

**MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 13<sup>th</sup> April 2023 at 7:30pm in the Turner Hall, Church Road, North Leigh**

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

**In attendance:** Allison Leigh, Clerk, District Councillor Harry St John, County Councillor Liam Walker, members of the public

**1/23. Apologies for absence:** Susie Cusick (SC)

**2/23. Declarations of interest:** None

**3/23. Minutes:** The minutes of the meeting of the 9<sup>th</sup> February 2023 were approved and signed.

FJ had an addition to the minutes from the meeting of the 9<sup>th</sup> March and the minutes were not agreed. The Council resolved to agree on additional wording prior to the May meeting. The Chairman reminded the Council to please note any potential changes prior to meetings so minutes can be agreed at meetings.

**4/23. Public Forum:** Members of the public were present.

**Member of the public 1**

A resident was in attendance to talk about the bus service on Common Road. They noted they are not happy with the timetable due to the bus running from 5:30am – 1:30am the next morning. They are also unhappy about the type of bus as they feel the double decker buses are a problem on Common Road.

The resident is not against a bus service, but concerned about the issues above. They also feel that the double decker buses are causing a dangerous situation on Common Road.

The resident also asked about the consultation process.

The County Councillor responded to say he is happy that North Leigh has a bus service and strongly disagrees that the service is dangerous. With regards to consultation, the County Councillor reported that Stagecoach is not obliged to consult.

The County Councillor noted that Estell Manor has funded the bus service.

The County Councillor accepts what the member of the public has said about the issues of a double decker bus on Common Road as well as the schedule. He noted that the reason for the double decker bus is a logistical issue with the scheduling of Stagecoach's service. He also agreed that there is still some work to be done with the schedule.

He noted that the service needs time to settle in and then perhaps adjustments can be made. He noted the length of the arrangement is unknown.

He appreciated the points the member of the public has made and is happy to have members of the public email him directly.

### **Member of the public 2**

Another resident raised an issue of communication from the Parish Council. They had not received a newsletter via the post, had difficulty finding the agenda on the website via a mobile phone and would like to know why NLPC does not post on North Leigh Community Facebook Page.

They feel it is difficult to find out when meetings are taking place.

They also noted that they had an issue with the East End 20mph survey and felt a speed survey should be done with a yes/no referendum. They would like NLPC's commitment to a non-ambiguous survey.

The Clerk responded to the resident to say that NLPC is not allowed to post on North Leigh Community Facebook page as the administrators will not post material from the Council. She advised that residents can sign up to the mailing list via the website. She advised she will check to be sure agendas can be found on the website via a mobile phone. The Chair noted that details of meetings are also posted on the village PC notice board.

The Council advised that Royal Mail has been instructed to deliver to all OX29 6 post codes, so is unsure why the resident has not received a newsletter.

### **Member of the public 3**

Another resident noted they are concerned about the traffic on the bend in the road near Breakspear Way/towards The Woodman and would welcome a 20mph speed limit. They urge all residents to participate in the NL 20mph survey. They would like to see the results calculated by a simple majority.

### **Member of the public 4**

Another resident found the questions on the East End speed survey muddled. They asked if the questions for the North Leigh survey could be simpler with a yes/no answer.

They felt that if a 20mph speed limit is agreed, it needs to be across whole village.

They also asked for any updates on the situation of local issues with Thames Water. The Chairman noted she will provide an update once one available.

They noted that the planning application for Manor Oak farms has been posted on a local lamppost.

## **Member of the public 5**

Another resident noted that crossing from the Woodman to the other side of the road is very dangerous. The Chairman did report a speedwatch had recently been done in this area. AC reported that the survey was carried out between 7:30am – 9:30am and no vehicle exceeded 30mph with the majority traveling under 23mph. AC reported that more speedwatch sessions will be carried out in this area.

The resident also noted that it is difficult to see around the bend and it was noted that the siting of the crossing is the main issue. The Chairman noted that NLPC is not responsible to how roads are configured.

The District Councillor commented that the traffic calming system in place had been questioned at the time of implementation but independently assessed as suitable.

The Chairman also noted that NLPC is looking to purchase speed indicator devices (SIDS) which have proved to be very successful in slowing traffic in Long Hanborough.

The Chairman noted that the Council appreciates all of the comments from members of the public.

## **5/23. District and County Councillor Reports:**

### **West Oxfordshire District Council (WODC)**

HSJ reported the following:

- He has had an email from the planning officer regarding the S106 agreement for the Rectory Homes application, but there are still questions, such as OCC's contribution to the cycleway on the A4095.

With regards to the 44 Common Road development, the District Councillor noted that OCC had asked for contributions to bus stops, but that NLPC wanted that moved to put toward the cycleway or speed initiatives

SV will write to the District Councillor about the S106 process as she has not been apprised of the S106 requests.

- Rectory Homes is subject to a Grampian clause based on drainage. The District Councillor is working closely with Thames Water. The Chairman suggested that the planning committee addresses monitoring this separately.
- With regards to the MUGA (multi-use games area), it was noted the Council doesn't have a contact to negotiate with. SV would like NLPC to be involved with this.
- There has been tree planting around the north side of North Leigh Common. Gorse plants have been planted by WODC and the Friends of North Leigh

Common. There won't be replanting on the other side of the road in the near future.

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

The County Councillor reported the following:

- He has followed up with Estelle Manor re change of speed limit on a section of the A4095 to 40mph per their agreement, but has had no response as of yet.
- Botley Road is closed by Osney Bridge into Oxford for 6 months.
- Football Club is ready to proceed with their 3G pitch, but is looking for extra funding.
- The potholes team has been out in North Leigh. There is a backlog of pothole repairs at the moment. He asked residents to report any issues on Fix my Street.

**6/23. Police update:** The Clerk has not had confirmation of attendance of PCSO, but there is due to be one in attendance at the Annual Parish Meeting (APM).

#### **7/23. Action items:**

- AC reported he hasn't put stickers on cars parked illegally as of yet as no speedwatch sessions have been held near Windmill Road.
- AC is working on contacting the PCSO.
- The Council agreed to proceed with the purchase of coronation mugs for the children of North Leigh C of E Primary School. CF to speak with school to let them know.

#### **8/23 Finance:**

##### **Payments authorised for the 2022 2023 Financial Year**

<b>Code</b>	<b>Date</b>	<b>Bank</b>	<b>Description</b>	<b>Supplier</b>	<b>Total</b>
Village Newsletter	16/03/2023	Unity Bank	Post of newsletter	Andy Clements	120.00
Bank Fees	31/03/2023	Unity Bank	Unity Bank service charge	Unity Bank	18.00
General expenses	30/01/2023	Lloyds	Paper	Appleton Community Shop	4.55
General expenses	31/01/2023	Lloyds	Postage	Post Office Ltd	4.35
General expenses	09/02/2023	Lloyds	Postage	Post Office Ltd	1.45
General expenses	14/02/2023	Lloyds	Paper	Appleton Community Shop	4.55
General expenses	15/03/2023	Lloyds	Office supplies	Tesco	2.50
General expenses	16/02/2023	Lloyds	Postage	Post Office Ltd	1.45
Bank Fees	27/02/2023	Lloyds	Lloyds monthly fee	Lloyds Bank	3.00
<b>Total</b>					<b>159.85</b>

##### **Payments authorised for the 2023 2024 Financial Year**

Code	Date	Description	Supplier	Total
Clerk's salary/payee	30/04/2023	Clerk salary	Allison Leigh	1,050.54
Clerk home allowance	13/04/2023	Clerk mileage and home allowance	Allison Leigh	44.00
Website hosting/narr	13/04/2023	Web hosting and WordPress updates	Dark White Digital	30.00
Village Newsletter	13/04/2023	Printing of Newsletter	The Flying Press	240.13
Meeting room hire	13/04/2023	Room Hire - February 2023	North Leigh Youth F	25.00
Meeting room hire	13/04/2023	Room Hire - March 2023	North Leigh Youth F	25.00
Subscriptions	13/04/2023	Scribe annual license	Scribe	414.72
Training	13/04/2023	Training course	OALC	18.00
Adventure playground	13/04/2023	Adventure Playground Cleaning: 1	WODC	145.76
Cemetery Bin Manag	13/04/2023	Cemetery bin management March 2	Grundon	61.55
			<b>Tot</b>	<b>2,054.70</b>

There were no receipts.

- **East End defibrillator cabinet:** The Council resolved to purchase an additional base for the East End defibrillator cabinet at a cost £109.
- **To review the final bank statement from 2022/2023:** The Council reviewed and agreed the final bank statement from 2022/2023.
- **To review the final budget against spend from 2022/2023:** The Council reviewed and agreed the final budget against spend from 2022/2023. It was noted that the Council came in under budget.
- **Donations**
  - **Donation policy:** The Council would like to update the donation policy. The Clerk and SV will work on this.
  - **North Leigh Youth Project:** It was noted that the Council had received a donation request from NLYP. The Council resolved to wait until the donation policy is in place to discuss.
- **Council laptop:** The Clerk noted that she had quotes for a new laptop which was agreed for the 2023/2024 budget at the December meeting for a cost of £700. The Council resolved to proceed with purchasing the laptop from Cloudy IT. The Clerk will investigate the Microsoft 365 options and come back to the Council on this.

#### 9/23. Planning Applications:

Planning number	Address	Proposal	NLPC Comments
23/00394/S73	Homestead New Yatt Road North Leigh	Variation of condition 1 of permission 07/0992/P/RM	NLPC has no comments on this planning application.

		to allow design changes to the proposed carport	
23/00711/HHD	6 Cuckamus Lane North Leigh	Alterations and changes to fenestration and doors. (Retrospective).	NLPC has no comments on this planning application.
23/00742/FUL	North Leigh C of E Primary School Park Road North Leigh	Temporary permission for a modular classroom and associated timer steps and gravel path, for a period of 6 months	NLPC has no comments on this planning application.

**S106:** To discuss a list of items/planned projects for S106 contributions – See agenda item 5/23.

**10/23: North Leigh Speed Survey:** A discussion was had as to the North Leigh 20mph speed survey. AC and KS had put together a survey. KS noted that NLPC has no opinion about the outcome of the survey, but wishes to have a simple and objective survey for residents to put forward their views.

The County Councillor reported that OCC had rolled out the 20mph speed initiative 2 years ago and some villages proceeded. However, the County Councillor believes that residents need to be consulted, so he has done surveys in all 8 of village in his ward.

A discussion was had as to whether the survey would contain 2 questions (Would you like NL to keep its 30mph speed limit? Would you like to see NL move to a 20mph speed limit?) or add a third question as to certain zones being 20mph and certain zones remaining 30mph.

There was not full agreement, but due to a majority vote the Council resolved to have 3 questions on the survey. It was resolved that the zones/wording will be fine-tuned. It was resolved that the wording of the survey will be agreed at a meeting and that this needs to progress quickly. It was agreed that an extra meeting could be held prior to the May meeting if wording is prepared.

The District Councillor and County Councillor left the meeting at this time.

**11/23: Trees:** The Clerk noted she had done a log of trees in the village for which NLPC believes it has responsibility. The Council is happy with the log and draft spec for a tree survey. The Clerk will obtain quotes.

**12/23: Grass cutting:** The Clerk had circulated a list of areas for grass cutting. Areas of responsibility were agreed. It was noted that the grass on the corner of the A4095 and Boddington Lane needs periodic cutting.

The Clerk will ask OCC about cutting this and revisit any monies OCC might be able to contribute towards this.

**13/23: Refurbishment of the Adventure Playground:** It was noted that 3 quotes for a new basketball net and football goal had been circulated to the Council.

The Council resolved to use S106 monies for this and proceed with Proludic.

The Chairman reported that she and the Clerk are working with WODC on an updated lease of the Adventure Playground

**14/23. Neighbourhood Plan:** KS reported there is smaller working group of the Neighbourhood Plan meeting on Monday the 17<sup>th</sup> April to discuss the questionnaire.

**15/23: Policies:** The Council resolved to adopt the following policies:

- Civility and Respect Pledge
- Councillors' Expenses Policy
- Publication Scheme

**16/23: Bench at Cuckamus Green:** CF suggested having a new bench on Cuckamus Green, possibly under the trees with a plaque commemorating the coronation. The Council is happy to purchase one or two benches and would like to explore artistic style benches. The Council would like to use the S106 monies referred to as "Public Art".

**17/23: .Gov.uk email addresses:** The Clerk reported the .gov.uk email addresses are ready to use and the Council agreed to switch to these by 1<sup>st</sup> June. At this time the Clerk will put these addresses on the website.

**18/23. Correspondence:**

- The Council reviewed and acknowledged the correspondence received since the last meeting.

**19/23. Matters for report:**

- The Council would like SIDS to be on May agenda. It was noted the council would like to purchase 6. The Clerk is working with OCC with regards to delegated permission to purchase. The Council asked the Clerk to find out who put the posts in for the SIDS in Long Hanborough.
- CF reported that the litter pick went well. She will put a thank you in the next newsletter to those who helped. She noted that bags of rubbish are still left outside. It is on WODC's sheet to be collected. CF has followed up several times. CF will email the District Councillor with regards on this. The Chairman thanked CF for organising this.
- CF reported it would be an advantage to have a village newsletter to go out. CF has information on this for next PC meeting.

- SV reported she has written to the Football club per the March meeting.
- JM noted that she is working on sorting some issues at the children's playground such as a hole which has developed under some of the play equipment.

Date and time of next meeting: The date of the next Parish Council meeting, which is the Annual Parish Council Meeting, was confirmed as the 11<sup>th</sup> May 2023 at 7:30pm. The Council would like to hold the meeting in Turner Hall. The Clerk will check to see if Turner Hall is available.

The meeting closed at 21:44.