

MINUTES of the meeting of North Leigh Parish Council held via Zoom on Thursday 8th October 2020 at 7.30 pm.

Present: G. Matthews (Chairman), S. Cusick (Vice Chair), Councillors DC. Frost (CF), J. Nicholson (JN), A. Clements (AC), and K. Swann (co-opted as councillor in agenda item 57/20) (KS) and District Councillor H. St John (HSJ)

Also present: Allison Leigh (Clerk) (AL)

72/20. Apologies for absence: Councillors D. Fettes (DF) and J. Minch (JM). County Councillor Liam Walker (LW) was not in attendance.

73/20. Declarations of interest: None

74/20. Minutes of the meeting held 10th September 2020: The minutes of the meeting of the 10th September 2020 were approved will be signed/delivered to AL.

75/20. Public Forum: Members of the public were in attendance to discuss Cuckamus Green. The 2 residents in attendance wished to re-affirm that they believe parking on the side of Cuckamus Green is useful to residents and their families/visitors. One resident noted they would like to be a part of any decision process with regards to Cuckamus Green improvements. Their concern is that with putting the Green back to its original position it would prevent cars/emergency vehicles going down the road if cars were parked outside dwellings on the road.

GM noted these statements. He reported that the council has not made a decision as to a definitive way forward. He reported that the council is obtaining paperwork as to the definitive ownership/boundaries of the Green. He noted that the council is aware of the common use of the Green and whatever is done to make it look less scruffy, it needs to be available for all in the village and have value for money.

76/20. District and County Councillor Reports:

West Oxfordshire District Council (WODC)

HSJ reported that Covid-19 has taken a £2M hit to the budget rather than a £1M. WODC can cope, but it is a difficult financial time.

The Climate Change group will meet at the end of October to discuss how the council will manage changes by 2030.

HSJ talked about the Planning for the Future White Paper. He noted that WODC has some serious reservations with it. WODC is working on a response to send. He noted that one of the leading themes in the document is central government taking more control over planning which is in conflict with the Local Plan.

HSJ reported there is a Covid working group devising a recovery plan.

HSJ reported there had been flooding in Church Road and that he has spoken to Thames Water.

HSJ reported he has spoken to Bellway as mud has become an issue again.

Oxfordshire County Council (OCC)

There was no report.

77/20. Salt Cross Garden Village Draft Area Action Plan (AAP): It was discussed that this proposed village by Eynsham has the potential to affect the parish with traffic coming through the village to access the Park & Ride.

78/20: Village Questionnaire: AC reported that there have been 137 responses which is approximately a 15% response rate. He reported that 44 response were online and 93 on paper. He reported there have been positive responses as to a willingness to participate in a Neighbourhood Plan. He noted that the council should have a plan of action to get in touch with these individuals.

He reported that there were a few responses noting a communication issue from the Parish Council to residents. GM noted it would be good to see these responses to ensure the council can work to improve any issues.

AC reported he will collate and circulate all response for discussion at the November meeting. He thanked those who distributed the surveys and is very pleased with the response.

79/20: Defibrillator for East End: KS reported that he and AC had reviewed possible locations for a defibrillator in East End. In reviewing these he and AC noted that outside KS's house is a location that is central within the village. KS is happy to have the defibrillator on the outside of his house.

AL will check as to whether it is acceptable to have a defibrillator placed on the outside of a dwelling. AL will check with LW as to whether there might be any grants available for this. AL will get 3 quotes. The council noted it would like a locked cabinet for the defibrillator.

80/20: Planning for the Future White Paper:

(NOTE: SC joined the meeting at this time).

The council discussed this white paper and noted that comments are due by the 29th October. GM asked councillors to submit any comments to JN within 2 weeks and he is happy to collate and submit a response.

81/20: Bus Shelters: JN reported that in April 2020 OCC had e-mailed as to funding available for improvements to bus stop infrastructure. JN has a meeting with him on the 15th October along with CF and AL. He reported that he has received one quote for bus shelter at £1750 + £1000 delivery = £2750 each.

82/20: Tree Survey: AL asked if the council had reviewed the tree surveys of the trees by the Children's Playground and Windmill Heights. The council discussed the surveys and would like a quote for these works.

The council also discussed quotes for the Adventure Playground undergrowth clearance. AL reported that WODC is happy for the council to carry out works as long as there is no affect to biodiversity. HSJ was concerned about too much clearance as he noted the brambles and nettles are a good habitat. Based on this, the council agreed to obtain quotes for tree removal, but not further undergrowth.

It was noted that OCC will be carrying out tree works in the village as well.

AL noted that she felt it would be a good idea to have a tree log of what trees the Parish Council is responsible for. The council agreed.

83/20. Planning Applications: To discuss the following planning applications and determine the Parish Council's responses

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>Response</u>
20/02061/FUL	The Walled Garden Wilcote Chipping North	The erection of a single storey building for office use	North Leigh Parish Council has no comments on this planning application.
20/02555/HHD	14 Perrott Close North Leigh	Works to include construction of open sided verandah to rear elevation and	North Leigh Parish Council has no comments on this planning application.

		alterations to existing vehicular access comprising of dropped kerb.	
20/02247/HHD	69 Common Road North Leigh	Alterations and erection of single storey rear extension. Erection of first floor front and side extensions above existing hall and garage.	North Leigh Parish Council has no comments on this planning application.

- **Discuss meeting with Martin Holland regarding play areas and S106 monies:**

HSJ reported that he, DF, JN and AL met with Martin Holland and Tara Nielsen from WODC on the 7th October to discuss S106 monies and their possible use on playgrounds.

HSJ reported that Bellway is required to put in a LEAP on the site with 76 houses.

HSJ reported that there is approximately £200,000 that will be paid in S106 monies which will be available for the council to spend on play/recreation. The discussions took place around doing some upgrades to the Children's Playground as well as possibly creating a new play facility that would include equipment for older children/adults such as a Multi-use Games Area (MUGA). HSJ reported there is a bit of open space on Bewley's plan and has asked Martin Holland to check with Phil Shaw as to whether that could be considered for a new play area.

Martin Holland informed the group that the council would be responsible for creating/carrying out the plan for the space from start to finish and provided a name at the Oxfordshire Playing Fields Association who can assist with this. Martin also indicated there is a possibility of community facility grants.

GM reported he had been in touch with the school governors who didn't feel the need for any involvement in consultation on local play areas. He has contacted the headmistress, but has not yet heard, but will follow up.

84/20. Open Spaces Report

- **Playgrounds:**

- There was nothing to report on the playgrounds.

- **Cuckamus Green report:** CF reported that all is well at Cuckamus Green. She did report that there had been a white van parked on the Green.

The council asked for AL to ask David Green for one more cut before winter.

85/20. Cemetery/Churchyard

- **Activity:** AL reported there had been no new burials since the last meeting, but there had been memorial applications.

It was reported that a few of the graves have sunk and AL will speak to the gravedigger about this.

AL reported that her and AC are going to be looking at the regulations to make them less severe, more enforceable. GM asked if the agenda has space for this to be included in the November agenda.

It was noted that the hedge needs cutting and AL reported she had been in touch with BGG who will be cutting it shortly.

86/20. Traffic/ Highway matters/Speedwatch:

OCC speed surveys: AC reported that he has been enquiring as to the speed surveys carried out by OCC. He has informed the council that they are approximately £200 + VAT. The council resolved to start with East End and Common Road in the 2020/21 budget and look to budget for surveys in New Yatt and Park Road in the 2021/22 financial year. AC will look to do these at the beginning of December.

AC reported that he had been to Appleton to look at their Parish Council's equipment and thanked Appleton with Eaton Parish council for their time.

87/20. Finance

- 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	103042	483.77	0.00	483.77	31/10/2020
Allison Leigh	Clerk expenses	103043	45.00	0.00	45.00	08/10/2020
WODC	Adventure Playground Cleaning	103044	120.15	24.03	144.18	08/10/2020
ADM trees	Tree survey	103045	300.00	60.00	360.00	08/10/2020
PWLB	Loan payment	Direct Debit	2512.00	0.00	2512.00	30/09/2020
Grundon	Cemetery bin management	Direct Debit	44.47	8.89	53.36	31/08/2020
Information Commissioner	Data protection fee	Direct Debit	35.00	0.00	35.00	23/09/2020
<u>Receipts</u>						
<u>From</u>	<u>Item</u>		<u>Amount</u>		<u>Total</u>	<u>Date</u>
WODC	Precept		20281.50		20281.50	23/09/2020
WODC	Precept grant		218.50		218.50	23/09/2020
Cemetery fees - David Webb	Peter Smith and Son		270.00		270.00	07/09/2020
OALC	Refund for training not taken in January		108.00		108.00	17/09/2020

Bank Reconciliation

Cash in Hand 1/4/20	58780.01
Add total receipts as of 30/9/2020	42976.17
Subtract Total payments as of 30/9/2020	15054.17
Cash in Hand 31/8/2020	86702.01
*****	*****
Community Account balance 30/9/2020	29197.61
Business Money Manager Account Balance 30/9/2020	58164.17
Less unrepresented cheques:	
Cheque 102989	20.00
Cheque 103029	42.00
Cheque 103028	42.00
Cheque 103034	72.00
Cheque 103030	483.77
Total	659.77
Plus unrepresented receipts	0.00
Adjusted Bank Balance	86702.01

- **Clerk salary increase:** The council resolved to increase the clerk salary for 2020/2021 (retroactive to 1st April 2020) per the increase provided by NALC and calculated by the accountant. The council also resolved to pay the clerk retroactively for the increase which didn't take effect in 2019/2020.

AL will confirm this increase with the accountant, cc'ing GM and the Employment Working Group.

88/20. Items for Website: There were no items noted for the website. AL enquired as to an update on the Nor'Lye News. There was no update.

It was noted that the analytics for the website had shown quite a lot of activity.

89/20. Correspondence:

- There was an e-mail from a resident regarding Cuckamus Green. This was discussed in detail in agenda item 75/20.
- There was an e-mail from a resident who has an oak tree they are happy to donate. HSJ will be in touch with the resident about planting this at North Leigh Common.
- AL reported she had an e-mail from a resident making a formal complaint. AL had addressed the concerns and the resident has responded with further issue. The council resolved for AL to respond to say it will be reviewing the trees in the village again to see if any require cutting such as the one in question did.
- AL reported she had 2 complaints about noise at the Bewley site. HSJ has been in touch with both residents.

90/20. Matters for report: None

Date and time of next meeting: Thursday, 12th November 2020 at 7.30pm.