

MINUTES of the meeting of North Leigh Parish Council held in the Memorial Hall on Thursday 8th November 2018 at 7.30 pm.

Present: G. Matthews (Chairman), S. Cusick (Vice Chair) (SC), Councillors I. Hogg (IH), C. Frost (CF), D. Fettes (DF), J. Nicholson (JN) and County Councillor Liam Walker (LW)

In attendance : Allison Leigh (Clerk) (AL)

116/18. Apologies for absence: A. Clements (AC), District Councillor H. St John (HSJ)

It was noted that Paul Lawrence (PL) has resigned as councillor.

117/18. Declarations of interest: None

118/18. Minutes of meeting held on 11th October 2018: The minutes were approved and signed.

119/18. Public Forum: None.

120/18. District and County Councillors' Reports:

WODC

There was no report as HSJ was not in attendance.

OCC

LW reported that there have been several problems with Bellway which he is working on.

LW reported that OCC is testing a 24-hour access system for libraries. The swipe system costs £30,000 and has been installed at other libraries. This wouldn't be installed at North Leigh as OCC doesn't feel there is a need to make the Library secure.

LW reported that Oxfordshire County Music Ensemble performed at the Music for Youth Proms at Royal Albert Hall with a massed music ensemble pairing children with children with special needs called the Buddy Ensemble.

121/18. Thames Valley Police (TVP) Report: There was no report.

122/18. Parish Councillor Vacancy: The council discussed the parish councillor vacancy mentioned in minute item 116/18. GM mentioned that he will

respond to PL's letter of resignation. It was noted that PL was the backup for IH's playground inspections. Also, PL attended the North Leigh Youth Project's (NLYP) meetings. There is one on the 15th of November. No other councillors are able to attend. AL will ask HSJ if he can attend.

AL noted she has received the vacancy paperwork from Keith Butler of WODC to be posted in the village by Monday the 12th November. If there is not a request for election then a new councillor can be co-opted. AL will advise once the notice period has ended as to what the outcome has been and if co-option can occur.

123/18. General Data Protection Regulation (GDPR): AL reported that she attended a training course and it was confirmed that having a General Privacy Notice and a Staff Privacy Notice is required. The lawyer who ran the course strongly recommended having a Data Protection Policy. AL is working on the first 2 notices and will then begin work on the Data Protection Policy.

124/18. Salt bins

- Moving of existing salt: AL reported she had been in touch with David Thurlow (DT) of WODC. She confirmed that the council is happy with the terms of the agreement to store the salt on their land at Ladywell Close. DT was going to seek the necessary permission for this and to allow a rent-free Licence. AL has not heard back from him and will follow up with DT.
- Review of decision of 13/9/18 on salt bin at Bridewell and Perrotts Close: It was reported that a decision had been made at the meeting on the 13th September to place a salt bin at Bridewell and Perrotts close in minute 85/18. A question arose as to whether or not the council would like to proceed with this decision. It was confirmed that the council will proceed with a bin near the substation off of Perrotts Close. AL to contact OCC about purchasing a bin for this area.

125/18. Tree of Remembrance Project: It was noted that David Broughton has collected a tree and commemorative plaque from OCC and will arrange with the church where to have it planted.

126/18. Donations:

- **West Oxfordshire Citizens Advice:** The council resolved to donate £150 to West Oxfordshire Citizens Advice.

127/18. War memorial: AL noted that the memorial has been cleaned, pointed and raked. The stone mason was going to cover the memorial due to the weather until Saturday the 10th November. A discussion was had around the lettering being worked on. DF argued that he would like to see the lettering

done, but the council resolved not to proceed at this time as the majority felt the lettering was in good enough order.

It was noted that the council will donate £18 for the poppy wreath. DF will lay the wreath on 11/11/18 on GM's behalf.

128/18. Website: A discussion was had around the new regulations published in OALC's most recent newsletter to make websites more accessible. These regulations build on existing obligations to disabled people under the Equality Act 2010. GM is working on the website and this will continue to be reviewed.

A discussion was had around making the website more of a village website. It was noted that while this may be desirable, there is an issue of providing/maintaining content.

129/18. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Date received</u>	<u>Date responded</u>	<u>NLPC Response</u>
18/02932/FUL	44 Common Road North Leigh	9/10/18	9/11/18	The PC have no objection in principle but would request a condition requiring the developer to provide adequate fencing to protect the privacy of all neighbouring properties and to subdue additional traffic noise from the access road and site properties.
18/02996/FUL	Unit C6 New Yatt Business Centre New Yatt	12/10/18	9/11/18	North Leigh Parish Council has no objections to this planning application.

- Update on Land west of Ferndale Road - 18/01973/FUL: It was noted that the council will not object to this planning application based on the information provided by WODC. WODC will keep the council apprised of the status of this application.
- S106 monies: It was noted that HSJ had sent a document on this to the council in June 2018.

- **E-planning:** AL presented the additional costs on the projector for a case, laser pointer and stand. The council would like to proceed with a projector, case and laser pointer. AL will advise WODC of this and then proceed with the purchase.

It was noted that a resident had sent a letter about a planning application. The council agreed that AL will contact him to see if he'd like to attend the December meeting to raise any points.

It was noted that there have been some anti-housing banners referencing the Gladman houses. It was noted that these should be removed as the development is done and new neighbours should be welcomed. CF will go to see anyone with banners up to discuss on behalf of NLPC.

It was noted that planning application 18/00273/OUT has been withdrawn.

130/18. Open Spaces

- **School Playground lease:** It was noted that AL had received documentation from Pellmans solicitors. The council agreed to proceed with them. IH to review the documentation and respond to Pellmans as to their queries.
- **Playground inspection/reports:** IH reported that some odd bits have been stuck in the grass at the Adventure Playground. There has been litter and a bit of glass scattered about. It was noted that potentially the scouts could help with some clearance.

IH reported that all is well with the school playground.

- **Cuckamus Green report:** CF reported all is in good order.
- **Grass cutting:** It was noted that the council will look to cut some verges in addition to the OCC cut: the verge of Park Road and A4095 and the verge of Common Road and A4095. It will be determined who will do these and when at a later time. It was also noted that there may be a verge to look at in East End. AL will liaise with AC on this upon his return.

AL will contact David Green regarding Dark Alley.

- **Noticeboards:** AL reported the noticeboards have been ordered and she needs to liaise with a councillor as to the exact location at Cuckamus

Green and East End. CF and AL to set up a time to meet.

131/18. Finance:

Payments to be authorised

<u>Payee</u>	<u>Item</u>	<u>Cheque number</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>	<u>Date</u>
Allison Leigh	Clerk Salary	102848	453.37	0	453.37	30/11/18
Allison Leigh	Mileage and expenses	102849	45.00	0	45.00	8/11/18
North Leigh Youth Project	Room hire	102850	20.00	0	20.00	8/11/18
The Friends of St Mary's North Leigh	Bulbs	102851	50.00	0	50.00	8/11/18
WODC	Rent of land at Windmill Road	102852	25.00	0	25.00	8/11/18
WODC	Adventure Playground Cleaning October	102853	113.91	22.78	136.69	8/11/18
Mr R Allsworth	Repairs to school playground	102854	60.00	0	60.00	8/11/18
Royal British Legion	Poppy wreath	102585	18.00	0	18.00	8/11/18
West Oxfordshire Citizens Advice	Donation	102586	150.00	0	150.00	8/11/18
BGG	Adventure playground grass cut 11/10/18	102587	250.00	50.00	300.00	8/11/18
Edge IT Systems Ltd	Cemetery database setup and training	102588	212.00	42.40	254.40	8/11/18

Receipts since last meeting

<u>Payee</u>	<u>Item</u>	<u>Amount</u>	<u>Date</u>
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Greens Funeral Services	Fees for Stanley	200.00	23/10/18
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Account Balances as of 31/10/2018

Community Account £25,534.50
GB87HBUK40470760614815

Business Money Manager £50,237.25
GB71HBUK40470771294318

Reconciled accounts as of 31/10/2018 £75,190.88

2019/2020 Budget review: The council reviewed the draft budget AL presented. It was noted that updating the playground will be something the council would like to focus resources on. AL suggested the council ringfence some of its monies as a reserve for this and the council would like to ringfence £30,000 and £10,000 for street furniture, such as bus shelters which the council would like to research.

132/18. Cemetery/ Churchyard:

- **Activity:** It was noted that a burial will take place on Monday on the 12th November.
- **Cemetery gate:** AL noted that she has ordered the gate and been told it should be ready by end of November. AL will follow up.
- **Regulations:** AL is researching the consecration of the cemetery and is going to remove this from the regulations as it isn't needed in there. She will run these by AC once more and then they will be ready for publishing.
- **Car park sign:** AL has researched a sign for the car park. It was discussed that this should not be a large sign. CF to be in touch with a contact about the installation of a sign. AL will work with AC as to the location of this.

AL noted she is working on putting data into the cemetery database.

133/18. Traffic/Highways Matters/Speedwatch:

Accident on 28/10/18 at Park Road/A4095 junction: LW noted that he has met with OCC and they are looking at moving the speed limit to 40mph on a stretch of the A4095. He reported the problem appears to be speed and he is working with highways on solutions.

134/18. Correspondence:

It was noted there had been an e-mail from a resident regarding mud on the road caused by the Bellway development. Also, she asked that the council consider the replacement of trees and hedges as a matter of urgency along New Yatt Road and Green Lane, replacing the ones cut down by Bellway, and to seek assurances that the developers are being closely monitored by WODC and that they are sticking to the planning permission with respect to the developments. LW noted that he is continuing to work with Bellway on the mud and the HSJ is ensuring trees are planted and that developers are sticking to the planning permission.

AL had received a letter about defibrillators prompting her to ask about the location of defibrillators. It was noted that there is one at the Memorial Hall and Turner Hall. AL will review with AC what provisions exist in East End

AL received correspondence from a resident who used to voluntarily put out the cemetery bins each week, but indicated earlier in the year that this was something she could no longer do. The bins are now not getting put out and the resident is asking the council for a solution. AL will look to see who puts out the bins at Turner Hall.

AL referenced a letter received from a Garsington resident asking us to put some copy in the Nor'Lye news about the Oxfordshire Economic Growth Plan. The council opted not to do this.

AL received an e-mail about a Defra call for review of landscapes review. The council opted not to participate.

135/18. Matters for report: To raise matters for discussion without decision or items for next meeting:

It was noted the possibility of a Neighbourhood Plan will be on the December agenda. It was noted that the Standing Orders will be e-mailed prior to the next meeting with a view to adopt at the December meeting.

It was reported that the council had purchased bulbs from the Friends of St Mary's Church and planted them around the village.

Date and time of next meeting: Thursday 13th December 2018

The meeting closed at 10:00pm

Chairman

Date.....