

MINUTES of the meeting of North Leigh Parish Council held via Zoom on Thursday 14th May 2020 at 7.30 pm.

Present: G. Matthews (Chairman), S. Cusick (Vice Chair), Councillors C. Frost (CF), I. Hogg (IH), J. Nicholson (JN), A. Clements (AC) and J. Minch (JM) and County Councillor Liam Walker (LW) and District Councillor H. St John (HSJ)

Also present: Allison Leigh (Clerk) (AL)

16/20. Election of Chairman: JM proposed GM. SC seconded GM. GM will remain as Chairman for 2020/2021.

17/20. Election of Vice-Chairman: AC proposed SC. HSJ seconded SC. SC will remain as Vice-Chairman for 2020/2021.

18/20. Apologies for absence: Councillor D. Fettes

19/20. Public Forum: One member of the public was in attendance to listen only.

20/20. Adoption of Standing Orders and Financial Regulations: The council resolved to adopt the Standing Orders and Financial Regulations presented.

21/20. Confirmation of Risk Assessment and Asset Register: The council resolve to review the Risk Assessment and add to the June agenda. The council resolved to adopt the Asset Register with the change of confirming it owns the bench on Cuckamus Green and confirming the date of purchase of the bus shelters on Park Road.

22/20. Confirmation of Councillor Roles and Working Groups: The council agreed to add Andy Clements to the Planning Working Group to represent East End. The council resolved to adopt the Councillor Roles and Working Groups with this change.

23/20. Confirmation of Cemetery Regulations and fees: The council agreed to adopt the Cemetery Regulations and will continue to review them. The council agreed to form a working group to discuss the cemetery fees. This group will consist of AC, CF, HSJ and AL.

AGENDA for the remainder of the meeting

24/20. District and County Councillor Reports:

Oxfordshire County Council (OCC)

LW reported that OCC has been holding meetings virtually and it is working very well. OCC is putting together an exit from lockdown plan and finding that homeworking is proving to be effective.

LW reported that works are being carried out on Boddington Lane with curbstones being repaired and resurfacing being done. These works involve a night closure.

LW reported that he is hopeful with lockdown restrictions being eased for the construction industry that Bellway will return to finish the road repair outside the site soon.

LW reported that OCC will be painting 2 solid white lines and a keep clear sign to discourage parking by the dropped curb at the Windmill

LW reported that OCC has finished surface dressing on roads which has been part of the £32M budgeted for 2020 2021.

LW reported that the household waste recycling will be open from Monday the 18th May. Social distancing must be adhered to, only one person will be allowed to dispose of waste at a time and there will be no staff assisting. LW recommended that people stagger trips to the site to avoid large queues on the 18th.

LW reported that OCC is running business as usual.

West Oxfordshire District Council (WODC)

HSJ thanked Helen Keen and all of the volunteers in the village for their assistance to vulnerable and self-isolating residents. He also thanked Kevin Swann for his assistance to those in East End. In addition, he thanked Joff Greer and the Scouts who have been collecting prescriptions and much more. He indicated the Covid-19 pandemic has brought out the best in the community.

HSJ reported that WODC held its first virtual meeting on 13/5/2020 which went very smoothly. It was streamed on Facebook and was viewed over 2000 times.

HSJ reported he is in contact with Thames Water regarding compensation for the Masons Arms and the Post Office during the recent road closure due to works.

HSJ reported he has heard from Bellway that they are testing 3 sites around the country to see how they will best work going forward during the Covid-19 period. Once they have a plan, they will re-open work.

HSJ reported he will chase up the relevant officers at WODC regarding starting work on the Windmill.

LW asked about the time of work finishing at recent development sites as he had heard that there as a possibility of them working until 9pm during the Cov-d-19 period. HSJ was not aware of this.

HSJ reported that 50 affordable houses at Bellway have been sold to the housing association. Only 15 market houses have been sold. There are 11 to be sold on the North Side and 40 to be sold on the south side.

HSJ is continuing to chase the S106 monies with Clare Bromley of WODC.

25/20. Donation Requests: AL queried whether the council would like to continue to use the Donation Policy which indicated the council would review donations quarterly or proceed with reviewing donations as they come in. The council resolved to review this at the June meeting. AL will provide the council with a list of donations over the past few years.

- Oxfordshire Association for the Blind: This donation request will be discussed at the June meeting

26/20. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>Response</u>
19/02736/RES	Land North and West and East of Belclose Cottage Witney Road North Leigh Bewley Homes	Reserved matters pursuant to 16/04234/OUT-landscaping, appearance, layout and scale and the discharge of planning conditions 7, 8, 9, 14, 15 and 20	The PC is disappointed that our earlier comments to Bewley and WODC regarding the provision of play facilities on this site have not been heeded. The site area has been reduced from earlier proposals and detailed specification, agreed layout and management scheme for the LEAP have not been submitted let alone discussed with the PC. North Leigh PC will continue to object to this development until we are satisfied that our concerns have been fully addressed.

20/00903/ADV	North Leigh Football Club Eynsham Park North Leigh	Erection of signs	North Leigh Parish Council has no objections to this planning application.
W/20/00267/PRMMV	North Leigh Football Club Eynsham Park North Leigh Witney Oxfordshire OX29 6PR	Licensing for Nor'Lye Festival	North Leigh Parish Council has no comments on this licensing application.

27/20. OCC funding available for improvements to bus stop infrastructure

within the Ward: An e-mail from OCC regarding the improvement of bus infrastructure on Park Road was discussed. The council agreed that a general plan of what is needed in the parish from a transport/bus shelter standpoint would be helpful in order to ascertain how to proceed.

JN will contact OCC regarding this.

28/20. Open Spaces Report

- **Playground Inspection/ reports:** Both playgrounds are currently closed, with plastic ties locking the Children's Playground. SC reported that all is looking good at the Adventure Playground. She reported that there is part of a tree that is down by the Children's Playground, but nothing is being obstructed.

AL will obtain 3 quotes from tree surgeons to look at the state of the trees at the Children's Playground

The council confirmed it would like to proceed with the play area inspections in July. AL will arrange.

- **Cuckamus Green report:** CF reported that all is in order at Cuckamus Green. She reported that after the recent tree planting, a resident will continue with the watering of the tree.

CF reported there is some ivy that needs to be removed and she will do this. There are also some low branches which need to be cut and AL will contact David Green to arrange a time for him to go and meet CF to review/cut.

29/20. Cemetery/Churchyard

- **Activity:** There was a burial on the 27th April 2020.

AL reported she had received a query about resident vs non-resident rates. The council agreed that AL will write a letter to the person querying these fees and explain that there are cemetery fees for residents/those who have recently left due to nursing/care needs. For those not living in the village, there are non-resident fees.

The issue of Parish Council assistance at the church/churchyard was discussed. AL will set up a meeting with Steve Legg, HSJ and AL to review this at the time of the meeting.

30/20. Finance

- Insurance renewal: The council resolved to renew the insurance, which is on a 3-year plan until 31st May 2021. AL reported she had sent them the most recent Asset Register, but the insurers had not come back with any comments.

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	103008	466.37	0.00	466.37	31/05/2020
Allison Leigh	Clerk expenses	103009	36.00	0.00	36.00	14/05/2020
WODC	Adventure Playground cleaning	103010	117.22	23.44	140.66	14/05/2020
BGG	Grass cutting at Cemetery and churchyard	103011	250.00	50.00	300.00	14/05/2020
Nicholsons	Tree planting and materials	103012	101.45	20.29	121.74	14/05/2020
Came and Company	Insurance renewal	103013	834.76	0.00	834.76	14/05/2020
Grundon	Bin collection from cemetery	Direct Debit	42.01	8.40	50.41	14/05/2020
<u>Receipts</u>						
<u>From</u>	<u>Item</u>		<u>Amount</u>		<u>Total</u>	<u>Date</u>
WODC	Precept	Direct Debit	20500.00		20500.00	09/04/2020

Bank Reconciliation

Cash in Hand 1/4/20	58780.01
Add total receipts as of 30/4/2020	20500.00
Suttract Total payments as of 4/30/2020	4782.55
Cash in Hand 30/4/2020	74497.46
*****	*****
Communit Account balance 30/4/2020	18210.71
Business Money Manager Account Balance 30/4/2020	57336.00
Less unrepresented cheques:	
Cheque 102989	20.00
cheque 102998	53.00
chque 1023000	150.00
cheque 103002	466.37
cheque 103004	216.00
cheque 103006	143.88
Total	1049.25
Plus unrepresented receipts	0.00
Adjusted Bank Balance	74497.46

31/20. Items for Website: It was discussed that there have been some things about which the council is not happy with Vision ICT. One of these is that there is a fee for the SSL. AL will get this cost and the council feels it needs to proceed with this.

AL reported it is very cumbersome to add photos to the website. There are lot of support issues with the site. AL is working with Vision ICT to get the analytics of the site so as to see the traffic on it.

JM and HSJ will be looking at the various societies on the site to see if they are up to date. This is also relevant in terms of pointing new residents to the site as there had been a recent query about services for new residents/welcome packs.

32/20. Correspondence:

- There was a call from a resident querying if the council would allow him to paint/repair a street sign on his property. The council is happy for him to do so.

- Salt: AL reported that BGG has the extra salt at their site. The council confirmed it does not wish to have this salt back as it is not of a good quality anymore. AC reported the salt by Ladywell Close is all still there and covered up. It was noted that when the salt is delivered this winter, someone needs to ensure it is placed correctly.
- Broadband: AL reported she had an e-mail regarding the Rural Gigabit Voucher Scheme. This will be put on the Cuckamus Green and East End Noticeboards
- Online abuse materials: AL received an e-mail from Thames Valley Police regarding online child abuse materials. GM will review and advise AL what to put on the website.

33/20. Matters for report: To raise matters for discussion without decision or items for next meeting.

AL noted that she will put the Virtual Meeting Procedures on the June agenda.

HSJ reported that Bewley has entered three separate applications in relation to approval of conditions imposed in the original outline consent and these have to be approved alongside the main reserved matters application. their refs are 19/02788/cnd, 19/02736/cnd and 20/00457/cnd.

HSJ will ask WODC if the council can get a hard copy of these elements.

Date and time of next meeting: Thursday, 11th June 2020 at 7.30pm, to be held via Zoom.

The meeting closed at 9:40pm.