

North Leigh Parish Council

Clerk: Allison Leigh, 26 Eaton Village

Eaton, Oxfordshire OX13 5PR

Telephone: 01865 865 876

Date: 7th May 2021

To all members of the Council: You are hereby summoned to attend the **North Leigh Parish Council Meeting** on Thursday 13th May 2021 at 7:30pm for the purpose of transacting the following business.

This meeting will be held via Zoom and can be accessed via the following link:

<https://us02web.zoom.us/j/83612855194?pwd=K2lYQ2k2bEc0KzBVS1p0S2wwbnR5dz09>
Meeting ID: 836 1285 5194
Passcode: 698089

Allison Leigh, Parish Clerk

ANNUAL PARISH COUNCIL MEETING

21/21. Election of Chairman

22/21. Election of Vice-Chairman

23/21. Signing of Declaration of Acceptance of Chairman, Vice-Chairman and Councillors

24/21. Apologies for absence

25/21. Adoption of Standing Orders and Financial Regulations

26/21. Confirmation of Risk Assessment and Asset Register

27/21. Confirmation of Councillor Roles and Working Groups

28/21. Confirmation of Cemetery Regulations and fees

29/21. Confirmation of bank signatories

30/21. Confirmation of meeting times as the second Thursday of the month at 7:30pm with no regular meeting being held in August

31/21. Declarations of interest

32/21. Minutes of the meeting held 8th April 2021: To sign and approve the minutes of the meetings of the 8th April 2021

33/21. Public Forum

34/21. District and County Councillor Reports: To hear reports from District and County Councillors

35/21. Matters arising from the April meeting and not appearing elsewhere on the agenda

36/21: Communication: To discuss ongoing communication between the Parish Council and the public

- **Parish Council flyer/newsletter:** To have an update on the newsletter

37/21: Bus Shelters: To have an update on the progress of bus shelters

38/21. 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>Date received</u>	<u>Date comments due</u>
21/00812/FUL	Land At E43950 N213110 Nursery Road North Leigh Business Park	Erection of Industrial building for storage (class B2 use) with offices. Associated works including landscaping and parking.	19/4/2021	14/5/2021

- **S106 monies:** To review the progress of S106 monies and discuss usage

39/21. Open Spaces Report

- **Playgrounds:**
 - To discuss new playground project and refurbishing of Children's Playground
 - To have a report on the Adventure and Children's Playground
 - Children's Playground Lease: To have an update on the Children's Playground Lease
 - Heads of Terms – To review the new Heads of Terms of the Adventure Playground
- **Cuckamus Green report:** To hear the report on Cuckamus Green

40/21. Cemetery/Churchyard

- **Activity:** To hear a report on any activity in the cemetery
- **Institute of Cemetery and Crematorium Management (ICCM) membership:** To discuss the council becoming members of ICCM

41/21. Traffic/ Highway matters/Speedwatch: To have an update on traffic/highway matters and Speedwatch

42/21. Finance Report: To review and authorise payments

- **Review Internal Audit Report**
- **Review and sign Annual Governance Statement**
- **Review and sign Accounting Statements**
- **Confirm posting of Notice of Public Rights**
- **Review variances and reserves for audit**
- **Review any other paperwork being sent to the external auditor**
- **Review and approve insurance**

43/21. Items for Website: To discuss any items to be put on the website

44/21. Correspondence: To review any correspondence

45/21. Matters for report: To raise matters for discussion without decision or items for next meeting.

Date and time of next meeting: Thursday, 10th June 2021 at 7.30pm.