

MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 29th September 2022 at 7:30pm in the Memorial Hall

Present: Chairman Greg Matthews (Chairman), Vice Chairman Julie Minch (JM), Councillors Andy Clements (AC), Susie Cusick (SC), Carol Frost (CF), Councillor Robert Gunn (RG), Kevin Swann (KS) and Sarah Veasey (SV), District Councillor Harry St John (District Councillor), Liam Walker (County Councillor) and Clerk Allison Leigh (Clerk)

110/22. Apologies for absence: None

111/22. Declarations of interest: None.

112/22. Minutes: The minutes of the Parish Council Meeting held 11th August 2022 and a clean copy of the minutes from the Parish Council meeting held 14th July 2022 were approved and signed.

113/22. Public Forum: Several members of the public were in attendance to discuss the Rectory Rise planning application (22/02498/OUT). Some raised issues were:

- the proposed MUGA with concerns about noise and antisocial behaviour.
- Surface water and sewage

114/22. District and County Councillor Reports:

Oxfordshire County Council (OCC)

Parkside and woodside have been resurfaced.

The County Councillor enquired at the 20mph speed limit in East End and AC reported that a questionnaire had been done in the area and was on the agenda.

West Oxfordshire District Council (WODC)

HSJ reported the following:

The planning application for 44 Common Road has gone to appeal.

HSJ is considering writing to Robert Court, MP and speaking to the new Sec of State about this and other issues.

HSJ reported that WODC will be charging for the emptying of dog and litter bins as of next 1st April 2023.

There are various consultations going on at the moment once of which is in relation to the Salt Cross Garden Village.

In December a report is coming into Council cabinet looking at how waste is collected/disposed of.

The play areas at the Bellway and Bewley sites, which have remained closed to the public until recently, have now opened. HSJ is concerned about the quality/safety of the site. He is working with the developers to fix and to replace trees that have died.

The Chairman encouraged any members of the public to get involved in the Neighbourhood Plan (NP).

AL will put information about NP meeting on website and NP.

115/22. Action items: The Clerk highlighted the following items:

- The Clerk and CF met with grass contractors, Rev. Margaret Dixon and another resident with regards to biodiversity and grass cutting in the churchyard. This group will work together on 2 sections of the churchyard. There will be no increase in costs.
- The Clerk reported she is waiting for the green felt for the East End Noticeboard. It was noted that more stain is needed for the new timber bus shelter across from Cuckamus Green. The Clerk will order more.

124/22. Open Spaces Report:

Adventure Playground – This agenda item was moved earlier in the meeting as members of the public arrived at this stage to discuss refurbishment of the Adventure Playground. They reported that there is a group of about 15 who play basketball and use the area. They would like to see the area refurbished.

The Council resolved to look into this and invited these residents to join a working group. They are willing to do this and the Clerk will work to set up a meeting.

116/22: Parish Councillor Vacancy: It was reported that HSJ has resigned as Parish Councillor. The clerk reported the District Council "Notice of Vacancy" has been placed and if there is no call for election by the 5th October the Council can look to advertise to co-opt a Councillor.

117/22. Planning Applications:

The Council discussed the possibility of a Planning Committee. The Council is interested in this and would like to set up a meeting to resolve to form a Planning

Committee, adopt Terms of Reference and resolve to engage an external HR consultant to assess the Clerk's role.

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>Date comments due</u>
22/02002/S73	Eynsham Hall North Leigh	Variation of condition 2 of planning permission 20/01756/FUL (as varied by planning permission 21/02109/S73) to permit the relocation and redesign of Gamekeepers Lodge	No comments
22/02143/S73	Lyndhill East End North Leigh	Variation of condition 1 of planning permission 22/00229/S73 to allow the submission of amended plans (Changes comprise inclusion of a parapet/stone capped wall around ground floor dining space, with doors and a balcony to first floor bedroom)	No comments
22/02422/HHD	85 Common Road North Leigh	Construction of detached garden building to create self contained living accommodation ancillary to the main dwelling	This is backland development of an ancillary dwelling. If approved, it would set a precedent for similar developments in adjacent properties along this ribbon development in Common Road. Windows and doors in this proposed ancillary dwelling would also impact on the privacy of adjacent properties.
22/02498/OUT	Land (E) 438738 (N) 212506, Witney Road North Leigh	Erection of up to 55 dwellings with access off Akeman Road, together with creation of new areas of open space, landscaping and all enabling and ancillary works (Outline planning application all matters reserved except access)	See Attachment 1

The County Councillor noted that if 22/02498/OUT were to go ahead, OCC will ask for speed limit on the A4095 in that area to be reduced.

S106:

The Council raised several items that would be beneficial to the village should S106 monies become available:

- Play area for older children
- Possible cycle track – OCC will ask for funding for this.
- Allotment land
- Cemetery land: The Clerk will look into whether this is something that can be requested.
- Traffic calming measures

118/22. Cost of Living: Two members of the public were in attendance to discuss the cost of living crisis and how the village might come together with any assistance needed.

A possible questionnaire to send to residents to see who is willing to help was discussed.

The Clerk will put a link to WODC's cost of living page on the website as well as OCC's Better Housing Better Health information.

It was noted that North Leigh United Charities is a resource which looks to how they can support people.

HSJ left at this stage of the meeting.

119/22. Fly tipping: To discuss recent fly tipping in the village and determine next steps. ***This agenda item was not discussed.***

120/22. Footpaths

- Proposed Diversion Under the Highways Act 1980 s.119 - North Leigh Footpath No. 5 (part)
- Notice of Making Order - Footpaths 19, 20 and 38
- ***This agenda item was not discussed. Information on consultation with regarding consultations was circulated to Councillors.***

121/22. Noticeboard repair and Bus shelter staining: The Council confirmed Eve's Helping Hand as the contractor for the noticeboard repair at East End and the bus shelter staining at Cuckamus Green. See agenda item 115/22.

122/22. Neighbourhood Plan: It was noted there is a meeting on the 16th October to engage the Village in the possible Neighbourhood Plan. The Clerk will look into flip charts for this event at the Memorial Hall. KS, SV and the Clerk will meet to discuss next steps.

- The council discussed possibly having 11 members, 2 of which being councillors. The Terms of Reference will be taken offline for a discussion with KS and the Clerk.

123/22. Standing Orders: The Council resolved to adopt the Standing Orders.

124/22. Open Spaces Report:

- **Playgrounds:**
 - **Children's Playground:** *This was not discussed.*
 - **Adventure Playground:** See agenda item 115/22. The question as to the safety of the skate equipment was raised. Some issues were raised in the inspection report. The working group to refurbish the Adventure Playground will review and come back to the Council with findings/recommendations.
 - **MUGA:** This was discussed in agenda item 113/22. It is not an item needing decision at this time, so was not discussed further.
 - **Inspection Report of Adventure Playground:** *This was not discussed, but was touched on as part of the earlier discussed on the playground/skate equipment.*
- **Planters:** To discuss the possibility of planters at the entrance to the village at Common Road and Park Road from A4095 and the maintenance of same Cemetery *to be put on the next agenda*
- The Council asked the Clerk to contact Lee Chadwick solicitors about the possibility of felling 2 ash trees on the path near Windmill Heights.

125/22. Cemetery/Churchyard

- **Mapping:** To have an update and discuss next steps with regards to the mapping of the Cemetery *to be put on the next agenda*
- **Hedge:** The Council resolved to proceed with BGG for the Cemetery hedge work.

126/22. Traffic/ Highway matters/Speedwatch: *To be on the next agenda.*

- Discuss results from the East End 20mph survey

127/22. Finance Report:

Payments authorised

Code	Date	Description	Supplier	VAT	Total
General expenses	28/06/2022	Filing Folders	Plastoreg Smidt GmbH	2.67	15.99
General expenses	19/07/2022	Cleaning Supplies	B&Q	4.75	28.50
General expenses	21/07/2022	Post	Post Office Ltd		2.90
Bank Fees	26/07/2022	Lloyds monthly fee	Lloyds Bank		3.00
Village Newsletter	30/08/2022	Post of newsletter	Royal Mail Group LTD	40.00	240.60
Clerk's salary/payee	30/09/2022	Clerk salary	Allison Leigh		681.36
Clerk's salary/payee	08/09/2022	Clerk PAYE	HMRC		244.30
Adventure playground cleaning	08/09/2022	Adventure Playground C	WODC	24.29	145.76
Cemetery database	08/09/2022	Cemetery database	Edge IT Systems Ltd	43.60	261.60
Repairs/Inspections	08/09/2022	Play area inspection	Rospa	14.00	84.00
Meeting room hire	08/09/2022	Room hire	North Leigh Youth Project		20.00
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Meeting room hire	08/09/2022	Room hire	North Leigh Youth Project		20.00
Meeting room hire	08/09/2022	Room hire	North Leigh Youth Project		20.00
Website hosting/name	08/09/2022	Web hosting and WordP	Dark White Digital		30.00
OCC Traffic surveys	08/09/2022	Speed Signs	Sign Wizzard Limited	87.24	523.42
Clerk home allowance/mileage	08/09/2022	Clerk mileage and home	Allison Leigh		98.00
Cemetery Bin Management	08/09/2022	Cemetery bin managem	Grundon	9.48	56.88
PWLB	30/09/2022	Loan payment	PWLB		2,377.50
Adventure playground cleaning	29/09/2022	Adventure Playground C	WODC	24.29	145.76
Website hosting/name	29/09/2022	Website box for announ	Dark White Digital		35.00
Village Newsletter	21/09/2022	Post of newsletter	Royal Mail Group LTD	40.60	240.60
Audit fees	29/09/2022	Audit fee	Moore	80.00	480.00
Total				370.92	5,775.17

Receipts since the last meeting

Code	Date	Bank	Rec Description	Supplier	Total
Cemetery fees	18/08/2022	Unity Bank	Cemetery fees	BANBURY MEMORIALS	40.00
Bank Fees	02/08/2022	Unity Bank	HSBC payment from old account	HSBC	0.94
Cemetery fees	08/08/2022	Unity Bank	Cemetery fees	Peter Smith and Son	125.00
Cemetery fees	18/08/2022	Unity Bank	Cemetery fees	G. Knight	35.00
Cemetery fees	18/08/2022	Unity Bank	Cemetery fees	JM Black	35.00
Total					235.94

Bank Reconciliation

Cash in Hand 1/4/22	156656.32	
Add total receipts from 1/4/22 - 31/8/22	47869.08	
Subtract Total payments from 1/4/22 - 31/08/22	116828.51	
Cash in Hand 31/08/22	87696.89	
*****	*****	
Unity Bank Balance 31/08/22	87696.89	
Less unrepresented cheques	0.00	
Plus unrepresented receipts	0.00	
Adjusted Bank Balance	87696.89	

- **Saving account: *To be on the next agenda.***
- **Donation requests:**
 - My Vision Oxfordshire: The Council resolved to donated £150.00 to My Vision Oxfordshire.
- **North Leigh Youth Centre Hire fee:** The Council resolved to accept the new contract and is happy for the Clerk sign contract and submit it on the Council's behalf.
- **Bank Signatories:** The Council resolved to add Robert Gunn as a bank signatory.
- **External Audit Report 2021 2022:** To review the External Auditor's report for the 2021 2022 audit: ***To be on the next agenda.***

128/22. Correspondence: The Council acknowledged the correspondence since the last meeting.

129/22. Matters for report:

- CF reported she is working on scheduling a litter pick and would like to put this in the next newsletter. The date is likely to be in March or April.
- The Chairman submitted his resignation after 6 years as Chairman and over 10 years on the Council. He provided a letter of resignation to the Clerk. The Council thanked him for his service.

Date and time of next meeting: The date of the next meeting was confirmed as 13th October 2022 at 7:30pm in the North Leigh Youth Centre of the Memorial Hall, unless there could be an earlier extra meeting to discuss the formation of a Planning Committee.

The meeting closed at 10pm

ATTACHMENT 1

North Leigh Parish Council made comments neither objecting to or supporting the Planning Application

- The PC notes that this is an outline planning application with all matters reserved except access
- Village residents have raised a number of concerns, with the Parish Council, regarding the Rectory Rise site:
 - o According to the outline plan, the Rectory Rise site and adjacent Marlborough Gardens development will share an access road to the A4095.
 - o This junction is hazardous with poor visibility onto the A4095 especially turning out in the Witney direction
 - o There is poor lighting on this stretch of the A4095 and this should be improved (OCC)
 - o The speed of cars on the A4095 regularly exceeds the 50mph limit and this new development will result in an additional 55+ cars entering and exiting the site via the access road. We require that OCC address this by extending the 40mph limit that commences at the west end of Long Hanborough to the junction of the A4095 and Common Road in order to avoid any increase in vehicle collisions.
 - o There is no cycle path or footpath between Park Road and Common Road which makes pedestrian and cycle access to the development dangerous and should be upgraded (OCC funding and possible S106 contributions)
 - o The existing water supply network is inadequate to support the new development. Water pressure at Marlborough Gardens is very poor and there are long delays in repairing leaks. We note that TW has not signed off on the water supply for the proposal, saying that the houses should not be occupied until the water supply has been upgraded. This is a serious concern.