

MINUTES of the Parish Council Meeting of North Leigh Parish Council held on Thursday 8th July 2021 at 7.30 pm in the North Leigh Youth Centre of the Memorial Hall

Present: G. Matthews (GM) (Chairman), Councillors S. Cusick (SC), J. Nicholson (JN), A. Clements (AC), and K. Swann (KS), District Councillor Harry St John (HSJ) and County Councillor L. Walker (LW)

Also present: Allison Leigh (Clerk) (AL)

61/21. Apologies for absence: J. Minch (JM) (Vice Chair)

62/21. Declarations of interest: None

63/21. Minutes of the meeting held 10th June 2021: The minutes of the meetings of the 10th June 2021 were approved by the councillors who had been in attendance and signed by the Chairman who was not in attendance at the meeting.

64/21. Public Forum: No members of the public were in attendance.

65/21. District and County Councillor Reports:

West Oxfordshire District Council (WODC)

HSJ reported the following:

- He is aware that Gigaclear has not been leaving the village in a good state while working. He had a site meeting the week of 28th June and is in contact with Gigaclear on these matters.
- He is aware that Gigaclear's traffic lights at New Yatt Road were not operating the morning of Tuesday 4th July. He has spoken to them about this.
- AL raised the e-mail she had received from Bewley regarding ongoing responsibility for the LEAP. The council resolved that it would like the responsibility of the LEAP maintenance to remain with Bewley.
- The council also wanted to ask about space for a MUGA/all-age play area and wanted to discuss a piece of land with Bewley. The council asked AL to e-mail Bewley regarding the LEAP maintenance as well as the land of an all-age play area.

- SC asked about a bollard at the Bewley site and HSJ confirmed that the bollard should be there. It was noted that no house will be occupied until roadworks are completed to the satisfaction of the necessary approvals.

Oxfordshire County Council (OCC)

This report was given after agenda item 71/21.

66/21. Matters arising from the June meeting and not appearing elsewhere on the agenda:

- AL reported that she, KS and JM had met to discuss the Asset Register and Risk Assessment. AL is working on updates and this will go on the September agenda.
- It was noted that Adolfo is unable to repair the bus shelter and that a local handyman is needed for this. SC will put a notice on social media regarding looking for a local handyman. AL will ask local parish council as well as Steve Legg.

67/21: Communication:

Parish Council newsletter: The council discussed the following topics/responsibility for the September newsletter:

Parish Council powers and responsibilities: AL

Grass verges/wildlife/nature: SC and HSJ

Speed: AC

Planning: JN

Footpaths: LW/OCC

Articles are due to KS by 30th July.

68/21: Website: AL reported that she had contacted Vision ICT about any outstanding payments and they have not replied.

The council agreed to proceed with a new website company and have agreed to engage Dave Woods and Pete Borlace who had previously quoted.

The council agreed to set up a working group for the website which will consist of GM, JM, KS and AL.

AL will contact Dave Woods and Pete Borlace to begin the project.

69/21. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>NLPC Comment</u>
21/01887/FUL	26 Park Road North Leigh	Demolition of existing bungalow. Construction of a two storey dwelling	Whilst not objecting to the application in principle, NL Parish Council require the following condition to be included should approval be granted. "Demolition and construction equipment and vehicles shall be used and parked only on the site to avoid damage to and obstruction of that section of Park Road."
21/01972/HHD	1 Perrott Close North Leigh	Apply external render to all elevations of the property (excluding front porch and rear sunroom)	North Leigh Parish Council has no comments on this planning application.
21/02086/HHD	Field View East End North Leigh	Single storey side and rear extensions	North Leigh Parish Council has no comments on this planning application.
21/02084/HHD	Church Farm House Church Road North Leigh	Installation of solar panels covering the south facing roof of the garage	North Leigh Parish Council has no comments on this planning application.
21/02117/HHD	30 Masons Grove North Leigh	Single storey rear extension and conversion of existing garage to living accommodation	North Leigh Parish Council has no comments on this planning application.
21/01991/LBC	East End Farm East End North Leigh	Erection of porch and alteration of door height	North Leigh Parish Council has no comments on this planning application.
21/01935/HHD	East End Farm East End North Leigh	Erection of porch and alteration of door height	North Leigh Parish Council has no comments on this planning application.

21/02109/S73	Eynsham Hall North Leigh	Variation of condition 2 of permission 20/01756/FUL to allow changes to the approved plans of proposed buildings 13,15,16 and 17	North Leigh Parish Council has no comments on this planning application.
21/02229/S73	Eynsham Hall North Leigh	Variation of condition 2 of Listed Building consent 20/01757/LBC to allow changes to the approved plans of proposed buildings 13,15,16 and 17	North Leigh Parish Council has no comments on this planning application.
21/02269/LBC	Gable Cottage	Replacement foul water drain and replacement stone wall	North Leigh Parish Council has no comments on this planning application.

- **S106 monies:** The council discussed S106 monies. The council asked AL to contact WODC, letting them know we are building a new play area and asking the process of obtaining the funds.

70/21. Open Spaces Report

- **Playgrounds:**

- The council discussed the contractors tendering for the Children's Playground refurbishment. The working group reported that they had met with a group of parents and they will be showing the design to the school children in due course.

The council resolved to proceed with HAGS.

The council asked AL to contact Pellmans regarding the refurbishment from a contractual perspective.

The council discussed the possibility of putting a mural on the Thames Water substation in the play area. The council discussed that Thames Water could possibly fund this.

- SC reported that the Adventure and Children's Playground are looking tidy. She reported that the holly bush is growing by the zip wire and HSJ said he would take a look at it.

- Children's Playground Lease: AL reported she had e-mailed Pellmans to confirm that all has been signed on the lease.

- **Cuckamus Green report:** SC reported that all is looking good and that David Green will be cutting Cuckamus Green in the next few days.
- AL reported she'd received quotes from BGG regarding trees. It was noted that BGG advised some of the ash trees may need attention in the future. AL will note this in the tree log. The council also discussed annual tree surveys.

The council agreed to have the branches overhanging in Windmill Heights cut.

71/21. Cemetery/Churchyard

- **Activity:** AL reported there have been no burials since the last meeting
- AL reported that her and AC had met in the cemetery to discuss reservations. AL noted that there are currently 2 reservations and one request which the council agreed to accept. The council agreed to assign plot numbers to these. AL and AC will be meeting on several cemetery matters and will bring discussion points back to the council, including the handling of future reservations.
- AL reported that her and AC will be speaking to a company regarding mapping out the cemetery.

Oxfordshire county Council

Councillor Liam Walker gave his update at this point in the agenda.

LW reported the following:

- OCC have contacted Eynsham Hall about funding the lowering of the speed limit to 40mph from Long Hanborough to Common Road. Eynsham Hall have said no to this request.
- There will be a closure of the A4095 in September overnight.
- The issue of the dip/condition of the road surface on Common Road has been escalated
- LW will take a look at the yellow lines at 70A Park Road and see if they are OCC related.

The ownership of verges was discussed.

72/21. Traffic/ Highway matters/Speedwatch: AC reported that OCC had carried out its surveys and that has circulated the results to the council, the speedwatch group and the local police.

The council agreed that reducing the speed limits in the village to 20mph is not viable based on survey result. However, the council would like advise on how to calm the traffic to 30mph.

AC noted he would like to meet with OCC to discuss what the parish can do to slow down traffic. LW will advise. LW noted that the police coming out for one hour per month would make a big impact.

73/21. 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	online payment	484.12	0.00	484.12	31/07/2021
Staff Costs	Staff Costs	online payment	484.12	0.00	484.12	31/08/2021
Allison Leigh	Clerk Expenses	online payment	81.00	0.00	81.00	08/07/2021
HMRC	PAYE	online payment	97.00	0.00	97.00	08/07/2021
WODC	Adventure Playground Cleaning 1/6/21 - 30/6/21	online payment	121.47	24.29	145.76	08/07/2021
Grundon	Cemetery bin emptying - June	online payment	44.27	8.85	53.12	08/07/2021
The Shed Man	Deposit for wooden bus shelter - Cuckamus Green (50%)	online payment	2394.00	278.80	2872.80	08/07/2021
OCC	Speed surveys	online payment	250.00	50.00	300.00	08/07/2021
Total					4517.92	
<i>There were no receipts.</i>						

Bank Reconciliation

Cash in Hand 1/4/21	78705.78	
Add total receipts as of 30/06/2021	15338.00	
Subtract Total payments as of 30/06/2021	8221.32	
Cash in Hand 30/06/2021	85822.46	
*****	*****	
Unity Bank Balance 30/06/2021	87466.18	
Payments still awaiting councillor authorisation for June:		
HMRC	96.80	
IAC	318.00	
Andy Clements	12.92	
BGG	624.00	
R S Taylor	248.00	
North Leigh Youth Project	20.00	
BGG	324.00	
Total	1643.72	
Plus unpresented receipts	0.00	
Adjusted Bank Balance	85822.46	

- **Budget against spend:** The council reviewed the budget against spend for the 1st Quarter of the 2021/2022 Financial Year. There were no comments on this.
- **Corporate card:** AL noted that the financial regulations state that expenses should not be paid for and claimed back. Based on this, AL reported that Unity Bank can provide a card for such expenditure and there is a one-off £50 fee. The council resolved to obtain a corporate card for the council.

74/21. Correspondence: The council reviewed the correspondence since the last meeting.

- SC noted there had been cars parked on Cuckamus Green. She will take photos if this occurs again.
- AL received a query as to whether noisy or tall equipment could be located away from their property in order to minimise nuisance and prevent being overlooked. AL is to respond that the zip wire is not being moved as it is the only suitable place for it due to the slope and sewage building.
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- The council had received a note about a strip of land next to the Memorial Hall. The council noted the change in status of the trustees so AL will pass this enquiry to the Memorial Hall.

76/21. Matters for report:

- AL reported people responded to the NP e-mail.
- SC reported that the grass area by Ladywell Close is untidy. HSJ noted he would mow it. It was noted that a councillor could put it on Fix my Street.
- SC noted she would speak to David Green about Black Alley.
- JN noted that the bus shelters are being finalized and the OCC will inform residents of the new shelters.

Date and time of next meeting: Thursday, 9th September 2021 at 7.30pm.

The meeting closed at 9:55pm.