

**MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 12<sup>th</sup> January 2023 at 7:30pm in the North Leigh Youth Centre of North Leigh Memorial Hall**

**Councillors Present:** Chairman Julie Minch (Chairman), Vice Chairman Robert Gunn (Vice Chairman), Councillors Andy Clements (AC), Susie Cusick (SC), Kevin Swann (KS) and Sarah Veasey (SV) and County Councillor Liam Walker (County Councillor)

**In attendance:** Clerk Allison Leigh (the Clerk)

**185/22. Apologies for absence:** Councillors Steve Ellis (SE) and Carol Frost (CF) and District Councillor Harry St John (District Councillor)

**186/22. Declarations of interest:** JM declared an interest in agenda item 193/22: 67 Common Road.

**187/22. Minutes:**

- The minutes from the Planning Committee of the 2<sup>nd</sup> November 2022 and the Parish Council meeting of the 8<sup>th</sup> December 2022 were approved and signed.
- The minutes from the Parish Council meeting of 10<sup>th</sup> November 2022 were signed.

**188/22. Public Forum:** No members of the public were present.

**189/22. District and County Councillor Reports:**

**West Oxfordshire District Council (WODC)**

The District Councillor did not send a report. The District Councillor did email to say a gentleman had offered to speak about Botley West Solar Farm at the February meeting. The Council resolved to decline this offer as residents will respond as individuals. The Council did ask the Clerk to do another MailChimp with the information about the consultation.

**Oxfordshire County Council (OCC)**

The County Councillor reported the following:

- The 23/24 budget may have an increase of 5%.
- The mud on the road by the Eynsham Hall works has been dealt with.
- Eynsham Hall will be working on their new entrance on the 6<sup>th</sup> and 17<sup>th</sup> February. There will be temporary traffic lights on these days.

- The County Councillor has proposed to Bewley (working on the Marlborough Gardens site) a 40 mph speed limit on the A4095 all through North Leigh.
- There is no update on the A4095 cycle path.

**190/22: Declaration of Acceptance:** The Chairman and Vice Chairman signed the Declaration of Acceptance forms. The Clerk will add the signing of the Declaration of Acceptance form by Steve Ellis to the February agenda.

**191/22. Action items:**

The Clerk reported she has emailed OCC with regards to an invoice for the bus shelter. The County Councillor suggested she email to say that if the council doesn't hear by a certain date, it will be removed from the budget and the understanding will be there will be no invoice. The County Councillor requested the Clerk cc him on this email.

The Chairman reported she is hopeful to have the bark under the zip wire done in the next few weeks.

**192/22 Finance:**

Date	Description	Supplier	Total
31/12/2022	Unity Bank service charge	Unity Bank	18.00
07/11/2022	Divider tabs	Tesco	3.30
10/11/2022	Paper	Appleton Community Shop	9.10
15/11/2022	Postage	Post Office Ltd	2.85
15/11/2022	Computer mouse	Currys PC World	9.99
15/11/2022	Computer mouse	Currys PC World	7.50
28/11/2022	Lloyds monthly fee	Lloyds Bank	3.00
12/01/2023	Clerk salary	Allison Leigh	344.98
12/01/2023	Clerk PAYE	HMRC	390.94
12/01/2023	Adventure Playground Cleaning	WODC	145.76
12/01/2023	Web hosting and WordPress updates	Dark White Digital	30.00
12/01/2023	Cemetery bin management	Grundon	79.25
12/01/2023	Training course	OALC	72.00
12/01/2023	Room hire	North Leigh Youth Project	25.00
12/01/2023	Room hire	North Leigh Youth Project	25.00
12/01/2023	Post of newsletter	Andy Clements	13.30
12/01/2023	Donation to Witney Baby Bank	Cogges Parochial Church Council	100.00
31/01/2023	Clerk salary	Allison Leigh	1,214.16
12/01/2023	Bin emptying Children's Playground	Ubico Limited	170.75
12/01/2023	Bus shelter cleaning	Multi Hands	110.00
<b>Total</b>			<b>2,774.88</b>

- **Review budget against spend from 1/4/22 – 31/12/22:** The Council reviewed the budget against spend from 1/4/22 – 31/12/22 and had no questions on this.

- **To agree a revised budget figure for 2023 2024 based on input following the December 2022 meeting** The Council resolved at the end of the December meeting to an increase in the Clerk's hours and remuneration. Based on this, the council resolved at the January meeting to agree a revised budget figure for 2023 2024, which is £122,771.94.
- The precept will remain what was agreed at the December meeting.

**193/22. Planning Applications:**

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>NLPC</u>
22/03254/FUL	Eynsham Hall North Leigh	Erection of a Coach House for hotel guest accommodation	NLPC has no comments on this planning application.
22/03319/HHD	Rosehill Green Lane North Leigh	Proposed single storey rear extension, raised oversailing roof with roof accommodation and associated works	The proposed development is larger in scale than the existing house on this site and neighbouring houses on this side of Green Lane. The Parish Council is concerned that the proposed development shows a number of windows at a higher level than the existing property and this will impact on the privacy of neighbouring properties and also the privacy of properties on the opposite side of Green Lane, and this should be taken into account. The proposed development may also have an impact on the light and views of the immediate neighbours.
22/03409/HHD	67 Common Road North Leigh	Erection of ancillary annex	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.
22/03426/HHD	The Village Farmhouse 73 Park Road North Leigh	Proposed art studio with bike storage in front garden, replacing existing shed	NLPC has no comments on this planning application.

- **S106:** SV is going to speak to WODC to obtain a full list of possible S106 items that a Parish Council can ask for.

**194/22: Refurbishment of the Adventure Playground:** JM met with the 2 scouts who had come to a previous Parish Council meeting.

The Council would like to start by fixing the basketball net so it can be used.

The Council asked the Clerk to do the following:

- Ask North Leigh Youth Club for their thoughts on a refurbishment of the Adventure Playground
- Ask the North Leigh Facebook page administrator to post information about the potential refurbishment of the Adventure Playground asking residents to contact the Clerk with any thoughts
- Begin obtaining quotes for both a basketball/football area and MUGA at the Adventure Playground.
- Email George and Jacob as to what was discussed at the January meeting

**195/22. Parish Councillor Vacancy:** There has been an expression of interest and the Clerk is working on setting up a meeting between the interested party and a small group of councillors.

**196/22: Parish Councillor .gov.uk email addresses:** The Council resolved to proceed with a .gov.uk domain name with linked emails for Parish Councillors. The Clerk presented the costs from Dark White Digital to which the Council agreed. The Clerk will contact Dark White Digital as to next steps.

**197/22: Social Media:** The Council resolved not to proceed with a social media account. The Council asked the Clerk to speak to the North Leigh Facebook page administrator about posting PC related items as needed. These items would provide a link to northleigh.org for more information.

**198/22. Neighbourhood Plan:** KS reported that there have been 6 people who would like to be on the Neighbourhood Plan Committee and no one further has come forward. Based on this the Council resolved to amend the NP Committee Terms of Reference to call for 6 people on the Committee vs the previously agreed number of 7.

KS and RG will meet to determine next steps.

**199/22: Speedwatch:**

- **20mph surveys:** The Council has had an email from a resident with regards to looking at survey results of East End and the Clerk has been in contact with them.

KS has drafted a survey for North Leigh. The County Councillor suggested that the survey canvas individuals rather than households.

- AC will circulate dates for February speedwatch.
- AC will circulate costs for speed indicator devices.

**200/22. Website:** The Clerk will discuss information to be placed on the home page with regards to the NP.

KS reported that in the Breakthrough Communication one suggestion was to have a group photo of parish Councillors on the website. Another idea mentioned as photos of parish council related activities such as speedwatch.

**201/22. Correspondence:**

The Council reviewed the correspondence since the December meeting.

- SV will write to resident who had a query about the Rectory Homes planning application that has been submitted for the village.
- The Council discussed bollards on the footway from Windmill Road onto the Marlborough Gardens estate. It was uncertain if this has been done as of yet.
- OCC had emailed the Clerk about tree planting, but did not provide an adequate timeframe for a response. The Clerk will email again and cc the County Councillor.

**202/22. Matters for report:**

- 202/22 SV reported she had walked around the village with the District Councillor and RG today with Thames Water to discuss sewage and surface water issues and possible water leaks.
- AC reported the library manager is moving to another location and a new manager will be coming in.
- JM would like the process of a review of the grounds maintenance in the village to be on the next agenda. The idea of a Google spreadsheet was discussed.

- The Clerk reported that there are ongoing free training sessions being held by Parish Online and will circulate this information. It was agreed that the Council could make more use of the mapping software provided by Parish Online.
- The Clerk reported the Council needs to appoint an internal auditor for the 2022/ 2023 audit. She has obtained 3 quotes and the Council would like this to be on the February agenda.

The next meeting was confirmed as Thursday, 9<sup>th</sup> February 2023 at 7:30pm in the North Leigh Youth Centre of the Memorial Hall.

The meeting closed at 20:50.