

MINUTES of the meeting of North Leigh Parish Council held via Zoom on Thursday 12th November 2020 at 7.30 pm.

Present: G. Matthews (Chairman), S. Cusick (Vice Chair), Councillors David Fettes (DF), Frost (CF), J. Nicholson (JN), A. Clements (AC), J. Minch (JM) and K. Swann (KS), District Councillor H. St John (HSJ) and County Councillor L. Walker (LW)

Also present: Allison Leigh (Clerk) (AL)

91/20. Apologies for absence: None

92/20. Declarations of interest: JN declared a personal interest in agenda item 102/20: Planning application 20/02593/HHD

93/20. Minutes of the meeting held 8th October 2020: The minutes of the meeting of 8th October 2020 were approved and will be signed in due course. AL will post and file the minutes and replace with signed copy once received.

94/20. Public Forum:

Cuckamus Green:

A member of the public was in attendance to discuss the erosion of Cuckamus Green having read the minutes of the September meeting. The member of the public asked why the October minutes are not on the website and GM noted this is because they have not been approved until tonight's meeting.

The member of the public reported that residents of Cuckamus Lane are not keen to have the green reinstated with bollards placed as they believe emergency vehicles and cars will not be able to travel down the Lane if other cars are parked there. The member of the public suggested that perhaps bollards could be placed where the edge of the road is now so as to prevent further erosion and allow for parking.

GM noted that the council is still exploring options and has made no decision yet. The council will discuss this publicly at a Parish Council (PC) meeting prior to making any decisions. He noted that the council welcomes any feedback on this matter.

Another member of the public noted that they had sent an e-mail to the clerk suggesting that it would be useful to inform local residents as to these discussions.

Planning Application 20/01557/FUL:

A member of the public was in attendance to discuss their planning application 20/01557/FUL. The resident wanted to note that the planning officer is happy with the plans and they were hopeful to have the PC's support. GM noted the comments and reported that this would be discussed in agenda item 102/20.

95/20. District and County Councillor Reports:

Oxfordshire County Council (OCC)

LW reported that the winter team has trained additional drivers in case of any Covid outbreaks among drivers. He noted that salt bins would be topped up as requested.

LW acknowledged issues of mud at the Bellway site and has been working on these. LW reported there are issues with warning signage at the Bewley site.

LW reported that the nation is in a lockdown period until the 2nd of December. When lockdown began on the 5th November, Oxfordshire was due to move to Tier 2. He reported that he is waiting to see what level Oxfordshire will be at coming out of lockdown on the 2nd December. He advised everyone to follow the guidelines and rules to help prevent the spread of the virus.

West Oxfordshire District Council (WODC)

HSJ reported that he will discuss Bellway under agenda item 102/20 as it is on the agenda.

HSJ reported that Thames Water has been carrying out works on Park Road and these are due to continue until the second week in December. CF reported that a resident who has had flooding in his garden had attempted to speak to Thames Water, but they would not speak to him. HSJ reported he has been in continuous contact with Thames Water and residents regarding flooding in properties.

HSJ reported he has been in touch regarding mud on the road due to the Bewley site. He noted there has been poor warning signage at and near the site.

HSJ reported that recycling bring sites are being closed as most are being overwhelmed sadly more often than not by traders bringing large amounts of cardboard they should be having collected from their business and it was then attracting fly tipping - complaints were being made- so people will just need to recycle more at home and if needs be get a bigger recycle bin and break down

cardboard to smaller size. WODC also run a collection service for big items if people want that - see WODC website for details or 01993 861000.

There is no North Witney SDA (strategic development area) consultation document as yet but I understand one on the main issues will be coming out in early spring 2021 - so NLPC needs to be ready to respond on this in so far as NL will be affected by any proposal.

HSJ reported that the District Council has been given a list of vulnerable individuals to ring for any assistance they may need during the Covid pandemic.

GM asked as to the newer development on New Yatt road as there had been what appeared to be concrete poured into a ditch on a highway verge. LW reported he had received the e-mail about this from the clerk, has passed it onto his team and will follow up, keeping the council informed.

96/20. Matters arising from the October meeting and not appearing elsewhere on the agenda: None

97/20: Village Questionnaire: AC reported he had circulated graphs and comments to one question on the questionnaire to the council. AC will circulate all of the answers to the questionnaire and would like to have a subgroup discuss the responses and a way forward. The council agreed to this process.

98/20: Neighbourhood Plan: AC reported that there were approximately 18 survey responses which expressed interest in being involved. The council agreed to an e-mail to be sent to those who had expressed interest to acknowledge their interest and let them know the council will be in touch in the new year as to next steps. It was noted that a meeting with all of those who expressed interest would be a good starting point.

99/20: Library: AL raised the topic of the library with regards planning for the 2021/2022 budget. She reported that there has been no expenditure in 2020/2021 as the library had not been used and they had not asked for a contribution. The council discussed that the library is used by the school and that 30% of respondents to the Village Questionnaire use the library once/month or more frequently which was one of the highest facilities used reported in the questionnaire. The council agreed to continue to subsidise the library in 2021/2022.

100/20: Defibrillator for East End: AL presented 3 quotes on a defibrillator for East End. The council resolved to proceed with Defib Warehouse. AL will proceed with purchase. KS is happy for this to be placed on the outside of his house and AL will liaise with him once the defibrillator has been purchased.

101/20: Bus Shelters: This will be discussed in agenda item 103/20.

102/20. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>Comments</u>
20/02470/HHD	7 Windmill Heights North Leigh	Erection of two storey front extension and first floor front extension above existing study	North Leigh Parish Council has no comments on this planning application.
20/02547/HHD	33 Common Road North Leigh	Demolish rear garage. Erect single storey front and rear extensions and half storey side extension. (Amendments to approved application 17/01293/HHD)	North Leigh Parish Council has no comments on this planning application.
20/02593/HHD	32A Common Road North Leigh	Erection of detached home office	North Leigh Parish Council has no comments on this planning application.
20/01557/FUL	42 Windmill road North Leigh	Erection of detached dwelling	North Leigh Parish Council had discussed an objection at the meeting, but subsequently has put in the following response due to reviewing the most up to date plans: North Leigh Parish Council has no objections to this planning application.

- **Bellway – Mud on New Yatt Road:** It was reported that there is a significant amount of mud coating the road due to the dirty wheels of the vehicles working at the site. It was noted that the wheels aren't being

washed and there is no road sweeper which is in breach of the construction management plan.

It was reported that there had been an accident with a cyclist coming off of their bike coming from New Yatt Road down Church Road due to mud on the road.

It was also noted that vehicles from the site are coming down Bridewell Close and using the water in the fire hydrant when the water should be accessed directly from the site.

HSJ will follow up on the above.

HSJ also noted that Bewley has been very poor with regards to the enforcement of their construction management plan. There is also mud on the road by this site.

HSJ will contact WODC about this.

103/20. Open Spaces Report

- **Bus Shelters:** JN reported that he, CF and AL had met with Ralph Green of OCC about using the council's s106 monies for bus infrastructure. Mr Green noted that the council can either go directly to suppliers or go through OCC. JN noted he had asked OCC for quotes for 5 shelters, flag posts and signage. The quote for 5 shelters has come in at £50,000. JN has received 2 other quotes for 6 shelters: one for £15,000 and one for £8550. The areas for shelters would be:

- Two on Common Road
- One at Cuckamus Green
- Two at Park Road/Windmill Road junction
- One at Park Road (Eynsham Hall end)

JN reported the flag poles are an additional £12,000 from OCC. JN proposes to install 6 bus shelters using a company he has found. DF noted that the costs need to allow for concrete bases.

The council would like to look at a mid-priced option for the shelters to assess if the shelters are more robust than the cheaper option.

GM asked if the flags and information boxes can be provided by another company. JN will look into this.

- **Playgrounds:**

- GM reported he has written to the Chair of School Governors and the Headmistress of North Leigh Primary School. He has heard from the Chair, but she does not feel it is needed to poll parents. He has not heard from the Headmistress.

- GM and SC will speak to parents at the playground at peak times. JM will ask her neighbour with regards to contacting the Parent Teachers Association. DF will speak to his neighbour who is a Teaching Assistant at the school.

- SC reported that the Adventure Playground is looking tidy. She noted there is a gap in the hedge on the Bewley side.

- AL presented 2 quotes for the removal of the 2 dead trees at the Adventure Playground and agreed to engage with Summit Trees. AL will contact them.

- **Cuckamus Green report:** CF reported that the grass will need one more cut for the winter and she will contact David Green regarding this.

- **Incident of graffiti on the bus stop at Cuckamus Green:** It was reported that there had been anti-Semitic language burnt onto the bus shelter at Cuckamus Green. AL reported she has done a police report. HSJ has used brown stain to cover some of the material posted and Adolfo has repaired some of the wood. There is wording which is visible, but not of an offensive nature.

- AL will speak to Adolfo about staining the shelter to look uniform once again.

104/20. Cemetery/Churchyard

- **Activity:** AL reported there have been no burials since the last meeting
- AL reported that BGG apologised for the delay and will be cutting the grass and hedge and spraying the paths for weeds by the end of the week of the 9th November.

105/20. Traffic/ Highway matters/Speedwatch: AC suggested that he schedules OCC speed surveys at Common Road and East End for April and the ones at New Yatt Road and Park Road for summer 2021. The council agreed and AL will ensure these are in the budget.

106/20. Finance

- Finance report:

<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>
Staff Costs	Staff Costs	103046	853.86	0.00	853.86	30/11/2020
Allison Leigh	Clerk expenses	103047	98.21	8.68	106.89	12/11/2020
VOID		103048				
WODC	Adventure Playground Cleaning	103049	120.15	24.03	144.18	12/11/2020
VOID		103050				
Geosphere Ltd	Parish Online subscription	103051	100.00	20.00	120.00	12/11/2020
OALC	Andy Clements - planning training	103052	50.00	10.00	60.00	12/11/2020
OALC	Greg Matthews - FOI and Environmental Information and vexatious requests training	103053	50.00	10.00	60.00	12/11/2020
OALC	Susie Cusicck - planning training	103054	50.00	10.00	60.00	12/11/2020
The Royal British Legion	Poppy donation	103055	25.00	0.00	25.00	12/11/2020
Grundon	Cemetery bin management	Direct Debit	41.77	8.35	50.12	30/09/2020
<u>Receipts</u>						
<u>From</u>	<u>Item</u>		<u>Amount</u>		<u>Total</u>	<u>Date</u>
HM Land Registry	Refund for failed application		4.00		4.00	30/10/2020

Bank Reconciliation

Cash in Hand 1/4/20	58780.01
Add total receipts as of 31/10/2020	42980.17
Subtract Total payments as of 31/10/2020	16137.24
Cash in Hand 31/8/2020	85622.94
*****	*****
Community Account balance 31/10/2020	27834.77
Business Money Manager Account Balance 31/10/2020	58168.17
Less unrepresented cheques:	
Cheque 102989	20.00
Cheque 103045	360.00
Total	380.00
Plus unrepresented receipts	0.00
Adjusted Bank Balance	85622.94

- **Banking:** AL reported that it has been proving difficult to contact HSBC as a non-signatory and that HSBC does not provide a service whereas a non-signatory can raise payments to be authorised by signatories. AL reported Unity Bank can provide this service and comes highly recommended from other clerks. The council agreed and resolved for AL to proceed with opening a Unity Bank account and proceeding with switching the funds to Unity Bank.
- **Parish Online:** The council resolved to continue the subscription for Parish Online

107/20. Items for Website: It was reported that a notice about picking up after your dog would be useful for the website

108/20. Correspondence:

- West Oxfordshire Developer Contributions Supplementary Planning Document: The council agreed to circulate comments with a view to respond. Comments are due by the 21st December 2020

- Ramsden – AL reported she received an e-mail from a local resident regarding a screening opinion request in relation to proposed solar farm and energy

storage system at the Land South of Ramsden, Akeman Street, Ramsden.
There was no action on this.

109/20. Matters for report: SC reported she had been around the village and noticed some hedges overgrown. AL has written a letter to one. With the others, they were minor and SC has cut the offending branches.

SC and CF will look at some options for the plantings at the entrance to the village at Park Road and Common Road.

JM reported she had attended a virtual meeting regarding the North Leigh Youth Project. They have been able to open and are now waiting for lockdown to end to resume activities.

AL reported she will try and re-schedule the meeting with OCC and Paul Burgum to determine the location of bike racks.

Date and time of next meeting: Thursday, 10th December 2020 at 7.30pm.