MINUTES of the meeting of North Leigh Parish Council held in the Memorial Hall on Thursday 12h October 2017 at 7.30 pm.

Present: G. Matthews (Chair) (GM), S. Cusick (Vice Chair) (SC), I. Hogg (IH), J. Nicholson (JN), P. Lawrence (PL), D. Fettes (DF), A. Clements (AC), H. St John (Councillor and District Councillors) (HSJ)

In attendance: Allison Leigh (Clerk) (AL)

91/17. Apologies for absence: C. Frost (CF), L. Walker (County Councillor) (LW)

92/17. Declarations of interest: None

93/17. Minutes of meeting held on 14th September 2017
Minutes were approved and signed.

94/17. Public Forum: No members of the public were present.

95/17. District and County Councillors Report:

OCC

County Councillor Liam Walker (LW) was not present, but sent the following information:

Sunday, the 15th October, LW will gather a team of volunteers to help with tidying the corner of Common Road and Park Road. The council would like to thank LW for organising this. AL to send thanks.

LW has reported a few highway defects. A couple of potholes on Windmill Road (Common Road end) have now been reported with a couple marked for repair very soon. A resident has contacted LW about a dropped kerb and drain outside her house. This resulted with a big flood into her property in August and the floorboards fell in through the downstairs room. I've visited the property and this repair is now due to be sorted in the coming weeks.

Several residents have contacted LW regarding speeding in the village. He is talking with North Leigh about their Speedwatch plans.

Virgin Media has now resolved all of the issues raised by LW and OCC officers. LW walked around the village with Virgin Media a few weeks ago to ensure the work had been completed. Virgin Media are due to work on the other half of the village after they finish a section in Witney. They have been told they can only do 100m of digging and laying cable before they then must infill to start digging the next section.

WODC

HSJ reported that there had been a change in rubbish collection as of 1st October and the new collection day is Wednesday. Residents have received a calendar explaining what goes out on which weeks. There were some issues reported with the delivery of bins at East End and New Yatt Road. New Yatt Road also missed the compost

collection one week. If any issues arise, residents can call 01993 861 025 or HSJ at 01993 881 529.

There was a discussion around the negative being that there is less that can be recycled, but the plus being that more can go into one bin.

HSJ reported on Publica. Over the past couple of years Cotswold, Forest of Dean, West Oxfordshire District Councils and Cheltenham Borough Council have been working together, through the '2020 Partnership', to create a new public sector company that will employ staff from partner Councils and provide local services on their behalf. The newly created company is called Publica and employees will transfer on 1st November 2017.

The four Councils will wholly own Publica, and each Council will retain its independence, identity and responsibility for the services that are provided.

With regards to the Local Plan HSJ reported that the inspector may give an interim report in the November timeframe.

HSJ reported that the Bellway site with 76 homes is to go to committee. The Highways department of OCC has objected to the 40 and 76 home sites. HSJ indicated he's asked that the parish be apprised of any revisions to plans.

96/17. Thames Valley Police Report: There was no report.

97/17. Neighbourhood Plan:

The council discussed the possibility of doing a Neighbourhood Plan. It was noted that there hasn't been much interest from residents in getting involved in a Neighbourhood Plan Steering Group. It was noted that a Neighbourhood Plan is a massive task, but that it would be helpful in any further planning developments.

It was thought that perhaps once a District Plan is in place, then it would be good to discuss a Neighbourhood Plan.SC indicated she felt it would be important to do something sooner. It was discussed to do a questionnaire followed by a stand at the village feast to inform residents/get interest for a Neighbourhood Plan Steering Group.

The council voted and all councillors were in agreement to move forward.

98/17. Standing Orders and Financial Regulations

AL e-mailed the current Standing Orders and Financial Regulations for North Leigh Parish Council along with those of another council for review/comparison.

ACTION: The council agreed to review these for discussion at the next meeting.

99/17: Virgin Media

- **Update:** See item 95/17 for LW's update.
- **Payment resolution:** AL has been informed by Virgin Media that the payment is in. AL to check when the October bank statement is in.

- **Complaints:** Two problems were reported: 1. There is a strip by Common Road and Windmill Road that was supposed to have been tarmacked, but has not been done properly. Trenches have been dug, but not properly repaired. 2. Virgin Media has dug up part of SC's driveway and tarmacked it, but not replaced the demarcation.

  ACTION: AL to e-mail LW and Virgin Media, cc'ing SC.

100/17: Donations

- **Clean Slate:** The council voted as to whether or not to donate to Clean Slate. The majority vote was to donate £100.

  ACTION: AL to prepare letter and cheque for the next meeting.

- **Donation Policy:** It was noted that this policy is in the Financial Regulations in the section on Grants.

101/17: Emergency Plan Update

OCC has sent an Emergency Plan Survey. **ACTION:** AL to complete/return survey.

HSJ indicated he will attend the OCC Community Emergency Plan and Resilience Workshop on 24/11/17 from 6 – 8p as will SC.

There was a discussion around the salt bins and how to store/replace salt. There was no resolution on this.

102/17. Planning Applications:

- Developments/section 106 monies: JN estimated there is £220,000 in section 106 monies, but the question is to how they can be allocated. JN suggested a meeting with Martin Holland, WODC's Leisure Services Manager.

HSJ met with WODC property department to discuss the car park to the south of the primary school which is owned by WODC. Harry, let me know what more you'd like here.

It was discussed that the County, District and School should meet together to talk about what to do with the playground at the school.

The Adventure Playground has a 25-year lease and the School Playground has a 25-year lease with a 5-year break clause. It was discussed to meet with Martin Holland regarding section 6 monies with regard to playgrounds.

The council resolved for JN, IH, DF and SC to meet with Martin Holland.

ACTION: JN to set up meeting with Martin Holland.

Number	Name	Date received	Date due	Response
17/02909/FUL	Fruitlands 34 Park Road North Leigh (construction of a 5-bedroom home with garage and shed on a residential plot previously occupied by a bungalow, which is now demolished)	29/9/17	20/10/17	The council resolved to respond with no objections.

103/17. Open Spaces Report

- **Adventure Playground lease:**

  ACTION: AL to get current lease and send to the council for review of a solicitor.

- **School Playground lease:** To be discussed in meeting with Martin Holland.

- **Playground inspection/reports:** It was discussed that the surface needs to be power washed.

- **Grass cutting – hedges and paths in Cemetery:** It was discussed that the 3-year contracts end in March 2018. AL discussed the possibility of spreading out the work so as to get a better result and is looking into next steps.

AL reported that CF had reported that all is well with Cuckamus Green, but the grass may need one more cut this year. CF would like to review the state of the notice board. AL and CF agree that it is too small and are going to have a discussion around it.

ACTION: AL and CF to review the notice board at Cuckamus Green.

104/17. Finance

- **Finance Report**

Payments authorised

Payee	Item	Cheque number	Amount	Date
Allison Leigh	Clerk Salary	102655	£440.76	31/10/17

Allison Leigh	Mileage and expenses	102656	£142.00	12/10/17
NPG Green	Grass cutting	102657	£278.00	12/10/17
HMRC	PAYE	102658	£81.80	12/10/17
WODC	Grass cutting: C. Green, W. Heights, Churchyard, Cemetery	102659	£840.34	12/10/17
WODC	Grass cutting: C. Green, W. Heights, Churchyard, Cemetery	102660	£420.16	12/10/17
NLYP	Room hire	102661	£20.00	12/10/17
PWLB	Loan	Direct debit	£4978.46	2/10/17

Receipts since last meeting

Payee	**Item**	**Amount**	**Date**
WODC	2nd half precept	£18652.00	9/10/17
WODC	Grant	£308.50	9/10/17

Account Balances as of 30/09/17

Community Account
GB50MIDL40470760614815 £ 8,764.27

Business Money Manager
GB34MIDL40470771294318 £ 42,505.56

- **Account Review:** AL presented the payments/receipts to date. She indicated she will present a budget for 2018/2019 at the November meeting.

105/17. Cemetery/ Churchyard:

- **Activity:** AL indicated there was a burial on Friday the 13th October.

- **Car Park – parking and damage at Turner Hall:** AL to research the ownership of the car park. HSJ to talk to Steve Legg regarding the damage. It was discussed that people are parking in the car park for purposes other than use of the hall, Cemetery and church. HSJ asked AL to respond to Margaret Dixon indicating it is not in the control of the Parish Council.

  ACTION: AL to contact Margaret Dixon regarding the parking.

  There was a discussion around who is responsible for smoothing out the earth of new graves.

ACTION: AL to review the Cemetery regulations regarding this.

- **Bench donation:** The Baldwin family have asked in the council would like a bench they have for the Cemetery. The council would like more information on the bench in terms of size and condition.

  ACTION: SC to check with Peter King and see if he is in touch with the family to find out more about the bench.

106/17. Traffic/Highways Matters/Speedwatch

AC will be in charge of the council's Speedwatch task. PL gave high visibility jackets to AC. LW is keen to participate. It was discussed that the police don't need to be involved, but there needs to be a system in place. PL indicated there is guidance in the materials he'll give him. PL has put signs around the village regarding Speedwatch.

There was an e-mail from and East End resident regarding the speed of traffic passing through the area. This will be a priority area for Speedwatch.

107/17. Correspondence: GM reported that he will contact Graham White to get the library agreement for signature.

ACTION: GM to contact Graham White.

108/17. Matters for report: To raise matters for discussion without decision or items for next meeting:

List of councillors – update. The list needs to be updated.

ACTION: AL to update contact list of councillors

Date and time of next meeting: Thursday 9th November 2017at 7.30 pm.

The meeting closed at 9:55pm.

Chairman …….

Date ……