

MINUTES of the Extraordinary Meeting of North Leigh Parish Council held via Zoom on Monday 10th August 2020 at 7.30 pm.

Present: S. Cusick (Vice Chair), Councillors D. Fettes (DF), C. Frost (CF), J. Nicholson (JN), A. Clements (AC) and District Councillor H. St John (HSJ)

Also present: Allison Leigh (Clerk) (AL)

50/20. Apologies for absence: Greg Matthews (Chair) (GM) and Julie Minch (JM). SC reported she is acting as Chair as GM has sent his apologies for the meeting.

51/20. Declarations of interest: None.

52/20. Finance

- **Audit:**

- Internal audit for 2019/20: The council reviewed the internal audit observations from IAC, the internal auditor. The council agreed to the following:
 - With regards to the clerk becoming Certificate in Local Council Administration (CILCA) qualified, AL will research the cost and time implications and check with her other council in terms of sharing this. AL will report back to the council.
 - The council will update and minute its signatories
 - IAC mentioned the precept not agreeing to WODC's precept. AL noted that the precept agreed in the meeting didn't take into account the grant formula on WODC's precept form. It was agreed that for future years, the final precept will be minuted after the WODC form is agreed with them.
 - AL acknowledged that in the budget submitted to IAC, the precept wasn't included. This will be corrected in future.
 - The Employment Working Group will review the clerk's contract.
 - All bank reconciliations will be physically signed from now on.
- Annual Governance Statement for 2019/20: The council agreed to the Annual Governance Statement for 2019/20. AL will meet with SC to sign the form as she was standing in for GM.
- Annual Accounting Statements for 2019/20: The council agreed to the Annual Accounting Statements for 2019/20. AL will meet with SC to sign the form as she was standing in for GM.

- **Signatories:** AL reported that with the resignation of Ian Hogg, a new signatory needs to be added. The council agreed to have AC as the new signatory. AL will contact the bank to add him and confirm that the other signatories are SC, CF and HSJ.

53/20. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>Parish Council Response</u>
20/01756/FUL and 20/01757/LBC	Eynsham Hall North Leigh Witney	Demolition of modern buildings and extensions, alterations and extensions to existing buildings and erection of new purpose-built buildings to provide hotel accommodation and guest facilities. Provision of new exit road, car parking, infrastructure, landscaping (to include retention, creation and enhancement of Priority Habitats) and other ancillary works.	North Leigh Parish Council supports the application in principle. The Parish Council requires compensation in mitigation of the physical and social impact of the development works on the village by way of a contribution of £2000 towards the cost of installing four (4) planters, 2 each at the Park Road and Common Road junctions to the A4095.

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

The meeting closed at 8pm.

Chairman signature and date