

MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 14th April 2022 at 7:30pm in the Youth Centre of the Memorial Hall

Present: Chairman Greg Matthews (GM), Vice Chairman Julie Minch (JM), Councillors Andy Clements (AC), Carol Frost (CF) (co-opted at agenda item 4/22), Kevin Swann (KS) and Sarah Veasey (SV), Allison Leigh (Clerk), District Councillor Harry St John (HSJ) and County Councillor Liam Walker (LW)

1/22. Apologies for absence: Councillors Susie Cusick (SC), Robert Gunn (RG)

2/22. Declarations of interest: None

3/22. Minutes of the meeting held 10th March 2022: The minutes of the meeting of 10th March 2022 were approved and signed.

4/22. Parish Councillor Vacancy: The Clerk noted there had been no call for election. The council resolved to co-opt Carol Frost to the council. CF signed the Declaration of Acceptance form and will fill in the Registration of Interests form.

5/22. Public Forum: No members of the public were present.

6/22. District and County Councillor Reports:

West Oxfordshire District Council (WODC)

HSJ reported that the WODC elections are coming up, so they are in a period of purdah at the moment with not many updates.

HSJ did report that the planning application for 44 Common Road was going to the Planning Committee on Tuesday the 19th April. SV noted she would like to speak as the PC representative and her and HSJ resolved to meet to discuss further.

Oxfordshire County Council (OCC)

LW reported that he has put in the Parish Council's request for 20mph speed zones. The next step is a formal consultation. The speed zones and signage would most likely be done by the end of 2022 or early 2023.

LW reported that there will be some work done on Green Lane on the 9th May.

7/22. Action items: The council acknowledged the action items received by the Clerk.

8/22. Neighbourhood Plan:

- Update: A meeting was held at the end of March and a follow up meeting will take place on the 20th April. Astrid Harvey of WODC is unable to attend, but Martin Lipson, Chairman of Oxfordshire Neighbourhood Plan Alliance will be in attendance.
- To resolve the Designated Area for the Neighbourhood Plan: The Council resolved a designated area for the Neighbourhood Plan. See Attachment 1. The Clerk will submit this to WODC.
- To resolve to create a Steering Group and Terms of Reference for the Neighbourhood Plan: The council resolved to create the Neighbourhood Plan Committee. The Clerk will circulate a draft Terms of Reference.

9/22: Communication:

- **Newsletter cost/content:** The council would like articles from WODC and OCC to be in the newsletters if they are relevant to North Leigh.

It was noted that some feedback has been that the green type and shiny paper make the newsletter difficult to read. KS will look at this for the next issue.

- **Photo Competition:** The Clerk reported she has been getting photos in for the competition. The Chairman and CF will work with the Clerk on reviewing the photos after the closing date of the 30th April.
- **Social Media:** The council resolved to look into a page on Next Door which SV will do. The council will ask SC if she can keep the Facebook page with the same information that is put on Next Door.

10/22: Document Retention Policy: The Council reviewed the draft Document Retention Policy and is in general agreement with the contents. The Council will provide any further comments prior to the Annual Parish Council Meeting (APCM). The Clerk will work to schedule some time for councillors to assist in working through documents in the filing cabinet and keeping/discarding in line with this policy.

11/22: APMC/APM: The council would like the APMC to take place first followed by the Annual Parish Meeting (APM). The council asked the following to be invited to present a report:

- PSCO
- Memorial Hall
- Oxfordshire County Council
- North Leigh Charities

SC will be purchasing refreshments.

12/22: What do you want NALC to be doing for your council?: The council would like to respond to say that the council agrees with the points NALC is considering and would also like to add that some advice on Neighbourhood Planning and the structure within which a council should work while preparing one would be useful.

13/22: Library Agreement: The council agreed to sign the Partnership Working Agreement. The Council is happy for AC to sign on the council's behalf.

14/22: Defibrillator at the Memorial Hall: It was noted that the Parish Council had received a letter from North Leigh Primary School to say that a child had hit their head on the defibrillator and needed to be taken to the minor injuries unit. The council agreed that the Clerk should do a risk assessment and JM will look at options in term of placement/making the current placement safer.

15/22. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>NLPC Comments</u>
22/00723/FUL	Land West of Ferndale New Yatt Road North Leigh	Erection of 2 detached and 3 terraced houses together with associated garaging, car parking and landscaping works. Alterations to existing accesses.	The council agreed to object to this planning application. SV will craft comments for the council to review.
22/00724/HHD	1 Wilcote View North Leigh	External alterations to include changes to fenestration and doors and installation of additional front dormer window. Construction of first floor rear extension, removal of existing chimney and installation of new flue in revised position	North Leigh has no comments on this planning application.
22/00730/HHD	17 Park Road North Leigh	Erection of single storey extension to form boot room	North Leigh has no comments on this planning application.

16/22. Open Spaces Report

- **Playgrounds:**

- **The refurbishing of the Children's Playground:** The resurfacing is to be started week of 18th April followed by zip wire and then inspection. The view is for the playground to be opened in early May.

The council would like to get the Thames Water building painted simultaneously with works taking place. CF will ask Scouts and Beavers.

- **Adventure Playground:** There was no update.

- **Children's Playground Lease:** The Chairman reported that the Council's solicitor had an e-mail from the legal team at OCC and the issue continues to be the start date. LW will follow up with contact at OCC and come back to the Council.

- **Cuckamus Green report:** There was no report.
- **Parking land lease:** HSJ is following up with the estate agent regarding the Heads of Terms. The council will look into building costs one it is known if the project is a possibility.
- **Ash trees at Windmill Heights:** The council agreed to proceed with BGG's quote to cut down 3 ash trees and grind out the stumps.
- **Footpaths:** The council agreed it would be useful to have a database of who owns the land on which there are footpaths.
- **Other:** The Clerk presented 2 quotes from for the grass cutting by the bus shelters. The council resolved to proceed with David Green.

17/22. Cemetery/Churchyard

- **Activity:** The Clerk reported that there has been one burial, several memorial applications and some transfers of ownership.
- **Mapping –** The Clerk reported that her and Andy are to set up a meeting to discuss the mapping.

18/22. Traffic/ Highway matters/Speedwatch:

The council resolved to create a Questionnaire to East End residents presenting information on the 20mph project. AC will circulate a draft to the Council.

19/22. Finance Report:

Institute for Cemetery and Crematorium Management: The council resolved to continue membership of ICCM.

The council resolved to donate £200 to the Queen's Jubilee celebrations taking place in the parish.

Payments authorized

Code	Date	Description	Supplier	Net	VAT	Total
Village Newsletter	14/04/2022	Post of newsletter	Andy Clements		40.60	240.60
Subscriptions	14/04/2022	Membership	ICCM			95.00
Subscriptions	14/04/2022	Zoom subscription for 1 year	Greg Matthews		23.98	143.88
North Leigh Youth Project	14/04/2022	North Leigh Youth Project Donation	North Leigh Youth Project			2,000.00
Subscriptions	14/04/2022	Scribe annual license	Starboard Systems Limited		57.60	345.60
Village Newsletter	14/04/2022	Printing of Newsletter	The Flying Press			181.84
Website hosting/name	14/04/2022	Domain renewal	Greg Matthews			22.94
Village Newsletter	14/04/2022	Post of newsletter	Andy Clements			8.28
Cemetery Bin Management	14/04/2022	Cemetery bin management	Grundon		9.26	55.58
Election charge	14/04/2022	Election fees	WODC			66.80
Adventure playground cleaning	14/04/2022	Adventure Playground Cleaning	WODC		24.29	145.76
Meeting room hire	14/04/2022	Room hire	North Leigh Youth Project			20.00
Meeting room hire	14/04/2022	Room hire	North Leigh Youth Project			20.00
Meeting room hire	14/04/2022	Room hire	North Leigh Youth Project			20.00
Clerk's salary/payee	30/04/2022	Clerk salary	Allison Leigh			584.11
Clerk's salary/payee	14/04/2022	Clerk PAYE	HMRC			10.60
Payroll accountant	14/04/2022	Payroll accountant	Tetbury Accounting Limited		40.00	240.00
Clerk home allowance/mileage	14/04/2022	Clerk mileage and home allowance	Allison Leigh			36.00
General expenses	14/04/2022	Clerk expenses	Allison Leigh		1.00	5.99
				Tot	196.73	4,242.98

There were no receipts.

20/22. Correspondence: The council reviewed the correspondence sent since the last meeting. GM will review the draft letter to the MP with regards to the allowance of virtual meetings.

21/22. Matters for report: The Vice Chairman reported that she had attended a North Leigh Youth Project virtual meeting and there have been a lot of children attending.

22/22. Date and time of next meeting: The next meeting dates were confirmed as the 11th May 2022 for the APCM/APM to begin at 7pm in the Main Hall of the Memorial Hall and the 12th May for the Parish Council Meeting at 7:30pm in the Youth Centre.

HSJ apologies for both meetings.

23/22. Report from the HR Working Group: The council discussed staffing matters. This was a confidential agenda item with members of the public and press excluded.

The meeting finished at approximately 9.50 pm.

Attachment 1

