

MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 12th May 2022 at 7:30pm in the Memorial Hall

Present: Chairman Greg Matthews (GM), Vice Chairman Julie Minch (JM) (arrived at 46/22), Susie Cusick (SC), Carol Frost (CF), Robert Gunn (RG), Kevin Swann (KS) and Sarah Veasey (SV), Allison Leigh (Clerk) and County Councillor Liam Walker (LW)

41/22. Apologies for absence: Andy Clements and Harry St John

42/22. Declarations of interest: None

43/22. Public Forum: No members of the public were in attendance.

44/22. District and County Councillor Reports:

West Oxfordshire District Council (WODC)

There was no report.

Oxfordshire County Council (OCC)

LW reported that there have been issues with poor drainage at the Abbey Homes development at Bluebell Gardens. Abbey Homes has been unresponsive on this matter and LW will continue to follow up.

LW reported he had correspondence from a resident regarding the poor state of the pavement on Park Road. LW will respond to the resident with a cc to the Clerk.

It was noted that Bellway has been parking on the road where the surfacing was being done. CF noted that the works are due to be done the 13/5/22

LW reported the cycle path on the A4095 between Park Road, North Leigh and Freeland is in a bad state. LW has reported this to WODC.

45/22. Action items: The council reviewed the action items from the meeting of the 14th April 2022.

The council discussed the work on the ash trees at Windmill Heights and resolved that if BGG's quote will be honoured after nesting season, then the council will proceed with BGG for the works as quoted.

46/22. Neighbourhood Plan (NP):

It was noted that a group of residents interested in being involved in a proposed NP met on the 20th April. Marti Lipson of the Oxfordshire Neighbourhood Plans Alliance spoke.

There will be another meeting on the 1st June. The Terms of Reference for a group working on the Plan will be discussed at this meeting.

A question was raised as how best to communicate to the wider village about the NP.

47/22: Communication:

- **Newsletter cost/content:** The council discussed the paper/fonts for the next edition of the newsletter. KS will send samples of different fonts/colours.
- **Content discussed for the newsletter was:**
 - Jubilee
 - Refurbishment of the Children's Playground
 - Speedwatch/update on 20mph initiative
 - Neighbourhood Plan
 - WODC report
- It was noted that the newsletter doesn't need to be a quarterly publication, but can rather be published when relevant content is ready.
- It was noted that would be good to have extra hard copies placed in locations such as the shop, library and pub.

48/22: Process:

- The tender process was discussed and the council agreed that when there is work to be done, the council needs to:
 - Agree what needs to be done/schedule of work for a project
 - Communicate this to the Clerk for quoting
- Grass cutting: The council agreed that a councillor will let the clerk know if any grass cutting hasn't been done according to the contract

49/22. Planning:

Planning Applications for Lowlands Planning Committee

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>Action</u>
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22/00465/FUL	North Leigh Methodist Church Chapel Lane North Leigh	Conversion of church to dwelling (part retrospective)	The council agreed for SV to speak at the Lowlands Planning Committee with regards to this application.
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SV also noted that WODC does not inform the Parish Council of the decisions made on the applications on which the Council has been consulted. The Council noted it would be useful if WODC could do this.

50/22. Open Spaces Report

- **Playgrounds:**

Children’s Playground:

JM reported that the play equipment is in, but there was a delay with the wet pour. There is an issue with the turf and the zip wire isn’t done. JM is in contact with Proludic regarding these issues.

The council asked the Clerk to purchase 5L of white masonry paint. There is a site meeting the week of the 16th May.

The council discussed ideas around a “grand opening” of the playground. JM will contact someone about finishing off the hedges.

Adventure Playground: There was nothing to report. The council discussed a refurbishment of the Adventure Playground and JM, SC and CF will act as a working group on the project. It was discussed that perhaps something could go in the newsletter about this.

Children’s Playground Lease: GM reported that he is in direct touch with OCC on this, but has not had a clear update as of yet.

- **Cuckamus Green report:** CF will take over the review of Cuckamus Green. It was reported that the green is looking good with lots of daisies and dandelions during No Mow May.
- **Allotment land/parking lease:** There was no update.

51/22. Cemetery/Churchyard

- **Activity:** The Clerk reported there had been one ashes burial and there is another coming up in May. There have been a lot of transfers of graves and memorial stone applications.

52/22. Traffic/ Highway matters/Speedwatch: It was reported that work on a questionnaire for East End regarding the 20mph speed limit has begun.

53/22. Finance Report:

Payments authorised

Date	Description	Supplier	Net	VAT	Total
25/04/2022	Unity Bank service charge	Unity Bank	50.00	0.00	50.00
12/05/2022	Web hosting	Dark White Digital	30.00	0.00	30.00
12/05/2022	Training course	OALC	110.00	22.00	132.00
12/05/2022	Bus shelter cleaning	Multi Hands	110.00	0.00	110.00
31/05/2022	Clerk salary	Allison Leigh	491.52	0.00	491.52
12/05/2022	Adventure Playground Cleaning	WODC	121.47	24.29	145.76
12/05/2022	Internal audit fee	Jane Olds	210.00	0.00	210.00
12/05/2022	Training course	OALC	5.00	1.00	6.00
12/05/2022	Donation for Queen's Jubilee	North Leigh Parochial Chur	200.00	0.00	200.00
12/05/2022	Cemetery bin management	Grundon	64.27	12.85	77.12
12/05/2022	OALC Subscription	OALC	383.87	76.77	460.64
12/05/2022	Clerk mileage and home allowance	Allison Leigh	53.00	0.00	53.00
17/05/2022	Shredding	Shredding Made Simple	45.00	0.00	45.00
20/05/2022	Insurance premium	Zurich Municipal	834.98	0.00	834.98
Totals			2,709.11	136.91	2,846.02

Receipts

Date	Bank	Description	Supplier	Net
13/04/2022	Unity Bank	Cemetery fees	BANBURY MEMORIALS	125.00
13/04/2022	Unity Bank	Cemetery fees	BANBURY MEMORIALS	500.00
19/04/2022	Unity Bank	Precept	WODC	25,000.00
29/04/2022	Unity Bank	Cemetery fees	Peter Smith and Son	125.00
			Total	25,750.00

The council resolved to pay the Proludic invoice, which the Clerk confirms matches the order, once the works are complete and 2 councillors agree that what was delivered is what was ordered. The total amount is £92,218.66.

- **Review Internal Audit Report:** The council acknowledged the Internal Auditor's report. The Clerk will meet with JM to discuss any further actions.
- **Review and approve insurance:** The Clerk advised that the council is in a 3-year long term agreement, so the council resolved to pay the insurance premium. The Clerk will advise the insurers of the new play equipment once finalised.

54/22. Items for Website: The Chairman reported that the minutes from June 2020 are not on the website. The Clerk will put these on.

JM will write an article on the refurbishment of the Children's Playground for the website.

55/22. Correspondence: The council reviewed the correspondence since the last meeting.

56/22. Matters for report: The Chairman reported that he will be stepping down in 6 months after 5 years of chairing.

JM reported she had attended a zoom meeting for the North Leigh Youth Project.

It was reported that white lines are being done by Breakspear Way and that OCC will do a final inspection.

Date and time of next meeting: The next meeting was confirmed as the 9th June 2022 at 7:30pm in the North Leigh Youth Centre of the Memorial Hall

The meeting closed at 9:25pm.

