

MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 9th June 2022 at 7:30pm in the Memorial Hall

Present: Vice Chairman Julie Minch (JM) (Note: JM acted as Chairman for this meeting), Councillors Andy Clements (AC), Susie Cusick (SC), Carol Frost (CF), Robert Gunn (RG), Kevin Swann (KS), Councillor and District Councillor Harry St John (HSJ) and Allison Leigh (Clerk)

57/22. Apologies for absence: Chairman Greg Matthews (GM), Councillor Sarah Veasey (SV) and County Councillor Liam Walker (LW)

58/22. Declarations of interest: None

59/22. Minutes

- **Annual Parish Council Meeting held 11th May 2022 and the Parish Council Meeting held 12th May 2022:** The minutes of the Annual Parish Council Meeting held 11th May 2022 and the Parish Council Meeting held 12th May 2022 were agreed and signed.
- **Annual Parish Meeting:** The draft minutes of the Annual Parish Meeting were agreed for the website and are to be signed at the next Annual Parish Meeting.

60/22. Public Forum: A member of the public was in attendance to discuss the planning application for Fish Hill Farm. Their concern was the potential noise from the proposed dog kennel. They requested that the impact of noise is considered by the relevant agency as there appears to currently be a lack of information about that aspect.

61/22. District and County Councillor Reports:

West Oxfordshire District Council (WODC)

HSJ reported there has only been one full council meeting since the elections. At this meeting it was determined who would be on which committee. HSJ will be on the economic and social committee.

HSJ reported he has been in correspondence with Thames Water about which sectors of the sewer systems are joint surface and foul water and which aren't. He has received a reply which he will circulate to the Council.

Oxfordshire County Council (OCC)

There was no report.

62/22. Action items: The council reviewed the action items. The Council discussed the wood remaining from the felling of the ash trees in Autumn being used by the bell ringing group.

63/22. Neighbourhood Plan: HSJ reported the meeting had been cancelled as Astrid Harvey of WODC was unable to attend. The next meeting will be on the 22nd June. HSJ cannot attend so KS will run the meeting.

HSJ reported that Astrid Harvey would like to receive any questions prior to the meeting.

It was noted that the Terms of Reference will be discussed and will be on the Parish Council's July agenda

64/22: Communication:

- **Newsletter cost/content:** The council reviewed the options of colour of type for the newsletter. The council resolved to proceed with larger type with black type as the majority of the body of the text. The council resolved to proceed with matte white paper with black type.

The council resolved to publish the next newsletter at the end of August.

Content:

- Jubilee
 - Refurbishment of the Children's Playground - JM
 - Speedwatch/update on 20mph initiative - AC
 - Neighbourhood Plan – KS/HSJ
 - WODC report - HSJ
 - Adventure Playground - JM
 - Friends of North Leigh Library - AC
- **QR Code:** The Council resolved to put a QR code on newsletter QR code on noticeboards.

65/22: CiLCA Training for the Clerk: The Council reviewed the costs for the CiLCA qualification for the Clerk and agreed to proceed provided the costs are shared with the clerk's other council. The Clerk will begin this training in September and advise the council of any extra time potentially needed.

66/22: Planters: CF went to a local resident who does woodworking. They are willing and able to create planters. The resident would need sizes. The question

arose as to who would look after them and what type of plant would go into the planters.

The Council discussed whether planters are the best way forward and would like to consider other options for use of the S106 monies available.

67/22. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>NLPC Comments</u>
22/01153/FUL	Fish Hill Farm Wilcote Road North Leigh	Conversion of existing barn on small holding, currently used to raise goats, to boarding kennels for dogs	<p>NLPC view – OBJECT</p> <p>NLPC has concerns about potentially controversial application. Careful consideration is needed to understand the impact that nuisance noises (especially at night) and odours, generated by the dogs in the kennels, would have on local residents, the nearest being a cottage less than 150 metres from the site which is already impacted by the existing goats. Does the proposal include any measures to mitigate these concerns ?</p> <p>This is not a straightforward “change of use” application, we request clarification on whether the application seeks for the kennels to replace the goat rearing operation or whether the two activities would continue in parallel ?</p> <p>We also have concerns that there would be scope to enlarge this operation which could have possible environmental impact issues and an impact on the local wildlife of the area.</p>
22/01300/HHD	Lightpipe Cottage East End North Leigh	Replacement of existing timber shed for new garage and gym/studio and modest alterations to existing dry stone wall	NLPC has no comments on the current application for a purpose built garage/studio/gym. However should there later be an attempt to amend the plans to turn this structure into a separate dwelling or holiday let, then the Parish Council would object.

22/01259/HHD	9 Bridewell Close North Leigh	Detached garage and new access	NLPC has no comments on the current application to build a garage and new access. However should there later be an attempt to amend the plans to turn this structure into a separate dwelling or holiday let, then the Parish Council would object.
22/01268/S73	Eynsham Hall North Leigh	Variation of condition 2 of planning permission 20/01756/FUL to allow revisions to Spa Bath House and relocation of electricity substation.	NLPC has no comments on this planning application.

S106: The council agreed to create a list of parish projects for which S106 monies could be applied should the situation arise. The Council agreed for three suggestions from each councillor for the list and this will be discussed at the July meeting.

The Clerk will put July agenda a review of what is left of S106 monies.

68/22. Open Spaces Report

- **Playgrounds:**

- **Reports on the Children's and Adventure Playgrounds:**

- Adventure Playground:** There was a discussion about the cutting of the Adventure Playground. SC requested to meet the grass contractor for this area to discuss.

- There was also a discussion about some hedges being cut in that area. The Clerk will arrange a meeting with SC to review.

- Children's Playground:** The Children's Playground is now open with positive feedback. The Council held a ribbon cutting ceremony to open the playground and many attended and enjoyed.

- **Children’s Playground Oak Tree:** It was reported that the oak tree at the Children’s Playground has been trimmed, doesn’t look unbalanced and the bird droppings have lessened.
- **Children’s Playground Lease:** There was no update on the children’s Playground lease. The Clerk will follow up with LW.
- **Cuckamus Green report:** CF reported that ivy starting to grow on some of the trees which needs to be dealt with. She also reported that the grass hasn’t been cut. The Clerk will follow up again with David Green. CF reported that the new tree is doing ok.
- **Allotment land/parking lease:** HSJ hoping to have a meeting soon. There has been no response to his proposal. HSJ chasing it up.

69/22. Cemetery/Churchyard

- **Activity:** The Clerk reported that there have been 2 burials since the last meeting and many transfers/administration matters.
- **Car park –** AC reported he had strived to obtain another quote for the mud in the car park. However, the contractor was concerned about the project and chose not to quote. The council has a quote from BGG price and AC is working to obtain more costs.
- **Mapping:** The Clerk and AC are working to set up a meeting.

70/22. Traffic/ Highway matters/Speedwatch:

- The distribution of the East End 20 mph questionnaire: AC will circulate again for final review and from there the council resolved to distribute the East End Questionnaire by the July meeting.
- The Council discussed a questionnaire for the remainder of the village. This was not agreed at this time.
- The Council resolved to purchase of 6 permanent Speedwatch signs which would be attached to the entry points to North Leigh and East End.

71/22. Finance Report:

Payments Authorised

Date	Description	Supplier	Total
30/06/2022	Clerk salary	Allison Leigh	491.72
09/06/2022	Clerk PAYE	HMRC	125.40
09/06/2022	Web hosting	Dark White Digital	30.00

09/06/2022	Library payment	OCC	2,584.00
09/06/2022	Library payment	OCC	2,584.00
09/06/2022	Tree works	Summit Trees	180.00
09/06/2022	Refurbishment of Children's Playground	Proludic Ltd	92,218.66
09/06/2022	Adventure Playground Cleaning	WODC	145.76
09/06/2022	Clerk mileage and home allowance	Allison Leigh	44.00
09/06/2022	Website design and development	Pete Borlace	70.00
		Total	98,473.54

Receipts since the last meeting

Date	Bank	Description	Supplier	Total
04/05/2022	Unity Bank	Cemetery fees	Edd Frost Funeral	125.00
26/05/2022	Unity Bank	Cemetery fees	Peter Smith and Son	500.00
			Total	625.00

- **Review and sign Annual Governance Statement:** The Council agreed the Annual Governance Statement for 2021 2022 which was signed by JM.
- **Review and sign Accounting Statements:** The Council agreed the Accounting Statements for 2021 2022 which were signed by JM.
- **Confirm dates of posting of Notice of Public Rights:** The council confirmed the commencement date of the Notice of Public Rights to be the 14th June and the end date to be the 25th July.
- **Review variances and reserves for audit:** The Council agreed the variances and reserves for the 2021 2022 audit.
- **Review any other paperwork being sent to the external auditor:** The Council agreed the other paperwork being sent to the external auditor for 2021 2022
- **Saving account:** The Council resolved to research a savings account for a portion of the reserves.
- The Council is happy to have the Clerk purchased an Adobe converter program.

72/22. Items for Website:

- A write up about the East End Questionnaire
- A write up about the library
- A Neighbourhood Watch section

73/22. Correspondence: The council reviewed the correspondence Since the lasts meeting.

- The Clerk will respond to the resident who wrote about Common Road making them aware that the Parish Council has emailed OCC about the issues on the road and has reached the limit of what they can do.
- The Council asked the Chairman to meet with the resident who complained about grass cutting.
- Carol – email re hedge? I couldn't find the one you were referring to – sorry!
- The Council asked the Clerk to follow up with LW about the area of Park Road between Windmill Rd and Memorial Hall as a resident had written about raised manhole covers, pot holes and uneven curb stones. Those who need the help of walking aids have been struggling in this are

74/22. Matters for report:

- CF will clean named signs on road and has some volunteers. The Clerk will purchase some cleaning materials.
- CF raised the possibility of football posts by the Adventure Playground. This will be on the July agenda.
- AC reported he has received the replacement door for noticeboard and it needs to be fitted. AC

Date and time of next meeting: To confirm the date and time of the next meeting as 14th July 2022 at 7:30pm in the North Leigh Youth Centre of the Memorial Hall

The meeting closed at 9:43pm.