

**MINUTES of the Parish Council Meeting of North Leigh Parish Council held on Thursday 14<sup>th</sup> October 2021 at 7.30 pm outside of the Memorial Hall**

**Present:** Chairman Greg Matthews (GM), Vice Chairman Julie Minch (JM), Councillors Susie Cuisck (SC), Andy Clements (AC), Kevin Swann (KS) and Jim Nicholson (JN), Councillor and District Councillor Harry St John (HSJ) and County Councillor Liam Walker (LW) (who arrived during agenda item 118/21)

Also present: Allison Leigh (Clerk) (AL)

**102/21. Apologies for absence:** None

**103/21. Declarations of interest:** None

**104/21. Minutes of the meeting held 9<sup>th</sup> September 2021:** The minutes of the meeting of 9<sup>th</sup> September 2021 were approved and signed.

**105/21. Public Forum:** Four members of the public were in attendance.

Two members of the public were in attendance to make a statement about planning application 21/02906/S73. They noted they had already put in an objection to the West Oxfordshire District Council (WODC). They noted they appreciate this is a rural area and have no objection to farming. Initially a smallish number of goats were reared on the farm, but this has grown substantially to around 200. They noted that there is no detail with regards to the farm's business plan/their intentions and believe this application is a change in use.

They reported that the building in question is quite close to their home and this has an impact on their health as they have asthma (the smell is causing an issue with their asthma) and it is unsightly.

More information as to their objection is on the WODC website, but these are what were highlighted at the meeting.

Two other members of the public were in attendance. One was there to note that the maintenance of Windmill Heights has not been up to a standard to which had initially been agreed upon the building of Windmill Heights. (The other member of the public was there to listen.) AL reported that there had been miscommunication as to the understanding as to what was to be carried out by the contractor so that the contractor is now aware of expectation. AL is arranging for them to come and spend the day at Windmill Heights to get the area to the standard it should be. AL will inform the resident when the contractor is coming out.

## **106/21. District and County Councillor Reports:**

### **WODC**

HSJ reported the following:

- He is working with Bellway on the memorial trees/plaques. He is hopeful to have members of the Goughand Breakspear families to attend a ceremony on or around the 11<sup>th</sup> November.
- The trees taken out by Bellway on Green Lane have not yet been replaced. HSJ is hopeful this will be done by this winter.
- It was noted that there had been a meeting regarding the S106 monies with Bellway. See agenda item 116/21.
- HSJ has been in touch with the estate agents regarding land for sale in the village. HSJ would like to explore the purchase of this land for a new all-age play area. He will set up a meeting with the landowner to discuss possibilities.
- HSJ noted that Bellway have presented their LEAP and HSJ believes they may be in breach of their S106 agreement. HSJ will discuss this with Bellway as well as when it may be delivered.
- HSJ reported there is a document regarding affordable housing on WODC's website which will become part of the Local Plan.
- There has been a survey of the High Street in Witney with over 1100 responses. Based on the response it may be that the section of the High Street reserved for pedestrians will remain.

AL reported she had spoken to David Green who reported that the area by Perrott's Close dug up by Gigaclear hasn't been repaired well. HSJ will follow up with Gigaclear on this.

The Oxfordshire County Council (OCC) report took place later in the agenda.

**107/21. Matters arising from the September meeting and not appearing elsewhere on the agenda:** AL reported that she had been in touch with the ambulance service regarding defibrillator training. The council asked AL to check on dates the week of the 15<sup>th</sup> November.

**108/21. Parish Councillor Vacancies:** It was noted that the vacancy notice should be posted again.

**109/21: Noticeboards:** A discussion was had as to whether noticeboards should be put up in New Yatt and Wilcote. The council asked AL to check with Hailey about having a new noticeboard put up that Hailey and North Leigh could share. HSJ will speak to a resident in Wilcote about the best place for a noticeboard there, but it is thought that by the church may be the best place.

**110/21: Neighbourhood Plan:** The council discussed whether or not it should proceed with a Neighbourhood Plan. The Council resolved to make contact with the 3 residents who expressed interest and see if an initial meeting can be set up.

**111/21: Bus shelter update, maintenance and grass cutting:**

- JN reported that all of the shelters except for the new one across from Cuckamus Green have been erected. OCC had put tarmac down instead of concrete which they will replace.
- AL is working on quotes for the grass cutting by and glass cleaning of the bus shelters and will circulate quotes as soon as she has them.

**112/21: Cuckamus Green car parking/erosion:** The council noted that there have been more vehicles parking on the green. AL reported that Land Registry will be responding in 2022. In the meantime, AL will craft a note to the resident parking regularly on the green asking for documentation of permission to park and circulate the note to the council prior to sending.

**113/21. Communication:**

- **Parish Council newsletter:** It was reported that the most recent newsletter has been printed and will be in circulation the week of the 25<sup>th</sup> October.

**114/21. Good Neighbour Scheme:** AL reported that Freeland Parish Council is looking to see if local councils would be interested in combining a Good Neighbour Scheme. The council asked AL to express interest in learning more about this and how it would work.

**115/21. Website:** AL noted that it would be good if the website working group could meet to consolidate feedback for the website designer. AL will work to set up a meeting.

**116/21. Planning Applications:**

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>NLPC Comments</u>
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21/02906/S73	Fish Hill Farm Wilcote Road North Leigh	Removal of condition 1 of permission 10/0425/P/FP to allow the use of the barn for rearing livestock and storage of feeds, bedding and equipment associated with the agricultural or horticultural use of the land APPLICATION NO: 10/0425/P/FP PROPOSAL: Erection of detached storage building, (retrospective).	The Parish council <u>objects</u> to this application because of the deleterious impact it will have on the residential amenity of the nearby cottage, which is less than 150 metres from the site. Permission 1 of 10/0245/P/FP clearly specified the restrictive use of the building to storage of hay, straw, feed and [a] tractor associated with the agricultural and horticultural use of the land. This obviously excludes the use of the barns for livestock, the reason for the decision being the impact on the residential amenity of the cottage from nuisance noises and odours from farm livestock. There is no justification in removing this condition, indeed we understand that the applicant has contravened the condition on a number of occasions and it should be now reinforced.
21/03255/HHD	17 Park Road North Leigh	Erection of single storey extension to form wet room and boot room.	North Leigh Parish Council has no comments on this planning application.

- **S106 monies:** AL reported she had attended the S106 session held by WODC. GM, SC and AC attended as well.

AL has a sheet to complete in order to obtain the monies for the refurbishment to the Children's Playground. She will send this to GM and JM for review prior to submitting.

It was discussed that possibly the street furniture monies could be spent on a bench.

**117/21: Asset Register/Risk Assessment:** AL reported she'd had some changes from JM and JN prior to the meeting which she hasn't been able to put

in and will update/circulate. The council will review the Risk Assessment and send comments to AL.

### **118/21. Open Spaces Report**

- **Trees:** SC reported the tree works at the Adventure Playground had been carried out. BGG is coming soon to work on the tree at Windmill Heights.
- **Playgrounds:**

- To discuss the potential new playground project and refurbishing of Children's Playground: JM reported that HAGS had indicated the children's play area site is difficult to access and that the only viable method of access is by via the school ground and that works would take 7 weeks. The school have noted this can only be done during the school holidays which would mean that the playground could not be installed until the summer holidays 2022.

The council isn't happy with this delay and have asked JM to revisit the project with Proludic.

- To have a report on the Adventure and Children's Playground: SC reported the graffiti had not been removed by WODC. AL noted that if not removed soon, she will research other ways to remove it.

It was noted that the Adventure Playground needs refurbishment but needs to be made safe in the meantime. AL will look into companies to assist in any necessary repairs.

It was noted that perhaps asking North Leigh Youth Club about all-age playground ideas would be beneficial.

SC noted that there are some areas of the Children's Playground that need attention such as the zip wire. SC and AL will discuss this.

- Children's Playground Lease: AL reported she'd had an e-mail from Pellmans to say OCC had misplaced the lease. AL will get in touch with Pellmans re a new one.

- Adventure Playground Lease: The Adventure Playground Lease was signed and AL will send it back to WODC.

- **Cuckamus Green report:** SC reported that the newly planted tree appeared to be dying. Nicholsons reported that the belt should only be tied off with a staple so a pair of fencing pliers or screwdriver / hammer should be sufficient. One year on the tie should probably have enough give for another season. As instructed by Nicholsons, SC checked the tree by scraping one or two of the branches and it was green under the bark so

it was still good.

- **BGG Contract:** AL reported that BGG is going to come one day soon to spend a day focusing on Windmill Heights. The branches of the tree overhanging the property on Windmill Heights will be attended to.
- **Allotment land/parking lease:** HSJ will work to arrange a meeting with the landowner. See the WODC report earlier in agenda item 106/21

### **106/21. District and County Councillor Reports:**

#### **OCC**

LW reported the following:

- OCC would be discussing the possibility of making 20mph the new 30mph for Oxfordshire communities on Tuesday the 19<sup>th</sup> October 2021.
- Entrance to Bewley. The bulk of the main carriageway has been resurfaced but two small edge areas have been missed. LW will work to get this rectified. The work on Leigh Close has been complete.
- New Yatt Road and Common Road need resurfacing.
- The cycle link along the A4095 between Common Rd and Park Road is still being worked on.

### **119/21. Cemetery/Churchyard**

- **Activity:** AL reported there had been a burial on the 7<sup>th</sup> October. HSJ reported there was a large pile of soil still next to the grave. AL will speak to the funeral director.
- **Regulations and fees:** The council adopted the new regulations which AL will put on the website and noticeboard. The council would like to keep the fees as they currently are and review at the Annual Parish Council Meeting in May 2022.
- **Mapping software:** AL reported that she has had quotes for mapping software, but is also looking at a new Cemetery database package. AL will review with AC and then put on the November agenda.
- **Hedge:** AL reported she'd had a request about cutting an additional bit of hedge at the cemetery. The council requested for AL to get clarification as to the location.

**120/21. Traffic/ Highway matters/Speedwatch:** AC reported that Thames Valley Police has signed up to Community Speedwatch. North Leigh has been

invited to join the scheme but have been asked not to sign up until 26/11/2021. Traffic calming: AC reported he'd received a traffic calming document from OCC. OCC has noted that if the Parish Council could come back to them with what ideas they have as to what would work in North Leigh parish, then these can be discussed.

**121/21. Finance Report:**

***Payments made since the September meeting***

<u>Payee</u>	<u>Item</u>	<u>Cheque/online payment</u>	<u>Amount</u>	<u>Date</u>
Information Commissioner	Annual fee	Direct Debit	35.00	23/9/2021
PWLB	Loan payment	Direct Debit	2445.00	30/09/2021
Unity	Service charge	Direct Debit	18.00	30/9/2021
Staff Costs	Staff Costs	Online payment	484.12	31/10/2021
Allison Leigh	Expenses	Online payment	97.67	14/10/2021
Moore	External Audit	Online payment	240.00	14/10/2021
North Leigh Youth Project	September room hire	Online payment	20.00	14/10/2021
WODC	Adventure Playground cleaning – September	Online payment	145.76	14/10/2021
BGG	Mowing of cemetery, churchyard and Windmill Heights – 11/9/2021	Online payment	324.00	14/10/2021
The Flying Press	Printing of newsletter	Online payment	163.79	14/10/2021
Grundon	Cemetery bin emptying	Online payment	54.20	14/10/2021
Summit Trees	Tree work at the Adventure Playground	Online payment	210.00	14/10/2021
Julie Minch	Asset location search – paid to Thames Water	Online payment	59.76	14/10/2021

***Receipts since the September meeting***

<u>From</u>	<u>Item</u>	<u>Cheque/online payment</u>	<u>Amount</u>	<u>Date</u>
Peter Smith and Son	Fees for ashes interment	Online	125.00	
WODC	2 <sup>nd</sup> half of precept	Online	15000.00	

Bank Reconciliation

Cash in Hand 1/4/21	78705.78	
Add total receipts as of 30/9/2021	30838.20	
Subtract Total payments as of 30/09/2021	19043.57	
<b>Cash in Hand 30/09/2021</b>	<b>90500.41</b>	
*****	*****	
<b>Unity Bank Balance 30/09/2021</b>	<b>90500.41</b>	
Receipts outstanding	0	
<b>Total</b>	<b>0.00</b>	
<b>Plus unpresented receipts</b>	<b>0.00</b>	
<b>Adjusted Bank Balance</b>	<b>90500.41</b>	

- **Internal Audit 21/22:** The council resolved to proceed with Jane Olds as the internal auditor for 21/22.
- **Budget against spend from 1<sup>st</sup> April 2021 – 30<sup>th</sup> September 2021:** The council reviewed the budget against spent and had no comments.
- **Budget 2022/2023:** The council will send any items for the 2022/23 budget to AL.

**122/21. Correspondence:** The council reviewed the list of correspondence. HSJ will fill in the litter survey and circulate it.

**123/21. Matters for report:** None.

Date and time of next meeting: Thursday, 11<sup>th</sup> November 2021 at 7.30pm.

The meeting closed at 9:40.