

**MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 11th August 2022 at 7:30pm in the Memorial Hall**

**Present:** Chairman Greg Matthews (Chairman), Vice Chairman Julie Minch (JM) – arrived at agenda item 101/22, Councillors Andy Clements (AC), Susie Cusick (SC), Carol Frost (CF), Kevin Swann (KS) and Sarah Veasey (SV) and Clerk Allison Leigh (Clerk)

**94/22. Apologies for absence:** Councillor Robert Gunn (RG), Councillor and District Councillor Harry St John (HSJ), County Councillor Liam Walker (LW)

**95/22. Declarations of interest:** None

**96/22. Minutes:** The council reviewed and agreed the minutes of the Parish Council Meeting held 14<sup>th</sup> July 2022 with some changes. These will be put on the website and a clean copy signed at the September meeting.

**97/22. Public Forum:** None

**98/22. Action items:** The Council reviewed the action items and noted the following:

SV and SC need to provide their bios and photos for the website.

The Clerk will be carrying out filing in the Memorial Hall.

The Clerk has spoken to Reverend Dixon who will purchase a Condolence book for Operation London Bridge for the Church and the Memorial Hall.

CF agreed to be part of the group meeting with the Church and grounds maintenance contractor to discuss the Church's environment initiative.

**99/22. Planning Applications:**

<b>Planning number</b>	<b>Address</b>	<b>Proposal</b>	<b>NLPC Comments</b>
22/01749/HHD	30 Gough Close North Leigh	Erection of a detached single storey wooden outbuilding for storage in the garden of the main dwelling	North Leigh Parish Council has no comments on this planning application.
22/02012/HHD	32 Windmill Road North Leigh	Erection of single storey garden room annexe in rear garden	This planning application has been withdrawn

SV noted that the planning group had discussed the possibility of land for a multi-use games apparatus (MUGA). This is an ongoing discussion.

SV reported that planning application 22/01644/HHD will go to the Lowlands Planning Committee the week of 15/8/22, but was unsure why. NLPC had no comments and there had been no neighbour objections.

SV noted that a Planning Appeal had been received for 26 Park Road, North Leigh, Witney - 21/03503/FUL. The Council asked the Clerk to contact the District Council as the planning information is not currently on the website. The Clerk will send this information to the planning group as SV is away. If the planning group determines there are comments to be made, the Council will hold another PC meeting prior to September.

It was noted that a planning application arrived after the publishing of the agenda with regards to Eynsham Hall – this will be on the September agenda.

**100/22. Noticeboard repair and Bus shelter staining:**

The council discussed quotes received for the noticeboard repair at East End and the bus shelter staining at Cuckamus Green. The Council asked the Clerk to request a quote from one of the contractors for replacing the felt backing as the other contractor had.

KS also noted that there is an East End resident who does handiwork. The Clerk will send the specifications for these jobs to KS to ask the resident if they would provide a quote for the work.

**101/22. Neighbourhood Plan:**

- The Clerk asked for the Terms of Reference for the group working on the NP To be put on September agenda.
- The Council discussed what roles are needed and what the workload might be.
- The Council asked the Clerk to check weekend availability in mid-October of the Memorial Hall for a consultation event.
- JM arrived at this point in the meeting.

**102/22. Standing Orders:** The Council agreed to the Standing Orders and to incorporate any the HR elements to the Standing Orders. The Clerk will add

these elements and circulate to the Council for approval. The approval will be on the September agenda.

The Council resolved to create a Staffing Committee with 3 Councillors. The Committee will consist of AC, SC and CF.

## **103/22. Open Spaces Report**

### ***Playgrounds:***

- **Children's playground:** It was reported that the Children's Playground is in good order. It was noted that the waste bin has been moved away from the Thames Water building by WODC per the Council's safety request.

It was noted that the bark under the zip wire needs to be topped up. The Clerk will obtain the quotes for bark and the Council will arrange a working party to place the bark.

**Trees:** The Council discussed that the trees at the Children's Playground may need attention. The ownership of the trees is with Oxfordshire County Council (OCC); however, the Council has had difficulty in speaking to OCC about the playground. The Council would like the Clerk to get quotes for inspection of trees in Children's playground to ensure the safety of those using it.

- **Adventure Playground:**

- **Football posts:** CF reported she had had requests from residents for football posts at the Adventure Playground. The Council noted that there are football posts at the Adventure Playground. The Council would like to make a decision as to whether a MUGA might be built prior to furthering a discussion on football posts.

- **Inspection Reports:** SC reported that she and AL had been on a play area training course. The recommendation was that the Council carry out an annual inspection and 3x/year operational inspections carried out by a competent person. It was recommended that a competent person take a Register of Play Inspectors International (RPiI) Course. The Council agreed to SC taking this course and the Clerk will look into the cost.

**Risk Assessments:** It was discussed that the Council needs to do Risk Assessments for the Children's Playground and Adventure Playground.

**Cuckamus Green:** CF reported that she has put down compost around new tree. The new tree is watered regularly. It was noted that the Council will ask David Green to take ivy off in a tree on the Green in September. Overall, Cuckamus Green is looking good.

- **Planters:** The possibility of planters at the entrances to the village at Common Road and Park Road from A4095 was discussed and the maintenance of same. The Council would like to discuss in September. The Clerk will ask BGG about the possibility of using some of the wood from the felled ash trees at Windmill Heights as planters.

#### 104/22. Cemetery/Churchyard

- **Mapping:** The Clerk reported that she and AC had met to discuss the mapping of the cemetery. The Clerk reported that she had researched the mapping options and that the only mapping system that interacts with the cemetery database, Epitaph, is Pear Technology. There are other companies that can map the cemetery, but this would not interface with Epitaph. The Council asked the Clerk to obtain a quote for mapping from Pear Technology as well as another company to compare the mapping costs, but is inclined to proceed with Pear Technology based on the above.

#### 105/22. Finance Report:

##### Payments Authorised

Code	Date	Description	Supplier	VAT	Total
General expenses	26/05/2022	Postage	Post office		4.20
General expenses	27/05/2022	Prizes for Photo Compet	WH Smith		55.00
General expenses	27/05/2022	Prizes for Photo Compet	WH Smith		1.75
General expenses	25/06/2022	Postage	Post office		1.45
Bank Fees	27/06/2022	Lloyds monthly fee	Lloyds Bank		3.00
General expenses	25/06/2022	Postage	Post office		1.45
Website hosting/narr	11/08/2022	Web hosting and WordP	Dark White Digital		30.00
Bus shelters grounds	11/08/2022	Bus shelter cleaning	Multi Hands		110.00
Training	11/08/2022	Training course	OALC	22.00	132.00
Adventure playgroun	11/08/2022	Adventure Playground C	WODC	24.29	145.76
Adventure Playgroun	11/08/2022	Adventure Playground N	BGG	50.00	300.00
Cemetery and church	11/08/2022	Cemetery and church gr	BGG	50.00	300.00
Windmill Heights and	11/08/2022	Windmill Heights Shrubs	BGG	41.50	249.00
Park Road play area	11/08/2022	Mowing of Children's Pla	NPJ Green		172.00
Park Road play area	11/08/2022	Hedge cutting Children's	NPJ Green		45.00
Cemetery Bin Manag	11/08/2022	Cemetery bin managem	Grundon	9.48	56.88
			<b>Tot</b>	<b>197.27</b>	<b>1,607.49</b>

## Receipts

Code	Date	Bank	Description	Supplier	Total
Cemetery fees	21/07/2022	Unity Bank	Cemetery fees	BANBURY MEMORIALS	125.00
Cuckamus Green and	26/07/2022	Unity Bank	Refund from HM Land R	HM Land Registry	30.00
Cemetery fees	01/07/2022	Unity Bank	Cemetery fees	Lee Chadwick Solicitors	35.00
VAT reclaim	11/07/2022	Unity Bank	VAT	HMRC	15,771.33
				<b>Total</b>	<b>15,961.33</b>

- **Saving account:** The Clerk reported she had not had time to research this. JM has looked into this and is happy to do a bit more looking. The Clerk to will look into Unity Trust Bank.
- **Cemetery training course:** The Council resolved for the Clerk to attend a training course on Gardens of Remembrance
- **Asset Register:** The Council reviewed the Asset Register and would like to call the "Current Value" to Replacement Value", if possible. The Council asked the Clerk to add the Church Road bench to the register and then is happy with the content to be sent to the insurers.

### 106/22. Correspondence:

The Council reviewed the correspondence received since the last meeting. The Council discussed the following:

- A request was made for some reduction to foliage between Common Road and the Gospel Hall. The Clerk will respond to say that when the ash trees are felled in October, the grounds maintenance company will cut anything overhanging properties.
- A letter was received with regards to the placement of a bin near a bus shelter on Park Road. The Council asked the Clerk to respond to SV that the bins are regularly emptied which should solve any odour issues.
- A letter was received about the cycle path on the A4095. It was noted that this has been reported to OCC as it is a County Council issue.

### 107/22. Matters for report:

- It was noted that Gigaclear has come to 3 properties on Green Lane as they had made a case based on the number of properties which had been excluded.
- SV reported that sewage from the Bellway site is a large issue and she has asked HSJ who it can be escalated to. The Clerk noted that she has a contact at Windrush Against Sewage Pollution and will send the details to

SV.

- CF reported she had cleaned the road signs in North Leigh and East End.
- CF reported that she has spoken to the fire service and WODC with regards to the land in front of the Windmill potentially being a fire hazard.
- CF reported she had a complaint about a footpath near Ladywell Close. CF will email HSJ about this.
- JM reported she had not managed to attend the North Leigh Youth Project meeting but had read the minutes and they reported the following:
  - They have had a new carpet fitted;
  - They have increased their fees;
  - Many clubs have stopped as they weren't getting good attendance

The Chairman reported his last meeting will be the October 2022 meeting. GM encouraged councillors to consider Chairmanship.

**108/22. Confidential item:** The Council resolved that agenda item 109/22 is an item of a confidential nature with members of the public and press excluded. The Clerk left the room for the discussion.

**109/22. Staffing remuneration:** The issue of the staffing remuneration was resolved.

Date and time of next meeting: The date and time of the next meeting was confirmed as the 8<sup>th</sup> September 2022 at 7:30pm in the North Leigh Youth Centre of the Memorial Hall.

The meeting closed at 9:40pm.