

MINUTES of the meeting of North Leigh Parish Council held via Zoom on Thursday 9th July 2020 at 7.30 pm.

Present: G. Matthews (Chairman), S. Cusick (Vice Chair), Councillors D. Fettes (DF), C. Frost (CF), 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)

50/20. Apologies for absence: None

51/20. Declarations of interest: None

52/20. Minutes of the meeting held 11th June 2020: The minutes of the meeting of the 11th June 2020 were approved and will be signed/returned when possible.

53/20. Public Forum: No members of the public were in attendance

54/20. District and County Councillor Reports:

Oxfordshire County Council (OCC)

LW reported that he is waiting for guidance from the Department of Travel with regards to the 20MPH zones as part of OCC's Active Travel initiative.

LW reported that OCC has been working on road markings in the village. One of the areas worked on was by the Windmill. OCC painted markings saying "keep clear" so cars don't park there forcing pedestrians to walk in the road. Unfortunately, it has been reported that cars are still parking there.

The council has asked AL to create a notice for putting on windscreens of cars parking in that area.

LW reported that there are discussions taking place about the re-organisation of the way local government operates and talk of a single-tier authority.

LW reported that OCC is putting plans together in case of a local lockdown being needed. He reported this isn't currently likely, but planning is taking place for preparedness.

LW reported that he is having a meeting with Bellway next week. He reported the speed bumps have still not been properly improved.

West Oxfordshire District Council (WODC)

HSJ reiterated what LW had reported about the possibility of a unitary council.

HSJ reported he had met with Bellway on 9/7/2020 about the Section 278 works. He will send a follow up report to the council as to his discussion.

HSJ reported that he had sent an e-mail to the council about the S106 monies for playgrounds in the village. He would like to set up a meeting with some members of the council and Martin Holland of WODC to review.

HSJ asked if any members of the council would like to distribute speed stickers he has for bins.

HSJ reported that WODC is getting used to holding meetings online. He reported that they are working on a local lockdown strategy plan should it be needed.

CF raised an issue about a sign posted on Heath Lane indicating it is a private road. There was no resolution to this.

HSJ reported that the names of the streets at the Bellway developments will be the Gough and Breakspear (SP?) families. He will follow up as to why these haven't been named yet and how current addresses will be altered with the street names.

HSJ reported that he will work to schedule the planting of the memorial trees planted at Bellway schedule. He plans to ask the Geoff (SP?) and Breakspear (SP?) families if they would like to attend the planting.

55/20. Councillor Vacancy: AL reported that she had posted a notice from WODC stating the resignation of Ian Hogg as Parish Councillor and informing people how to request an election, if desired. There was not a call for an election, so the position is now a casual vacancy. The council agreed for AL to create a casual vacancy notice for the noticeboards and website. AL will circulate a draft to the council.

56/20. Village Questionnaire: AC circulated a sample electronic version of the Village Questionnaire. The council was happy with the layout. AC will see if the program he used is free of charge. If not, AL will look into a google survey for free.

For the print version the council would like to see if we can use the logo on the website. AL will check if it is suitable for print. AC and AL will discuss the

logistics of printing/collating. The council would like for it to be on coloured paper.

In terms of collection, AC, JM and SC are happy for the questionnaires to be delivered to their homes. CF will ask Anna at the shop/post office if she is happy for there to be a box for questionnaires to be posted there.

57/20. Planning Applications: To discuss the following planning applications and determine the Parish Council's response to them

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>PC Response</u>
20/01271/HHD	9 Perrott Close North Leigh	Erection of single storey rear extension and new front porch	North Leigh Parish Council has no comments on this planning application.
20/01544/HHD	Green Close Cottage East End North Leigh	Internal alterations to existing detached garage to convert part of garage to store room and create first floor study/studio with WC.	North Leigh Parish Council opposes the application on the grounds that: a. The original approval included the condition that the first floor may not be used for any purpose. The reasons were to safeguard the character of the area and loss of amenity. We consider these grounds for refusal to be still valid. b. The applicant says he needs to be able to overlook his cars parked on his drive for security reasons. The purpose of the garage is to provide a secure place for the cars, there is no need for them to be overlooked, there is no need for the conversion on these grounds.

58/20. Open Spaces Report

- **Playgrounds:**

- The council discussed the issue of keeping the playground closed. The council resolved to keep the playground closed having reviewed the risk assessment carried out. This will be reviewed if the guidelines change

and/or there is a great call for them to open. If not reviewed before, this will be reviewed at the September meeting.

- GM asked AL to provide Nigel Green with the combination to the lock at the Children's Playground so he can cut the hedge.

- SC reported that there is a tree down by the Adventure Playground and some undergrowth needs clearing. AL will contact BGG for a cost on this.

- **Cuckamus Green report:** CF reported that all is in order. She reported that David Green has not been in touch regarding the lower limbs of a tree on the green. AL will contact him again.

The issue of parking at Cuckamus Green was discussed. It was noted that DF had sent a map around from Highways showing the border.

The council resolved to get quotes on repairing any damage and putting in a parking deterrent, such as wooden bollards. JN, SC, CF and AL will meet at Cuckamus Green to discuss with a view to create a spec to give to landscapers for quoting.

It was noted that once the council is ready to carry out the works, it will make residents aware of the plan.

The council discussed that this is quite important to get done and would like to look to use reserves to cover the project.

59/20. Cemetery/Churchyard

- **Activity:** AL reported there have been no new burials. There have been memorial applications.

AL reported that she received an e-mail from a family member regarding an item being taken from a grave and rubbish in the car park. AC reported that he routinely reviews the car park and as of 2 weeks ago, there hadn't been an unusual amount of rubbish. It is also uncertain as to which car park the individual is referring – church, Turner Hall or Cemetery.

The council asked AL to circulate a draft letter back expressing our sympathies with the item being taken and exploring the issue of the rubbish.

- **Fees:** The council would like to add some verbiage explaining Exclusive Rights of Burial and Interments to the fee form as well as a couple of other word changes. AL will re-circulate a draft.

60/19. Traffic/ Highway matters/Speedwatch: AC reported that he has learned there are guidelines stating that speedwatch teams should have signs informing people that a speedwatch session is currently taking place.

AC will get a quote on signage.

61/20. Training: AL reported that several councillors should like to take advantage of OALC's online training program. The current number of training courses falls within the budget and the council is happy to proceed.

62/20. 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 - July	103021	535.97	0.00	535.97	31/07/2020
Staff Costs	Staff Costs - August	103022	483.77	0.00	483.77	31/08/2020
Allison Leigh	Clerk expenses - July	103023	115.27	17.95	160.22	09/07/2020
WODC	Adventure Playground cleaning	103024	136.94	22.28	144.18	09/07/2020
OALC	Training course - J. Minch: Councillor Fundamentals	103025	35.00	7.00	42.00	09/07/2020
OALC	Training course - J. Minch: Financial Management for Councillors	103026	35.00	7.00	42.00	09/07/2020
OALC	Training Course - A. Leigh, S. Cusick, J. Minch: Budgeting and Financial Control	103027	105.00	21.00	126.00	09/07/2020
Grundon	Bin collection from cemetery	Direct Debit	63.60	12.72	76.32	31/05/2020
<u>Receipts</u>						
<u>From</u>	<u>Item</u>		<u>Amount</u>		<u>Total</u>	<u>Date</u>
Peter Smith and Sons	Cemetery fees - Brown		230.00		230.00	03/06/2020
Greens	Cemetery fees - Wickson		800.00		800.00	30/06/2020
Bank interest	HSBC		26.73		26.73	05/06/2020

Bank Reconciliation;

Cash in Hand 1/4/20	58780.01
Add total receipts as of 30/6/2020	21556.73
Subtract Total payments as of 30/6/2020	8313.99
Cash in Hand 30/4/2020	72022.75
*****	*****
Community Account balance 30/6/2020	14080.02
Business Money Manager Account Balance 30/6/2020	58162.73
Less unrepresented cheques:	
Cheque 102989	20.00
Cheque 103018	100.00
Cheque 103020	100.00
Total	220.00
Plus unrepresented receipts	0.00
Adjusted Bank Balance	72022.75

- **Audit:**

- To review internal audit for 2019/20: AL reported that she had only just received the paperwork from the internal auditor despite them having had it since the end of April. She reported that she had a query which she has e-mailed and reported she will circulate once she hears back.

AL expressed concern at the timeframe in which the audit took place as well as some concerns with the process of the audit as there were several areas where the internal auditors were incorrect on items which AL had to bring to their attention.

- Annual Governance Statement for 2019/20: This was not completed due to the lateness of the internal audit report and will

be on the September agenda.

- Annual Accounting Statements for 2019/20: This was not completed due to the lateness of the internal audit report and will be on the September agenda.

63/20. Items for Website: There were no additional items for the website.

64/20. Correspondence

- **Motorbike noise near Fishill:** HSJ reported that he has had several correspondences from residents regarding the noise of motorbikes on land between North Leigh and East End. HSJ has had a word with a local PCSO who has discussed it with those involved.
- AL reported she had an e-mail about the nettles not being cleared in Black Alley. AL will contact David Green.
- DF noted the e-mail AL had received regarding an overhanging tree at Windmill Heights. When the tree surgeon comes to do a quote for the Children's Playground, AL will ask him to look at this as well.
- AL reported she had an e-mail from Bewley Homes regarding LEAP (Spell out) monies. The council would like to meet with Bewley to get an understanding of how the playground will be laid out and designed prior to making a decision on monies. AL will arrange a meeting.
- LW asked about his e-mail regarding cars parking on a green area on Windmill Road. HSJ reported this is owned by Cottsway. AL will circulate a draft letter to Cottsway about the parking issues.

65/20. Matters for report: To raise matters for discussion without decision or items for next meeting.

LW reported that OCC is looking to install bike racks in the village and asked where some appropriate places for these might be. The council noted the following:

- Outside of the Memorial Hall
- By the Bus Stop at Cuckamus Green
- East End by the entrance to the village
- On Park Road near Eynsham Hall.

JM asked LW if he could advise when the resurfacing on Leigh Close is due to take place as residents are asking. LW will follow up on this and the resurfacing on Common Close.

It was reported that there is a split tree over a path by the Masons. It was noted that this tree is on the property of a house on Chapel Lane. AL will write to the property owners.

AC reported that he had seen the Hogweed plant growing back again by the public footpath that goes past Lady Well, between North Leigh and Wilcote

It was reported that there is a footpath by Shakenoaks which has an overgrown hedge down Windmill Road owned by Cottsway. AL will write a letter to Cottsway regarding this.

Date and time of next meeting: Thursday, 10th September 2020 at 7.30pm.