MINUTES of the meeting of North Leigh Parish Council held in the Memorial Hall on Thursday 14th December 2017 at 7.30 pm.

Present: G. Matthews (Chair) (GM), S. Cusick (Vice Chair) (SC), C. Frost (CF), I. Hogg (IH), J. Nicholson (JN), P. Lawrence (PL), D. Fettes (DF), L. Walker (County Councillor) (LW)

In attendance: Allison Leigh (Clerk) (AL)

126/17. Apologies for absence: Andy Clements (AC) and Harry St John (Parish and District Councillor) (HSJ)

127/17. Declarations of interest: GM and IH declared a non-pecuniary interest in Planning Application 17/02713/HHD – Bluebell Cottage

128/17. Minutes of meeting held on 9th November 2017:
Minutes were approved and signed.

SC reported she had been on a Meetings and Minutes training course and pointed out that the agenda needs an e-signature. AL reported she is aware of the issue and working to learn how to do this.

ACTION: AL to learn how to incorporate an e-signature into the agenda.

129/17. Public Forum: No members of the public were present.

130/17. District and County Councillors Report:

WODC

HSJ sent a report for the meeting. See attachment 1.

OCC

LW reported that it had been a busy week with the snowstorm on the 11th December. OCC had 25 gritters going. He indicated the main roads had been the priority, followed by the villages.

He indicated that there is a high percentage of speeding in New Yatt and feels there is a need for traffic calming.

131/17. Thames Valley Police Report: It was reported that there has been an increase in the number of burglaries locally and that residents should be vigilant.

132/17. Neighbourhood Plan: The council agreed that this project will need work in order to gain interest. CF suggested a possible meeting of the village to talk about it. SC suggested creating a descriptive list with benefits for the public, which would need preparation. It was suggested that this could be worked on over the winter and then possibly presented to residents in the spring.

LW indicated the Local Plan is looking to be reviewed in January/February.

133/17. Social Media – use of for PC purposes: AL reported that HSJ had asked about social media. LW indicated he uses it in an effective way with the villages.

ACTION: AL to talk to other clerks about their experience with using social media and report back.

134/17: Virgin Media: It is unknown when the second phase will begin. Virgin Media is doing well with signups for their service. This does not need to be an agenda item for January.

135/17. Planning Applications:

- Developments/section 106 monies: IH reported there is no update until the leases are agreed.

  ACTION: IH to set up a meeting with Heather McCulloch, the Shared Healthy Communities Manager at Cotswold and West Oxfordshire District Councils regarding potential expenditure of section 106 monies.

Number	**Name**	**Date received**	**Date due**	**Response**
17/02713/HHD	Bluebell Cottage New Yatt Road North Leigh	22/11/17	13/12/17	ACTION: AL to submit a no objection response to WODC.
17/03655/LBC	Sturt House The Quarry East End	24/11/17	15/12/17	ACTION: AL to submit a no objection response to WODC.
17/03701/HHD	Stonegate East End North Leigh	29/11/17	19/12/17	ACTION: AL to submit a no objection response to WODC.

Planning application 17/03864 has been received with a date for comments of 4th January.

ACTION: AL to ask WODC for an extension so as to discuss response in the next meeting

ACTION: AL to ask WODC about receiving planning decision notices.

ACTION: AL to ask WODC about the requirements for posting a planning application on the property in question.

SC raised a question as to the transparency of discussing planning applications. AL understood that as long as they are on the agenda, discussed in a parish council meeting and decided in a parish council meeting, the PC is conducting the process in a transparent manner. SC understood the process to mean the planning working group needs to meet prior to a parish council meeting.

ACTION: AL to contact OALC regarding clarification on planning and transparency.

A question was raised as to the communication of planning applications in West Oxfordshire as a whole.

AL reported she had circulated a consultation on London Oxford Airport. The consultation is open until the 22nd March 2018.

136/17. Open Spaces Report

- **Adventure Playground lease:** The council indicated this is ok to be signed.

  ACTION: AL to contact Suzanne Barton of Cotswold, Forest of Dean and West Oxfordshire District Councils.

- **School Playground lease:** AL reported that the next step in this lease is to obtain legal services.

  ACTION: AL to contact Pellmans regarding this.

- **Playground inspection/reports:** IH indicated there are no issues other than some low hanging branches to be dealt with. He needs someone to help him do this.

  ACTION: AL to contact MV Firmin requesting one more cut for the Adventure Playground once the lease is renewed.

  CF reported the grass at Cuckamus Green looks good.

- **Grass cutting - contracts:** AL reported that it is necessary to publicise the tender for the new grass cutting contracts. AL to craft a tender to put in the NLN.

There were areas added to the tender and AL to add those, circulating to the council prior to publishing to the NLN.

ACTION: AL to send revised tender to the council and then publish in the NLN.

AL reported that she had circulated information on Parish Online. AL reported that there is a free trial for a month and the council agreed that if it is over prior to the next meeting, AL to go ahead and sign up. The fee is a bit higher than reported at the last meeting and should be around £100.

137/17. Finance

- **PWLB Loan:** JN noted that the information is no longer required on this for the memorial hall.

- **Finance Report**

Payments to be authorised

Payee	**Item**	**Cheque number**	**Amount**	**VAT**	**Total**	**Date**
Allison Leigh	Clerk Salary	10271	440.76	0	440.76	30/12/17
WODC	November payment for fortnightly cleaning of Adventure Playground	102672	110.06	22.01	132.07	14/12/17
Allison Leigh	Mileage and expenses	102673	54.22	0	54.22	14/12/17
NLYP	Room hire	102674	20.00	0	20.00	14/12/17
NPJ Green	Grass and hedge cutting	102675	265.00	0	265.00	14/12/17

Receipts since last meeting

Payee	**Item**	**Amount**	**Date**
Peter Smith	Holmes fees	270.00	7/12/17
Peter Smith	Fleet fees	400.00	7/12/17

Account Balances as of 30/11/17

Community Account GB50MIDL40470760614815	£ 19,876.02
Business Money Manager GB34MIDL40470771294318	£ 43,505.56

- **2018/9 Budget Review:** AL presented a revised budget for 2018/2019. The budget was approved and the council agreed on a precept of £37,921.00.

  ACTION: AL to fill in the precept form and send to WODC.

- **Determine internal auditor:** AL reported that she had met with Trish Ingham, the internal auditor from last year. Trish would like the council to agree as to whether or not it would like to use her services for the 2017/8 audit. The council resolved to hire Trish for this audit.

  ACTION: AL to advise Trish that the council would like to retain her for this year's audit.

138/17. Cemetery/ Churchyard:

- **Activity:** AL reported that there have been 3 recent burials in the Cemetery.

- **Bench donation:** The Baldwin family have asked if the council would like a bench they have for the Cemetery. SC has been unable to reach the family with regards to this.

  ACTION: AL to ask Margaret Dixon about this as she had received the original request from the family.

  A question was raised as to the digging of graves at the November meeting. AL indicated she will continue to monitor the communication on this and will follow up on the action below.

  ACTION: AL will work on regulations stipulating requirements for digging in North Leigh Cemetery.

139/17. Traffic/Highways Matters/Speedwatch

There have been no Speedwatch events since AC has been away.

140/17. Correspondence: A note was received about traffic at East End and passed onto AC.

141/17. Matters for report: To raise matters for discussion without decision or items for next meeting:

CF reported that water had been running down Bridewell Close and, in the cold, had frozen.

CF asked if the Spring Clean could go on the February agenda.

CF advised she is away for the January meeting.

DF advised he is away for the January meeting.

.

Date and time of next meeting: Thursday 11th January 2018 at 7.30 pm.

The meeting closed at 9:30pm.

Chairman …….

Date ……

ATTACHMENT 1

The Local Plan process is still ongoing with final reports commissioned by WODC at the request of the Inspector being consulted on by the 20th December. The EIP Inspector is likely to give his preliminary report on his findings by the end of January. At that stage, it will be clearer as to the plan's status.

HSJ has asked Planning Officer, Phil Shaw, about Rectory Homes, but has not had an update.

HSJ reported that no new plans have arrived at WODC for Bellway 76 – Butchers Ground. There has been no response as of yet from OCC highways about the final method of dealing with footways along New Yatt Road.

HSJ reported he has learned there is an expected planning application for some houses on the garden centre in the near future. He suggests there should be somewhere secure to store the salt for the village once this occurs.

HSJ and SC attended an emergency planning session run by OCC and he has some leaflets, which he's put in the library and shop. He reported that other villages have done their emergency plans and perhaps North Leigh Parish Council could review these.