



26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[northleighparishclerk@gmail.com](mailto:northleighparishclerk@gmail.com)  
01865 865 876

Date: 4<sup>th</sup> May 2023

***To all members of the Council:*** You are hereby summoned to attend the  
**North Leigh Annual Parish Council Meeting** on  
Thursday 11<sup>th</sup> May 2023 at **7:30pm in Turner Hall**  
for the purpose of transacting the following business.

*Allison Leigh*, Parish Clerk

**20/23. Election of Chairman**

**21/23. Election of Vice-Chairman**

**22/23. Signing of Declaration of Acceptance of Chairman and Vice-Chairman**

**23/23. Apologies for absence:** Councillor Andy Clements

**24/23. Declarations of interest**

**25/23. Minutes of the Parish Council meetings held 13<sup>th</sup> April and 9<sup>th</sup> March 2023 and Meeting of the Neighbourhood Plan Committee meetings held on the 20<sup>th</sup> February and 20<sup>th</sup> March 2023:** To sign and approve the minutes of the listed meetings

**26/23. Public Forum**

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

- **Standing Orders**
- **Financial Regulations**
- **Code of Conduct**
- **Document Retention Policy**
- **Equality Policy**
- **Complaints Procedure**
- **Risk Assessment**
- **Asset Register**
- **Cemetery Regulations**



26 Eaton Village  
 Eaton, Oxfordshire OX13 5PR  
[northleighparishclerk@gmail.com](mailto:northleighparishclerk@gmail.com)  
 01865 865 876

- **Cemetery Fees**
- **Bank Signatories**
- **Terms of Reference for Staffing Committee**
- **Terms of Reference for Planning Committee**
- **Terms of Reference for Neighbourhood Plan Committee**
- **Vacancy Procedure and Co-option application form**

**28/23. Adoption of Councillor Roles and Working Groups**

**29/23. Adoption of meeting times as the second Thursday of the month at 7:30pm with no regular meeting being held in August**

**30/23: 2022/2023 Internal Auditor Report:** To consider and accept the 2022/2023 Internal Auditor Report

**31/23: 2022/2023 Annual Governance Statement:** To consider the questions and respond accordingly

**32/23: 2022/2023 Annual Account Statements:** To consider and agree the accounting statements

**33/23: 2022/2023 Notice of Public Rights:** To consider and approve the dates

**34/23: Statement of Variance:** To consider the Statement of Variance from 2021/2022 to 2022/2023

**35/23: Reserves:** To consider the Reserves from 2022/2023

**36/23: Leases:** To review status of the playground leases

**37/23: Confirmation of recurring expenses for 2023/2023:** To confirm 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



26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[northleighparishclerk@gmail.com](mailto:northleighparishclerk@gmail.com)  
01865 865 876

WODC	Adventure Playground cleaning	Monthly – to be reviewed December 2023	£/121.47 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	£900
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) = £18,211.62



26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[northleighparishclerk@gmail.com](mailto:northleighparishclerk@gmail.com)  
01865 865 876

**38/23: Committee Reports:** To consider reports from the following committees:

- **Neighbourhood Plan**
- **Staffing Committee**
- **Planning Committee**

**39/23: Planning Applications:** To discuss the following planning applications and determine the Parish Council's responses:

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>Date comments due</u>
23/01015/HHD	Eirys Cottage East End North Leigh	External insulation/render, replacement windows and erection of a single story rear extension (previously approved 22/01750/HHD	24/5/23
23/00933/S73	Eynsham Hall 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	11/5/23

**40/23: Finance Report**

- To review payments for authorisation and receipts since the last meeting

**41/23: Social Media:** To consider having a Parish Council Facebook page as well as a Social Media and Communication Policy

**42/23: 20mh Survey:** To consider and approve the methodology and transparency of the North Leigh 20mph survey

**43/23. Matters for report:** To raise matters for discussion without decision or items for next meeting.

Date and time of next meeting: Thursday, 8<sup>th</sup> June 2023 at 7.30pm, Venue TBD