

MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 10th November 2022 at 7:30pm in the North Leigh Youth Centre of North Leigh Memorial Hall

Councillors Present: Councillors Susie Cusick (SC), Steve Ellis (SE) Robert Gunn (RG), Julie Minch (JM), Kevin Swann (KS), and Sarah Veasey (SV)

In attendance: Harry St John (District Councillor), Liam Walker (County Councillor) and Clerk Allison Leigh (the Clerk)

145/22: Election of Chairman: RG opened the meeting as Chairman since the meeting of the 13th October 2022.

KS proposed JM and SC seconded JM as Chairman. JM accepted the role of Chairman. The Council resolved to have RG remain as Chairman for the meeting.

The Council would like to consider a Vice Chairman. The Clerk will put this on the next agenda.

It was noted that RG will lay the poppy wreath on behalf of the Parish Council on Remembrance Sunday.

146/22: Declaration of Acceptance: The Clerk will obtain a Declaration of Acceptance form from the District Council for JM to sign.

147/22. Apologies for absence: Carol Frost (CF) and Andy Clements (AC)

148/22. Declarations of interest: None

149/22. Minutes: It was noted that there are edits to the minutes of the Parish Council Meeting held 13th October 2022. Julie and the Clerk will review, circulate and a draft will be put on the website asap.

153/22. Parish Councillor Vacancies (this agenda item was moved earlier): The Council resolved to co-opt Steve Ellis as a Parish Councillor. The Clerk will obtain a Declaration of Acceptance form from the District Council for SE to sign.

The Clerk noted the other person who had expressed interest could not attend tonight's meeting so a vacancy remains. The Clerk will ensure the vacancy notice is posted.

150/22. Public Forum: No members of the public were present.

151/22. District and County Councillor Reports:

West Oxfordshire District Council

HSJ reported the following:

- He had circulated a presentation by Thames Water back at the end of September when they gave a talk to the Climate and environment scrutiny committee.
- The play area at Bewley site is still not progressing.
- He has chased up the enforcement officer on various cases, such as 9 Park Road.
- Botley Solar Farm consultation is ongoing.
- The Fish Hill Farm planning application has been refused.

Oxfordshire County Council (OCC)

The County Councillor reported the following:

- The 40mph speed limit on the A4095 is due to be extended, but the County Councillor has not seen any progress.
- He has spoken to the developer about mud on A4095.
- Park Road due to be closed 21-25 November
- The boundary commission was discussed.
- A tree on the A4095 is due to be removed on 21/11/2022.
- The A4095 cycle path has not been worked on as of yet.

152/22. Action items: The Clerk noted most of the items appear elsewhere on the agenda.

The issue of the overflowing bin in the Children's Playground was raised. The Clerk reported she had emailed WODC and is waiting to hear back.

154/22. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>NLPC Comments</u>
22/02892/HHD	2 Breakspear Way North Leigh	Conversion of part of garage into a family room and an office	NLPC has no objections but would like to be mindful that the property is not overlooked.
22/02907/S73	Homestead New Yatt North Leigh	Variation of condition 1 of permission 07/0992/P/RM to allow design changes to the proposed carport	NLPC has no comments on this planning application.
22/02814/HHD	Chalfont East End North Leigh	Removal of existing conservatory and erection of a single storey rear extension (Retrospective)	NLPC has no objections to this planning application, but is not happy to have to look at this retrospectively. Residents are expected to put in planning before undertaking the work.

SV reported that the appeal for the planning application at 44 Common Road will take place on Tuesday the 15th November. SV will attend with HSJ and a resident.

SV reported there is a planning application in Hailey which HSJ has suggested the Planning Committee comment. SV is waiting to hear from HSJ as to next steps.

The Planning Committee had its first meeting to which AR Planning attended to present their proposed development on the Land at New Yatt Road. The Planning Committee informed AR Planning that NLPC will be objecting to the application once it comes through from WODC for comments.

AR Planning will be holding a village-wide proposal on the 24th January 2023.

JM noted another application will be coming through at Common Farm.

155/22: Format of meetings: JM suggested that meetings be more decision-focused and recommend that councillors review documents ahead of the meetings.

The Council will provide suggestions to JM in next 10 days for proposed ways to shorten meetings.

156/22: Thames Water:

It was noted there is a significant sewage problem in village. NLPC has decided to send a letter to Robert Court, MP. The County Councillor will obtain a letter that Long Hanborough had written to the MP for NLPC to view and NLPC will write a letter.

NLPC will send this letter to the local newspaper.

157/22. Neighbourhood Plan:

- The Council resolved to adopt the Terms of Reference for the Neighbourhood Plan Committee (NPC) with the changes discussed. (See ATTACHMENT 1). SV noted that Sherard Veasey is happy to join the Committee. Once the Committee has 7 members, the NPC will hold a kick off meeting.
- KS and RG reported that the comments from the Neighbourhood Plan event had been circulated to the Council.
- The Council resolved to pay Dark White Digital £70 to create a box highlighting the Neighbourhood Plan on the website. The NPC will create a budget for NP expenses to be discussed at the NPC meeting and subsequently presented to NLPC.

158/22. Social Media:

A discussion was had as to the possibility of creating a Parish Council Facebook page. SE will look at other local Parish Councils' Facebook pages.

KS asked if councillors could send pros and cons to SE.

159/22: Speedwatch

- **20mph survey**
 - **East End Survey:** The 20mph will not take place in East End as only 25% of the residents agreed that a 20mph limit should be introduced. Based on the results of the survey, the Council resolved to proceed with Speed Indicator Signs.
 - **To discuss a North Leigh survey:** The Council resolved to carry out a survey. KS and AC will create a survey and circulate to the

Council for comments. The Council agreed that over 50% of the residents need to respond in order for the 20mph to proceed.

- It was noted that OCC will be in touch when it is North Leigh's turn in the queue for 20mph at which time the future of 20mph in the village will be formally discussed with them based on the surveys conducted.
- The future of a 20mph speed limit in the village will be on the December agenda.

160/22. Finance Report:

Payments authorised

Date	Description	Supplier	Total
06/09/2022	Paper	WH Smith	9.99
09/09/2022	Tablecloth and frame for Queen's condolence book	Dunelm	23.50
09/09/2022	Condolence book for Queen	Ryman Stationery	30.98
26/09/2022	Lloyds monthly fee	Lloyds Bank	3.00
30/11/2022	Staff costs	Staff	718.47
10/11/2022	Clerk mileage and home allowance	Allison Leigh	89.00
10/11/2022	Mural at Children's Playground	Mr C Muirfroft of Ct	500.00
10/11/2022	Adventure Playground Cleaning	WODC	145.76
10/11/2022	Land Registry fee	Andy Clements	3.00
10/11/2022	Land Registry fee	Andy Clements	3.00
10/11/2022	Battery for speed gun	Andy Clements	9.99
10/11/2022	Hedge cutting Children's Playground	Stephen Sparrowha	141.00
10/11/2022	Training course	OALC	66.00
10/11/2022	Grass cutting - Cemetery and Churchyard	BGG	840.00
10/11/2022	Windmill Heights Shrubs and Hedges	BGG	498.00
10/11/2022	Bus shelter cleaning	Multi Hands	110.00
10/11/2022	Neighbourhood Plan map printing	The Flying Press	75.60
10/11/2022	Web hosting	Dark White Digital	30.00
10/11/2022	Windmill Heights Shrubs and Hedges	BGG	249.00
10/11/2022	Grass cutting - Cemetery and Churchyard	BGG	300.00
10/11/2022	Ash Tree Removal - Windmill Heights	BGG	1,281.60
10/11/2022	Cemetery bin management	Grundon	60.96
		Tot	5,188.85

There were no receipts.

- **To raise any items for the 2023/2024 budget:**
 - Speed Indicator signs, if not purchased in 22/23
- **Donation request from Witney Baby Bank:** The Council resolved to donate £100 to Witney Baby Bank.

- **Unity Trust Bank savings:** The Council did not come to a decision on this item. This will be on the December agenda.

161/22: Updates

- **Library:** JM will try to attend the Partnership Working Group meeting on Wednesday 16th November along with SC.
- **Open Spaces:**
 - **To discuss a possible working party to lay bark in the Children's Playground:** JM will organize a working party and inform the Clerk when to purchase the bark.
- **Cemetery:** The Clerk reported there is a burial on Monday the 14th November. The Clerk noted there are ongoing transfers and memorial stone applications.
- **Winter preparedness:** The Clerk reported there is no update and she will speak to AC with regards to any salt bins which need filling.
- **Allotments:** It was noted that more land is needed for allotments. SV will ask CF and HSJ with regards to land from Savills.

162/22. Correspondence: The Council reviewed the correspondence since the last meeting:

- The Clerk will arrange meetings with two residents with regards to correspondence regarding bus shelters. The Clerk will contact a councillor who previously worked on the bus shelters.
- SV will reply to a prospective resident who had enquired as to subsidence on Breakspear Way.

163/22. Matters for report:

- **Newsletter:** The Council resolved to do a newsletter with the aim of distribution in December.
- The Clerk reported she will be on holiday from 19/11 with no access to email, returning to work on 28th November.
- The Council asked for suggestions for S106 monies to be on the December agenda.

Date and time of next meeting: The date of the next meeting was confirmed as Thursday, 8th December 2022 at 7:30pm in the North Leigh Youth Centre of the Memorial Hall.

Meeting closed 9:40pm

ATTACHMENT 1

Neighbourhood Plan Committee Terms of Reference

North Leigh Parish Council agreed the following terms of reference for the Neighbourhood Plan Committee of North Leigh Parish Council at its meeting on 10th November 2022.

1. The Committee comprises at least 7 members including at least 2 Parish Councillors.
2. All meetings will be advertised and open to members of the public.
3. The Committee has power to co-opt members who are not Parish Councillors, but are parishioners of the Parish of North Leigh.
4. The Parish Council delegates authority to the Committee to prepare a Neighbourhood Plan on behalf of the Parish
5. The Committee will normally report formally to the Parish Council on a quarterly basis on the progress of the Neighbourhood Plan, by presenting a written report for incorporation into the Minutes of the Parish Council
5. All financial decisions, income and expenditure will be brought to and agreed at Parish Council meetings.
6. The Committee will be time limited to the period required for the preparation of the Plan through to referendum.

The Neighbourhood Plan Committee has agreed the following working arrangements:

Purpose

The purpose of the Committee is to produce a neighbourhood plan for the North Leigh Parish designated area.

Membership

All members of the Committee (parish councillors and non councillors) have equal voting rights. The Committee may also co-opt additional non-voting members to discuss particular issues where necessary or to join the Committee if required.

The group may form sub-Committees or working groups to undertake various aspects of the work involved in producing the Neighbourhood Plan.

Responsibilities

The Committee will be responsible for:

- creating a budget and how this will be funded and managed including appointment of specialist consultants or advisers. This will need to be approved at a Parish Council meeting.;
- agreeing the governance structure for the project including any working groups and what their specific responsibilities will be;

- preparing and agreeing a project plan which complies with the legislative requirements for producing a neighbourhood plan;
- managing working groups and ensuring that they have clear delegation of responsibilities;
- signing-off neighbourhood plan pre-submission and submission documents;
- assessing existing evidence about the needs and aspirations of the Parish, and commissioning any technical evidence needed;
- considering progress reports and work undertaken and agreeing appropriate course of action;
- agreeing a programme of community engagement and public consultation;
- undertaking or commissioning analysis, interpretation and reporting of the results from community engagement and statutory consultation activities and ensuring that they inform decision-making;
- ensuring consultation with and co-operation from key stakeholders to ensure the deliverability of Neighbourhood Plan proposals;
- working positively with West Oxfordshire District Council to ensure the plans are in conformity with the emerging local development plan.

Officers

The Committee will appoint/elect a Chairman, Deputy and Secretary from the Group members. Both the Chairman and Deputy shall remain in that position following their election until completion of the project. The Chairman or in his absence the Deputy will be responsible for dealing with any media enquiries.

Meetings

The Committee will meet regularly throughout the development of the Neighbourhood Plan. The dates and regularity of meetings will be set by the group depending on the stage of the process and workload. The Committee members will receive an agenda for meetings at least 3 clear days prior to the meeting. The agenda will be available on the Parish Council website. Any documents which are to be considered prior to a meeting should be circulated prior to a meeting. Minutes of all meetings will be recorded and available on the Parish Council website for reference.

Decisions

Decisions made by the Committee should normally be by consensus at Committee meetings. If this is not possible then decisions will be taken by vote, with each member present having one vote, and a simple majority will be required to support a decision. A minimum of 3 must be present to enable decisions to be taken. The Chair, or in their absence the Deputy Chair shall have the casting vote.

Conflicts of interest

At the start of any meeting, formal or otherwise, any member of the Committee in that meeting, Committee, working group or sub group should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their

company / organisation arising from the decisions or recommendations of the group. This may include membership of an organisation, ownership of an interest in land which may directly or indirectly form part of the subject matter of the plan, one's employment status and any other matter likely to be relevant to the work undertaken by the North Leigh Neighbourhood Plan Committee. In the event that a matter of 'interest' should arise during the course of developing the Plan then the Member should bring it to the attention of the Committee, and any Working Group the Member participates in, as soon as is reasonably practical. Any of the matters of interest identified will not preclude a Member from participating in the development of the Neighbourhood Plan. During the discussion of this item the member must withdraw from the room when the meeting discusses and votes on the matter.