

**MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 9<sup>th</sup> March 2023 at 7:30pm in the North Leigh Youth Centre of North Leigh Memorial Hall**

**Councillors Present:** Robert Gunn (Acting Chairman), Andy Clements (AC), Carol Frost (CF), Fran Jeffes (FJ), Kevin Swann (KS) and Sarah Veasey (SV)

**In attendance:** Allison Leigh, Clerk and two members of the public

**222/22. Apologies for absence:** Chairman Julie Minch, Councillor Susie Cusick, District Councillor Harry St John and County Councillor Liam Walker

**223/22. Declarations of interest:** None

**224/22. Minutes:**

- The minutes of the meeting of the 12<sup>th</sup> January 2023 were approved and signed.
- The minutes of the meeting of the 9<sup>th</sup> February 2023 were not approved as SV has further edits. The Council resolved not to sign the minutes, but to put them on the website as a draft ASAP.

**225/22. Public Forum:** Two members of the public were in attendance.

One resident was in attendance to talk about the 233 bus. He reported that Stagecoach has removed the 233 bus service from North Leigh and replaced it with the double decked S7. He reported the bus is disruptive from 05.24 through to 01.25 the next morning leaving only in the realm of four hours with no bus service seven days a week year round.

In addition, there have been issue issues with this service with buses speeding on Common Road.

The Clerk will forward his mail to the County Councillor.

Another resident was in attendance to comment on the refurbishment of the Adventure Playground. They feel it is not fit for purpose and are interested in a new skate park at the play area. The resident would be interested in being part of a working group if there should be a new skate park.

The Clerk advised the resident that the Council is currently obtaining quotes for an update of the basketball nets and football goals while the refurbishment is being discussed. The Clerk also reported that the council is working with West Oxfordshire District Council (WODC) on the lease of the Adventure Playground which needs to be re-worked and then the Council will consult the village on the refurbishment.

The Clerk will send the District Councillor's email address to the resident.

**226/22. District and County Councillor Reports:**

## **WODC**

There was no report.

## **Oxfordshire County Council (OCC)**

There was no report.

### **227/22. Action items:**

The Council reviewed the action items since the last meeting.

The Clerk reported the school will put a notice in their newsletter about parking on Windmill Road. The Council noted the problem of parking continues. AC agreed to put flyers on windscreens of those cars causing an issue with parking during the next Speedwatch.

AC will draft a letter for the Clerk to send to the PCSO with regards to the health and safety issue the current parking situation is causing and ask if they could attend a PC meeting.

The Clerk reported she has now .gov.uk email addresses. She will send these on as soon as she can with instructions as to how to access them.

**228/22. Parish Councillor Vacancy:** The Clerk reported she has had no expressions of interest.

### **229/22 Finance:**

- The Council resolved to update of the logo for Parish Council business for a cost of £40.
- The Council resolved to continue its membership to the Oxfordshire Association for Local Councils for 2023/2024.
- The Council resolved to continue the Clerk's membership for the Society for Local Council Clerks for 2023/2024. The Council will pay 40% and the Clerk's other two councils will pay the remainder.
- The Council considered the research done by FJ and has resolved not to donate to Clean Slate. The Council will look to create to a Donation Policy.

## **Payments Authorised**

Code	Date	Description	Supplier	Total
Bus shelters grounds maintenance and cleaning	25/01/2023	Stain for bus shelter	Screwfix	44.99
Bank Fees	26/01/2023	Lloyds monthly fee	Lloyds Bank	3.00
Website hosting/name	09/03/2023	Web hosting and WordPress updates	Dark White Digital	30.00
Website hosting/name	09/03/2023	.gov.uk domain work	Dark White Digital	280.80
Clerk home allowance/mileage	09/03/2023	Clerk mileage and home allowance	Allison Leigh	84.50
Training	09/03/2023	OALC Training	OALC	36.00
Clerk's salary/payee	31/03/2023	Clerk salary	Allison Leigh	1,050.34
Cuckamus Green and low branches	09/03/2023	Grass cutting - Cuckamus Green	David Green	285.00
Grass by Park Road, Common Road and Perrots Close	09/03/2023	Grass cut Park Road, Common Road, Perrots Close	David Green	56.00
Grass opposite Eynsham Hall - 3x/year	09/03/2023	Grass cut opposite Eynsham Hall	David Green	200.00
Grass Cutting - Windmill Close	09/03/2023	Grass cutting Windmill Close	David Green	36.00
Weed Treatment (wall by Windmill)	09/03/2023	Weeding bordering Windmill field	David Green	40.00
Bus shelters grounds maintenance and cleaning	09/03/2023	Grass cutting - bus shelters	David Green	48.00
Cemetery and churchyard grounds maintenance	09/03/2023	North Leigh Cemetery Hedges	BGG	360.00
Cemetery and churchyard grounds maintenance	09/03/2023	North Leigh Cemetery Hedges	BGG	1,620.00
Adventure playground cleaning	09/03/2023	Adventure Playground Cleaning	WODC	145.76
Cemetery Bin Management	09/03/2023	Cemetery bin management	Grundon	60.97
PWLB	31/03/2023	Loan payment	Public Works Loan Boa	2,343.75
			<b>Total</b>	<b>6,725.11</b>

### Receipts since the February meeting

<u>Code</u>	<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
Cemetery fees	15/02/2023	Cemetery fees	Birch LJ BPO	35.00
VAT reclaim	14/02/2023	VAT	HMRC	2,526.31

- The Clerk reported that the Oxfordshire Playing Fields Association membership fee for 2023/2024 is £55 vs £45 stated at the February meeting as the electorate is 1834.

### 230/22. Planning Applications:

<u>Planning Number</u>	<u>Address</u>	<u>Proposal</u>	<u>NLPC Comments</u>
22/03535/FUL	North Leigh Football Club Eynsham Park North Leigh	Removal of existing grass surface to pitch, replacement with artificial 3G surface for community use together with associated releveling ground and drainage works	<p>The Parish Council does not object to the replacement of the existing grass surface of the pitch and replacement with an appropriate artificial 3G surface which would improve the facilities at North Leigh Football Club and allow the pitch to be used in wet weather and during the winter months.</p> <p>The Parish Council is concerned about the road access to the North Leigh Football Club from the A4095 as this is a dangerous stretch of road with a 50mph speed limit, and the Football Club has limited signage and no lighting where the access road</p>

			meets the A4095. There is also no road crossing facility for pedestrians crossing from North Leigh into the club by foot. These issues should be considered because the installation of an artificial 3G surface will result in much higher vehicular and pedestrian traffic to the club increasing the risk of accidents.
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- **S106:** SV has had an email from WODC with regards to what items can be requested for S106 contributions. SV is working through the information with WODC.

**231/22: Discussion to adopt the following policies:** The Council resolved to adopt the following policies and Terms of Reference which will be put on the website.

- Equality Policy
- Complaints Procedure
- Staffing Terms of Reference
- Neighbourhood Plan Terms of Reference

**232/22. Cemetery Mapping:** The Council resolved to proceed with Pear Technology for its Cemetery mapping.

**233/22: Social Media:** The Council resolved not to create a Facebook page at this time. The Council resolved to add a section in the Neighbourhood Plan questionnaire about communication.

The Clerk will create an Electronic Media Policy and mention that Councillors and the Clerk must not post/respond to Parish Council related items on the North Leigh Community Facebook page.

**234/22: North Leigh Football Club (NLFC)**

- CF and SV attended a meeting with NLFC
  - The Council resolved for CF and SV to work on a letter to NLFC asking for information on their business plan, length of lease and usage by NL residents/the criteria for joining the club/teams.
  - The Council asked the Clerk to invite NLFC to speak at the Annual Parish Meeting.

**235/22. Neighbourhood Plan:** KS reported that the first meeting of the NP Committee took place on the 20<sup>th</sup> February. Community First Oxfordshire was in attendance with useful information. The roles of the Committee were agreed. The Committee agreed to create a questionnaire which FJ is working on and will review with the PC prior to sending to residents. The next Committee meeting is on the 20<sup>th</sup> March.

**236/22. Speed:**

- AC and KS circulate a draft North Leigh 20mph Speed Limit survey for residents to the PC. AC noted that given the emotive subject of the survey the council needed to ensure that it got its methodology correct. Based on our experience in East End there could be the possibility of a resident who, unhappy with the outcome of the survey, might wish to submit a legal challenge to the result potentially incurring legal costs for the PC.
- The PC resolved for the result to be calculated by majority of responses.
- The Council would like to purchase Speed Indicator Devices by the May PC meeting.

**237/22. Coronation:** The Council resolved to investigate commemorative mugs of the Coronation for NL Primary School mugs. CF will find out how many pupils there are.

**238/22. Correspondence:** The Council reviewed the correspondence since the last meeting.

Per an issue raised by a resident, AC has requested that the area of New Yatt Road by the Woodman Arms be scheduled for a Community Speedwatch location and it will take place in the next few weeks.

A question arose as to the PC's role in solar farm consultations and whether or not planning applications for solar farms are submitted through the District Council's planning system. The Council will respond to any applications that come to it via the WODC planning system. The Clerk will ask Oxfordshire Association of Local Councils about the commenting on solar farms and how other councils handle such consultations which do not go through the planning system.

**239/22. Matters for report:**

CF noted the desire for a new bench on Cuckamus Green has been raised by a resident. The Clerk will put this on the April agenda.

CF asked if there is an update on the Estelle Manor (formerly Eynsham Hall) site. It was discussed that representatives could be asked to speak at the Annual Parish Meeting.

CF asked if there is a link to public footpaths which could be put on the website. The Clerk will look into this.

The Council asked if the Clerk could look at Turner Hall as a site for some future PC meetings.

The Clerk will send an email as to information on the Annual Parish Meeting to the Council.

Date and time of next meeting: The date and time of the next meeting was confirmed as Thursday, 13<sup>th</sup> April 2023 at 7:30pm with the location TBD pending the Clerk's research into Turner Hall.

The meeting closed at 9:30pm