

**MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 11<sup>th</sup> May 2023 at 7:30pm in the Turner Hall, Church Road, North Leigh**

**Councillors Present:** Julie Minch (Chairman), Robert Gunn (Vice Chairman – arrived at agenda item 31/23), Councillors Susie Cusick, Carol Frost (CF), Fran Jeffes (FJ), Kevin Swann (KS) and Sarah Veasey (SV)

**In attendance:** Allison Leigh, Clerk, County Councillor Liam Walker, Member of the public

**20/23. Election of Chairman:** JM nominated, CF seconded and the Council voted for AC as Chairman of NLPC. JM noted that AC is willing to take on the role. JM acted as Chair for the meeting in AC's absence.

**21/23. Election of Vice-Chairman:** There were no nominations at this stage and the Council will ask RG when he arrives.

**22/23. Signing of Declaration of Acceptance of Chairman and Vice-Chairman:** The Council resolved to delay the signing of the Declaration of Acceptance of Chairman until the June 2023 meeting.

**23/23. Apologies for absence:** Councillor Andy Clements, District Councillor Harry St John

**24/23. Declarations of interest:** None

**25/23. Minutes of the Parish Council meetings held 13<sup>th</sup> April and 9th March 2023 and Meetings of the Neighbourhood Plan Committee held on the 20<sup>th</sup> February and 20<sup>th</sup> March 2023:** The minutes of the aforementioned minutes were approved and signed.

**26/23. Public Forum:** A member of the public in attendance to observe. They noted that they volunteer for the District and County Ramblers as well as are a member of the Neighbourhood Plan Committee.

CF noted member of the public has done a tremendous job with footpaths.

A discussion was had with regards to the A4095 cycle path. The Council asked for updates on the cycle path to be on the June agenda.

**42/23: 20mh Survey:** The Council discussed the North Leigh 20mph survey.

The Council resolved that the survey will be carried out by Oxfordshire County Council (OCC) and run on the County Councillor's website as well as be delivered to residents via hard copy. The choices for residents will be the following:

- Yes
- No

- Zonal approach. There will be a map provided indicating the zonal areas.

The Council noted its goal is to offer residents what is available with the OCC 20mph scheme and does not have a view as to the outcome.

The Council asked for a review of the results to be on the June agenda.

**27/23. Review and Adoption of the following Council policies:**

- **Standing Orders** – The Standing Orders were adopted with one editorial change.
- **Financial Regulations** – The Financial Regulations were adopted with one change to note preparing an annual vs 3-year forecast.
- **Code of Conduct** – The council adopted the Code of Conduct.
- **Document Retention Policy** – The Council adopted the Document Retention Policy.
- **Equality Policy** – The Council adopted the Equality Policy.
- **Complaints Procedure** – The Council adopted the Complaints Procedure.
- **Risk Assessment** – The Council resolved to update the Risk Assessment based on the Internal Auditor’s detailed report. It will operate with the current Risk Assessment until an update has been resolved.
- **Asset Register** – The Council agreed the Asset Register.
- **Cemetery Regulations** – The Council adopted the Cemetery Regulations.
- **Cemetery Fees** – The Council adopted the Cemetery Fees with the suggested changes – the fee amounts have remained the same at this stage. The Clerk noted that she and AC will be reviewing the charges.
- **Bank Signatories** – The Council agreed the bank signatories as:
  - Andy Clements, Susie Cusick, Robert Gunn and Kevin Swann
- **Terms of Reference for Staffing Committee** – The Council adopted the Terms of Reference for the Staffing Committee.
- **Terms of Reference for Planning Committee** – The Council adopted the Terms of Reference for the Planning Committee with edits.
- **Terms of Reference for Neighbourhood Plan Committee** – The Council adopted the Terms of Reference for the Neighbourhood Plan Committee.

- **Vacancy Procedure and Co-option application form** – The Council adopted the Councillor Vacancy Procedure and Casual Vacancy Application form with editorial changes.

**28/23. Adoption of Councillor Roles and Working Groups** – The Council resolved to move this to the June agenda.

**29/23. Adoption of meeting times as the second Thursday of the month at 7:30pm with no regular meeting being held in August** – The Council resolved to hold meetings on the second Thursday of the month at 7:30pm with no regular meeting being held in August.

**30/23: 2022/2023 Internal Auditor Report:** The Council reviewed the detailed report from the Internal Auditor Report for 2022/2023. The following items were discussed:

- **Reserves:** It was noted that the Internal Auditor would like to see the reserves made publicly available. The Council noted that it had adequately calculated reserves, but had not put them on the website as they were working through them. The council acknowledged these should be made available and will work to have these ready for agreement/posting at the June meeting.

It was noted that the Council has not had a reply from OCC with regards to the payment for the bus shelter. The county Councillor will email Geoff Barrell of OCC and the Chairman will ring the accounting department at OCC.

- **Council laptop:** The Council acknowledged the need for a new Council laptop and had already made financial provision for a new laptop. The Council resolved to delegate the purchase to the Clerk and the Staffing Committee.
- **Risk Assessment** – see agenda item 27/23.

**31/23: 2022/2023 Annual Governance Statement:** The Council responded to the questions and the Chairman signed the Annual Governance Statement for 2022/2023.

**32/23: 2022/2023 Annual Account Statements:** The Council agreed the Accounting Statements for 2022/2023. The Chairman signed the Accounting Statements for 2022/2023.

**33/23: 2022/2023 Notice of Public Rights:** The Council resolved the following dates for the Notice of Public Rights:

- **Date of announcement:** Monday, 5<sup>th</sup> June 2023
- **Commencement:** Tuesday, 6<sup>th</sup> June 2023
- **Ending:** Monday, 17<sup>th</sup> July 2023

**34/23: Statement of Variance:** The Council agreed the Statement of Variance from 2021/2022 to 2022/2023.

**35/23: Reserves:** See minute reference 30/23.

**36/23: Leases:**

- Children’s Playground lease – The Clerk will email OCC’s solicitor to try and move the lease agreement forward.
- Adventure Playground – The Chairman and Clerk are working with West Oxfordshire District Council (WODC) to negotiate a more secure lease.

**21/23. Election of Vice-Chairman:** SV nominated and KS seconded RG for Vice Chairman. The Council voted for RG as Chairman and he is willing to accept the role. RG will sign the Declaration of Acceptance form prior to or at the June meeting.

**37/23: Confirmation of recurring expenses for 2023/2023:** The Council resolved the following subscriptions/services for 2023/2024:

| <u>Organisation</u>                      | <u>Function</u>                  | <u>Duration</u>                          | <u>Approximate Cost</u> |
|--|----------------------------------|--|-------------------------|
| SLCC                                     | Annual Membership                | 31/3/2023 – to be reviewed December 2023 | £80                     |
| OALC                                     | Annual Membership                | 31/3/2023 – to be reviewed December 2023 | £420 + VAT              |
| Dark White Digital                       | Webhosting and WordPress Updates | Monthly to be reviewed December 2023     | £30/month               |
| WODC                                     | Adventure Playground cleaning    | Monthly – to be reviewed December 2023   | £/133.62 month + VAT    |
| Multi-Hands                              | Bus shelter cleaning             | Quarterly – to be reviewed December 2023 | £110 per visit          |
| North Leigh Youth Project or Turner Hall | Hire of meeting room             | Monthly – to be reviewed December 2023   | £25 per hire            |
| Tetbury Accounting Ltd                   | Payroll Accountant               | Annually – to be reviewed December 2023  | £200 + VAT              |
| Grundon                                  | Cemetery bin management          | Monthly – to be reviewed December 2023   | £65+VAT                 |

|  |  |  |  |
|--|--|--|--|
| Scribe   | Accounting package                       | Annually – to be reviewed December 2023                                    | £350 + VAT   |
| Institute of Cemetery and Cremation Management | Membership                               | Annually – to be reviewed December 2023                                    | £95  |
| The Flying Press                               | Printer for newsletter                   | Quarterly – to be reviewed December 2023                                   | £250 per newsletter – This is a rough estimate and dependent on number of pages. |
| Zurich   | Insurance                                | Long Term Agreement until 1 <sup>st</sup> June 2024 – To review April 2024 | Amount increase TBD.<br>Will pay if need be                                      |
| Eve's Helping Hand                             | Handy work in the village                | As needed – to be reviewed December 2023                                   | Various under £200   |
| Ubico Limited                                  | Emptying of bin in Children's Playground | To be reviewed in December 2023  | £145 + VAT   |
| S137   | Allowable donations                      | To be reviewed in March 2024   | £9.93 x 1834 (electorate) =<br>£18,211.62  |

The Council asked the Clerk to follow up with Eve's Helping Hand with regards to the staining of the bus shelter at Cuckamus Green.

### 38/23: Committee Reports:

- **Neighbourhood Plan:** KS reported there is a Committee meeting on Monday the 15<sup>th</sup> May. He reported the Committee is currently focusing on the questionnaire.
- **Staffing Committee** – CF reported that AC, CF and the Clerk met for the Clerk's appraisal and it was a positive meeting. It was noted that the Committee will hold a public meeting, but did note that due to the nature of the discussion, members of the public may be excluded.
- **Planning Committee** – SV reported that the Planning Committee held a meeting in April to discuss the Manor Oak application. Approximately 30 people attended who object to the application. The Planning Committee encouraged residents to write comments.

The Planning Committee has submitted a letter of objection to WODC as well as has asked for S106 items for mitigation if the application were to be approved.

SV emailed WODC and OCC making them aware of the S106 and S278 requests the Planning Committee has put in.

SV noted the Planning Committee is keen to discuss parking in village with the landowner of a potential site.

### 39/23: Planning Applications:

| <u>Planning number</u> | <u>Address</u>                           | <u>Proposal</u>   | <u>NLPC Comments</u>                               |
|------------------------|--|---|--|
| 23/01015/HHD           | Eirys Cottage<br>East End<br>North Leigh | External insulation/render, replacement windows and erection of a single story rear extension (previously approved 22/01750/HHD   | NLPC has no comments on this planning application. |
| 23/00933/S73           | Eynsham Hall<br>North Leigh              | Variation of Condition 2 (approved plans) of planning permission 20/011756/FUL (as varied by planning permission 21/021/09/S73 and 22/02002/S73 to allow design changes | NLPC has no comments on this planning application. |

### 40/23: Finance Report

#### Payments authorized

| Code  | Date       | Bank       | Description                                    | Supplier             | Total           |
|---|------------|------------|--|----------------------|-----------------|
| General expenses                              | 11/04/2023 | Lloyds     | Paper  | Appleton Communit    | 4.55            |
| General expenses                              | 11/04/2023 | Lloyds     | Postage  | Post Office Ltd      | 0.95            |
| General expenses                              | 11/04/2023 | Lloyds     | Office supplies                                | Sainsburys           | 13.80           |
| Bank Fees                                     | 11/04/2023 | Lloyds     | Lloyds monthly fee                             | Lloyds Bank          | 3.00            |
| Contingencies                                 | 17/04/2023 | Unity Bank | Coronation mugs                                | Gifts2Impress Limite | 795.24          |
| Clerk's salary/payee                          | 31/05/2023 | Unity Bank | Staff Costs                                    | Staff Costs          | 1,050.54        |
| Clerk home allowance/mileage                  | 11/05/2023 | Unity Bank | Clerk mileage and home allowance               | Allison Leigh        | 62.00           |
| Cemetery Bin Management                       | 11/05/2023 | Unity Bank | Cemetery bin management                        | Grundon              | 61.36           |
| Subscriptions                                 | 11/05/2023 | Unity Bank | Subscription                                   | ICCM                 | 95.00           |
| Adventure playground cleaning                 | 11/05/2023 | Unity Bank | Adventure Playground Cleaning 1/4/23 - 30/4/23 | WODC                 | 160.34          |
| Website hosting/name                          | 11/05/2023 | Unity Bank | Web hosting and WordPress updates              | Dark White Digital   | 30.00           |
| Insurance premium                             | 11/05/2023 | Unity Bank | Insurance premium                              | Zurich Municipal     | 968.83          |
| Bus shelters grounds maintenance and cleaning | 11/05/2023 | Unity Bank | Bus shelter cleaning                           | Multi Hands          | 110.00          |
| Audit fees                                    | 11/05/2023 | Unity Bank | Audit fee                                      | Jane Olds            | 250.00          |
|   |            |            |  | <b>Tot</b>           | <b>3,605.61</b> |

#### Receipts since the last meeting

| <b>Date</b>  | <b>Description</b> | <b>Supplier</b>     |                  |
|--------------|--------------------|---------------------|------------------|
| 11/04/2023   | Precept            | WODC                | 25,000.00        |
| 12/04/2023   | Cemetery fees      | Peter Smith and Son | 125.00           |
| <b>Total</b> |                    |                     | <b>25,125.00</b> |

#### **41/23: Social Media:**

A discussion was had as to a possible North Leigh Parish Council Facebook page. The Council resolved to trial a North Leigh Parish Council Facebook page for 3 months.

It was also noted to that it would be useful update website with links to other areas where people can obtain information. The Clerk will work with the Council as to what areas they would like.

It was agreed that the Clerk will incur overtime for the work on Facebook with no more than 2 hours per week.

#### **43/23. Matters for report:**

##### **a. The County Councillor reported the following:**

- He has chased up the issue of the speed limit reduction on the A4095 with Eynsham Hall.
- It was noted that the Football Club should contact WODC regarding any funds WODC holds. The County Councillor will speak to Phil Shaw with regards to this.
- The County Councillor is working on the issue of the cycle path on the A4095.

##### **b. CF thanked JM for acting as Chairman.**

CF would like to put a thank you to those who helped with the litter pick in next newsletter.

##### **c. FJ reported a resident was asking about delivery of newsletter to residents in Masons Grove. AC was due to follow up on this with Royal Mail.**

##### **d. KS noted that the Council was going to look into the Scouts possibly delivering the newsletters.**

##### **e. KS asked for the newsletter to be on the June agenda.**

##### **f. RG made reference to the Stop Botley West campaign.**

##### **g. The Council asked for Coronation benches to be on the June agenda. The Council would like the clerk to ask WODC if public art S106 monies could be used for this purpose.**

Date and time of next meeting: The next meeting date was confirmed as Thursday, 8<sup>th</sup> June 2023 at 7.30pm and the Clerk will check the availability of the Turner Hall.

The meeting ended at 9:25pm