at Park Road by the Masons. JN asked that the council look to have another bus stop at Cuckamus Green in the future. The council agreed if residents are happy with the stop to consider one on the other side of the road.

79/19. Cemetery/ Churchyard:

- **Activity:** It was noted there have been 2 memorial stone requests for which no paperwork exists from burials prior to AL's time as clerk. AL reported she had gone to Epitaph who recommended a way forward which is to ask them to supply us with a statutory declaration to the effect that they are the owner of the Exclusive Rights of Burial. From there a letter can be issued to the effect that they are now the registered owner and that if the original document comes to light, it would need to be seen to amend it.

80/19: Finance report:

| <i>Payments authorised</i> | | | | | | |
|--------------------------------|-------------------------------------------------|----------------------|---------------|------------|--------------|-------------|
| <u>Payee</u> | <u>Item</u> | <u>Cheque number</u> | <u>Amount</u> | <u>VAT</u> | <u>Total</u> | <u>Date</u> |
| Misc | Staff Costs | 102921 | 453.37 | 0.00 | 453.37 | 31/07/2019 |
| Allison Leigh | Clerk expenses | 102922 | 45.00 | 0.00 | 45.00 | 11/07/2019 |
| HMRC | PAYE | 102923 | 91.20 | 0.00 | 91.20 | 11/07/2019 |
| WODC | Adventure playground cleaning | 102924 | 117.22 | 23.44 | 140.66 | 11/07/2019 |
| North Leigh Memorial Hall | Room Hire - APM/AGM - 2019 | 102925 | 28.20 | 0.00 | 28.20 | 11/07/2019 |
| BGG | Adventure playground grass cutting | 102926 | 250.00 | 50.00 | 300.00 | 11/07/2019 |
| North Leigh Youth Project | Room hire | 102927 | 20.00 | 0.00 | 20.00 | 11/07/2019 |
| Friends of North Leigh Library | Donation for event | 102928 | 50.00 | 0.00 | 50.00 | 13/06/2019 |
| IAC Audit and Consultancy LTD | Internal audit for 2018 2019 accounts | 102929 | 250.00 | 50.00 | 300.00 | 11/07/2019 |
| David Green | Cuckamus Green, Common/Park Road and Dark Alley | 102930 | 315.00 | 0.00 | 315.00 | 11/07/2019 |
| Grundon | Cemetery bins | Direct Debit | 40.10 | 8.02 | 48.12 | 30/06/2019 |
| <i>Receipts</i> | | | | | | |
| Bank interest | Bank interest | n/a | 28.12 | 0.00 | 28.12 | 07/06/2019 |

Bank reconciliation

| | |
|-------------------------------------------------------|-----------------|
| Cash in Hand 1/4/19 | 65408.37 |
| Add total receipts as of 30/6/19 | 19228.12 |
| Suttract Total payments as of 30/6/19 | 15074.36 |
| Cash in Hand 30/6/19 | 69562.13 |
| ***** | ***** |
| Communit Account balance 30/6/19 | 16904.54 |
| Business Money Manager Account Balance 30/6/19 | 53213.68 |
| Less unpresented cheques: | |
| Susie Cusick | 34.60 |
| North Leigh Youth Project | 20.00 |
| Staff Costs | 453.37 |
| Grundon | 48.12 |
| Total | 556.09 |
| Plus unpresented receipts | 0.00 |
| Adjusted Bank Balance | 69562.13 |

81/19. Traffic/Highways Matters/Speedwatch: AC reported that HSJ has been chasing Thames Valley Police regarding speed vans.

AC reported there have been 6 surveys since the last meeting. They have recorded speeds of 250 vehicles: 23% were travelling over 35 mph, 5% over 40mph and one at 56mph.

A Vehicle Activated Sign company will be coming to the village on the 24th July at 10am for a demo.

82/19. Correspondence: AL reported there had been correspondence from Community Transport of OCC.

AL reported she had an e-mail from Children's Air Ambulance regarding putting a recycling bin in the village. The council decided not to put a bin in the village.

AL reported she had an e-mail about complaints regarding Bellway to which she had replied that HSJ is working on them.

83/19. Matters for report: JM reported there had been a North Leigh Youth Project meeting. She reported they have better receipts as they are renting space to the school.

They are very keen to find someone to apply for grants for them.
AC reported the Friends of North Leigh Library held its first event last Saturday which was very successful. 25 people turned out.

AC asked that the library donation for 2020/2021 to be on the September agenda.

AC asked if there had been a village questionnaire done recently. The council believes the last one was done 3 years ago and agreed that this should be on the September agenda.

Date and time of next meeting:

The next Parish Council meeting will be held on Thursday 12th September 2019 in the North Leigh Youth Centre of the Memorial Hall.

The meeting closed at 10:00pm

Chairman Date.....