

MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 9th February 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 Susie Cusick (SC), Carol Frost (CF), Fran Jeffes (FJ), Kevin Swann (KS) and Sarah Veasey (SV)

In attendance: Clerk Allison Leigh (the Clerk), Reverend Margaret Dixon

203/22. Apologies for absence: Councillor Andy Clements (AC) and District Councillor Harry St John (District Councillor). County Councillor Liam Walker (County Councillor) was not in attendance.

204/22. Declarations of interest: None

217/22: Coronation:

- The Council moved this agenda item earlier as M. Dixon was in attendance to discuss.
- The Council discussed the possibility of a village-wide event for the Coronation.
- M. Dixon will ask the school if the field could be used for a village event on the Coronation weekend.
- The possibility of an event on Cuckamus Green on Monday the 8th May to raise funds for charity bringing village groups together was discussed. It was noted that this would fit with the national theme of The Big Help Out.
- The Parish Council is willing to commit some funds towards the Coronation.
- The Council discussed the possibility of a token of memorabilia for children. CF will look into this.

209/22. Parish Councillor Vacancies: The Council moved this agenda item earlier. The Council resolved to co-opt Fran Jeffes to the Council and Fran Jeffes signed the Declaration of Acceptance.

The Clerk reported there is one vacancy remaining.

205/22. Minutes:

- The minutes were unable to be signed due to some last minute edits. The Clerk will make the changes and put a draft on the website. The minutes will be signed at the March meeting.
- The Chairman requested that any comments on minutes be communicated earlier. If a discussion on the minutes is required, this can take place at meetings.

206/22. Public Forum: No members of the public were in attendance.

207/22. District and County Councillor Reports:

Oxfordshire County Council (OCC)

The County Councillor was not in attendance.

West Oxfordshire District Council (WODC)

The District Councillor sent apologies. A report was sent too late to be circulated/included, but the Clerk will circulate it following the meeting.

208/22. Action items:

The Council reviewed the Action Items since the last meeting.

The Clerk is working with Royal Mail with regards to a refund, but it is proving difficult.

The Clerk is waiting to hear from WODC with regards to her query about the cost of/what is included in the cleaning of the Adventure Playground.

210/22 Finance:

Payments authorised:

Code	Date	Description	Supplier	Total
General expenses	04/12/2022	Storage bin	Homebase	11.00
Bank Fees	28/12/2022	Lloyds monthly fee	Lloyds Bank	3.00
Training	30/01/2023	Training course	Society of Local Council Clerks	225.00
Clerk's salary/payee	28/02/2023	Clerk salary	Allison Leigh	1,081.80
Clerk home allowance/mileage	09/02/2023	Clerk mileage and home allowance	Allison Leigh	88.00
Adventure playground cleaning	09/02/2023	Adventure Playground Cleaning	WODC	145.76
Website hosting/name	09/02/2023	Web hosting and WordPress updates	Dark White Digital	30.00
Cemetery Bin Management	09/02/2023	Cemetery bin management	Grundon	61.55
Speed equipment from 21/22	09/02/2023	Speed Signs	Sign Wizzard Limited	143.82
			Total	1,789.93

Receipts since the last meeting:

Date	Bank	Description	Supplier	Total
19/01/2023	Unity Bank	Cemetery fees	Peter Smith and Son	250.00
31/01/2023	Unity Bank	Cemetery fees	Greens Funeral services	250.00
			Total	500.00

- The membership to the Society of Local Council Clerks for 2023/2024 was approved and the payment will be made at the beginning of April.
- **Internal Audit: 2022/2023:** The Council resolved to proceed with Jane Olds for the 2022/2023 audit.

- **Oxfordshire Playing Fields Association (OPFA) 23/24 membership:** The Council resolved to proceed with a membership to OFPA for 23/24 at a cost of £45.00 which will be paid at the beginning of April.
- **Training Courses:**
 - The Council resolved to proceed with the training courses as booked for 22/23.
 - The Council resolved to proceed with the training presented for 23/24 and to pay after each session in case of a necessary cancellation.
 - The Clerk will send a list of training courses to FJ.
 - The Vice Chairman asked the Clerk to send him a link to log into Parish Online link. The Clerk will assign a login on Parish Online to FJ.

211/22. Planning Applications:

There are no new planning applications.

- **Lowlands Planning Committee, 30th January 2023:** SV spoke at the recent Lowlands Planning Committee presenting the Parish Council's objection to the planning application 22/02498/OUT, the "Rectory Rise development" on the grounds that yet another development will impact the rural character of the village and put pressure on the resources of the existing residents. In addition there isn't sewer, clean water or drainage infrastructure to support this development.

The planning application was approved however a Grampian clause has been imposed prevent occupation of the new development until sufficient sewage treatment capacity has been installed at Church Hanborough Sewage Treatment Works. In addition S106 funds have been secured for the extension of the cycle path along the A4095 at North Leigh and for the provision of a MUGA site at the new site.

- The Council thanked SV for her presentation to Lowlands.
- It was noted that the planning application from Manor Oak for New Yatt Road has not been put into WODC as of the time of the meeting.
- The Clerk reported that if the Planning Committee doesn't wish to meet 3 times/year, it can change its Terms of Reference as this is not a legal requirement. No determination on the number of meetings was made.
- **Street name:** The Council received a request from WODC with regards to a suggested name for the street where 10 houses will be built on Common Road. The Council resolved to suggest Kite Close as red kites fly over that area.
- **S106:** NLPC is looking to create a list of items which could be paid by S106 monies. Should any developments be approved, this list of items to benefit the parish would be ready to present to developers. The Council is waiting for confirmation from WODC as to what items can be requested for S106. The

Council asked residents at a recent event what they might like and the following were common ones:

- More allotments
- A community shop
- Speed reduction methods/speed indicator devices

A question arose as to whether S106 monies can be used for maintenance, such as for flower pots. A question also arose as to whether more money is needed for the cycle lane on the A4095.

212/22: Domain Name: The Council resolved to proceed with northleighparishcouncil.gov.uk.

213/22: Social Media: The Council discussed and resolved to consider options for social media. This will be put on the March agenda and the Chairman suggested that Councillors circulate their ideas prior to the March meeting.

214/22: Refurbishment of the Adventure Playground: It was noted that the current lease for the Adventure Playground is with WODC and reads that the lease can be terminated at any time. The Council is looking to renegotiate the lease with a set term of termination or a compensation clause prior to refurbishing.

In the meantime, the Council is looking into a replacement for the basketball net and football goal straight away.

215/22: Grounds maintenance review: The Council asked the Clerk to create a google spreadsheet of all areas of grounds maintenance the Council maintains. Councillors will take certain areas and review/report on the spreadsheet.

216/22. Neighbourhood Plan (NP): It was noted the first Committee meeting for the NP will be held on the 20th February and the Clerk, KS and RG are working on the agenda. Tom McCulloch from Community First Oxfordshire (CFO) will come to this meeting to provide advice on next steps.

A Village Design Statement was discussed as a possibility. However, it was noted this is not a legal document. The Council agreed to ask Tom from CFO at the NP meeting on the 20th February.

218/22: Newsletter: The Council agreed to the following schedule of newsletters:

Issue 1 2023 – deliver by 31st March

Issue 2 2023 – deliver by 30th June

Issue 3 2023 – deliver by 30th September

Issue 4 2023 – deliver by 15th December

Content for the March 2023 issue is due to KS for the 1st March. The following articles will be in the newsletter:

View from the Chair - JM

Planning Update – SV

NP Update - KS

Speedwatch – AC

King's Coronation – CF

219/22: Website: No items were requested to put on the website. It was noted this item is not needed for future agendas.

220/22. Correspondence:

- The list of correspondence was reviewed.
- The Clerk reported she has been communicating with those who had complained with regards to the bus shelter on Park Road. The Clerk has emailed OCC and is waiting to hear back.
- SV reported she has been communicating with a resident who had issues with the Rectory Rise planning application and that they are now satisfied with the PC response.
- It was noted that there is an issue with cars parking on the pavement on Windmill Road. The Clerk will ask if a notice can be put in school newsletter re parking on Windmill Road by school.

221/22. Matters for report:

- SC reported that the flooring is coming up on the ramp by the zip wire in the Children's Playground. SC will take photos and send them to the Clerk so that Clerk can contact Proludic regarding a repair.
- RG reported that there is a talk by Windrush Against Sewage Pollution (WASP) on the 16th February 7:30pm via Zoom.

The date and time of the next meeting were confirmed as Thursday, 9th March 2023 at 7:30pm in the North Leigh Youth Centre of the Memorial Hall.

The meeting closed at 9:13pm.