

**MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 8<sup>th</sup> June 2023 at 7:30pm in the Turner Hall, Church Road, North Leigh**

**Councillors Present:** Andy Clements (Chairman), Robert Gunn (Vice Chairman), Councillors Susie Cusick, Carol Frost (CF), Fran Jeffes (FJ), Julie Minch (arrived at agenda item 49/23). Malcolm Shead (MS), Kevin Swann (KS) and Sarah Veasey (SV)

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

**44/23. Apologies for absence:** District Councillor Harry St John

**45/23. Signing of Declaration of Acceptance of Chairman and Vice-Chairman:** The Chairman and Vice Chairman signed the Declaration of Acceptance forms.

**46/23. Declarations of interest:** None

**47/23. Minutes of the Annual Parish Council Meeting held 11<sup>th</sup> May 2023 and Planning Committee Meeting of the 26<sup>th</sup> April 2023:** The minutes of the Annual Parish Council Meeting held 11<sup>th</sup> May 2023 and Planning Committee Meeting of the 26<sup>th</sup> April 2023 were approved and signed.

**48/23. Parish Councillor Vacancy:** CF proposed and FJ seconded Malcolm Shead for Parish Councillor. The Council voted Malcom Shead onto the Council.

MS signed the Declaration of Acceptance form.

**49/23. Public Forum:** A member of the public was in attendance to raise two issues:

- The protection of the surrounding trees and bushes near the proposed Manor planning application. The resident has been in contact with West Oxfordshire District Council (WODC) and WODC seems reluctant to consider a Tree Preservation Order.

In addition, if planning permission is granted, the resident would like assurance that there will be sufficient distance between the trees/bushes and the development.

The resident asked the PC to investigate this.

- Thames Water has not adopted the sewers on Shepherd Walk. SV advised she has been speaking with HSJ on this and will follow up. The Chairman also advised contacting the Local MP, OFWAT and/or the Chairman of Bellway.

*JM arrived at this stage of the meeting.*

## **50/23. Reports from the County Councillor and District Councillor**

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

The County Councillor reported the following:

- The footpath along A4095 has been swept from Park Road to Freeland.
- He will be following up with Eynsham Hall as to the s278 works. He noted Eynsham Hall shouldn't be using the exit turn until the 40mph extended limit is sorted and signage is in place.
- He has drafted a letter with regards to the 20mph survey and will circulate to every household the week of the 10<sup>th</sup> June. The County Councillor will send information to the Clerk for the website. The response deadline is 30<sup>th</sup> June. Results will be discussed at the July meeting.
- A4095 Cycle Path: There is no update on this.

### **51/23. Action items and Clerk's Report:**

CF reported she has had thanks for the Coronation mugs from the school.

The Chairman reported that in order to ensure delivery of the newsletters, Royal Mail needs to be sure to have enough. The Council resolved to increase the print run of the next newsletter to 1400.

KS noted that the Neighbourhood Plan section currently on the website can remain as it is.

The Chairman asked councillors to assign dates to their action items.

The Council acknowledged the Clerk's Report. KS will work with the Clerk to review quotes for the tree survey once the deadline has passed.

**52/23. Adoption of Councillor Roles and Working Groups:** The Councillors reviewed and updated the Councillor Roles and Working Groups. See Attachment 1.

It was noted that the Staffing Committee needs to hold a formal meeting and a Chair needs to be elected.

### **53/23. Traffic matters:**

- **20mph survey for North Leigh:** See agenda item 50/23
- **Speed indication devices (SIDS):** The County Councillor will hold a Teams meeting with James Wright of OCC and the Chairman to determine the exact

locations. There will be 2 in East End, 2 on Common Road and 2 on New Yatt Road.

It was noted that civil engineers will be needed to put in the posts.

Information on the SIDS will be put in newsletter once ready. A note encouraging people to join Speedwatch will also be in the next newsletter.

**Parking:** JM reported that people are parking too close to the junction of Leigh Close and Common Road. The County Councillor noted that the Council would need to provide evidence to see if something further can be done. JM will begin by speaking to those parked too close.

#### 54/23. Newsletter:

The Council would like the next edition of the Parish Council Newsletter to be published by mid-July. KS asked information to be sent to him by 30/6/23. Some items noted were: Chairman's report, Speedwatch, thanks to those who helped with the litter pick and the Adventure Playground refurbishment.

#### 55/23: Finance:

- **Finance report:**

#### Payments authorised

Code	Date	Description	Supplier	Total
General expenses	01/04/2023	Paper	Appleton Community Shop	4.55
General expenses	19/04/2023	Refreshments for APM	Sainsburys	42.60
General expenses	20/04/2023	Cups for Annual Parish Meeting	North Leigh Store	2.99
Bank Fees	26/04/2023	Lloyds monthly fee	Lloyds Bank	3.00
Training	08/06/2023	Training course	OALC	96.00
Adventure playground cleaning	08/06/2023	Adventure Playground Cleaning 1/5/23 - 31/5/23	WODC	160.34
Training	08/06/2023	Training Course - Chairmanship - Andy Clements	OALC	132.00
Website hosting/name	08/06/2023	Web hosting and WordPress updates	Dark White Digital	30.00
Clerk home allowance/mileage	08/06/2023	Clerk mileage and home allowance	Allison Leigh	53.00
Library	08/06/2023	Library payment	OCC	2,584.00
Windmill Heights and Rose beds	08/06/2023	Windmill Height grass cutting May 2023	BGG	249.00
Cemetery and churchyard grounds maintenance	08/06/2023	Mowing of Cemetery and Churchyard 4/5/23 and 27/5/23	BGG	600.00
Adventure Playground mowing	08/06/2023	Adventure Playground Mowing 27 5 23	BGG	300.00
Clerk's salary/payee	30/06/2023	Clerk salary	Allison Leigh	1,050.34
Clerk's salary/payee	08/06/2023	PAYE Q4 2022 2023	HMRC	973.23
Clerk's salary/payee	08/06/2023	PAYE Q1 2023 2024	HMRC	884.00
General expenses	08/06/2023	Councillor expense	Fran Jeffes	22.50
Cemetery mapping	08/06/2023	Cemetery mapping	Pear Technology	1,176.00
Cemetery Bin Management	08/06/2023	Cemetery bin management May 2023	Grundon	61.55
			<b>Total</b>	<b>8,425.10</b>

There were no receipts.

- **Savings Account:** The Council resolved to leave £15,000 in the current account and transfer the remainder to the Unity Trust Bank savings account.
- **Reserves:** This will be discussed at the September meeting.

- **Mobile phone:** The Council resolved to purchase a Parish Council mobile phone for the Clerk up to £150 with a minimal monthly plan.
- **Coronation benches:** The Council will wait to hear whether the S106 monies for Public Art can be used for this purpose.
- **Adventure Playground cleaning:** The Clerk reported that WODC has stopped the Adventure playground cleaning pending any further direction from the Council. The bin will continue to be emptied. SC will make the Council aware of the state of the playground.
- **Playground inspection:** The Council resolved to proceed with Rospa for both playground inspections.
- **Training courses:** The Council resolved to proceed with the training courses presented (see Attachment 2). The Clerk will provide MS with training courses available.

**56/23: Playground leases:** The Clerk reported that she has been in touch with WODC as to the Adventure Playground lease. The Council resolved for the Clerk and JM to speak with WODC about a 25 year contract with break clauses at 10/15/20 years. The Council would like to ask for compensation if WODC would like to break the contract.

The Clerk reported she has an email into OCC about the Children’s Playground lease but has not heard back. The County Councillor reported he has tried to get in touch with the legal team as well and has had no response.

**57/23: Planning Applications:**

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>NLPC Comments</u>
23/01172/LBC	Eynsham Hall North Leigh	Demolition of modern buildings and extensions, alterations and extensions to existing buildings and erection of new purpose-built buildings to provide hotel accommodation and guest facilities. Provision of new exit road, car parking, infrastructure, landscaping (to include retention, creation and enhancement of Priority Habitats) and other ancillary works (amendments to previously approved	NLPC has no comments on this planning application.

		20/01757/LBC and 22/00202/LBC)	
23/00933/S73	Eynsham Hall North Leigh	Variation of condition 2 (approved plans) of planning permission 20/01756/FUL (as varied by planning permission 21/02109/S73 and 22/02002/S73) to allow design changes	NLPC has no comments on this planning application.

SV reported that the Manor Oaks application is not on Lowlands Planning committee agenda for June.

**58/23: Social Media:** The Council resolved to adopt the Communication Policy. The Clerk will create a Facebook page.

**59/23: Neighbourhood Plan (NP):** KS reported that the NP Committee will be meeting the 12<sup>th</sup> June. The NP Committee sent a report. See Attachment 3.

It was noted that finance for a consultant will need to be on a future agenda.

**60/23: Botley West Solar Farm:** The Council discussed the publishing of information on Botley West Solar Farm. The Council resolved to remove the article currently on the website. The Council resolved to put the link to Stop Botley West as well as a website from the County Councillor presenting another view on the website. The Clerk and JM will work on this. This information will also be in the newsletter.

**61/23. Matters for report:**

JM reported that there had been some issues in the Children's playground which Proludic has repaired.

JM reported that the Adventure Playground refurbishment is due to take place at the end of June.

JM reported she has been in contact about the bins on the Marlborough estate.

The County Councillor noted an application to the Councillor's Priority Fund has been submitted from the Parochial Church Council for funding of Wi-Fi at Turner Hall.

SV noted the depth of the excavations on the site of 26 Park Road is very deep and she has had a resident comment on this.

The Council noted the correspondence since the last meeting.

Date and time of next meeting: Thursday, 13<sup>th</sup> July 2023 at 7.30pm, Venue Turner Hall

The meeting closed at 9:15pm.

**North Leigh Parish Council**  
**Councillor Responsibilities/Working Groups/Committees**  
**Adopted at the Parish Council Meeting of the 8<sup>th</sup> June 2023**

<b><u>Role</u></b>	<b><u>Councillor</u></b>	<b><u>Backup</u></b>
Chair of Parish Council	Andy Clements	
Vice Chair of Parish Council	Robert Gunn	
Cuckamus Green inspection	Susie Cusick	
Cemetery grounds inspection	Clerk with support from Andy Clements	
Cemetery layout, maintenance, burials	Clerk with support from Andy Clements	
Speedwatch	Andy Clements (until 31/7/23)	
Adventure Playground inspection	Susie Cusick	
School Playground inspection	Susie Cusick	
Library	Julie Minch	
North Leigh Youth Project	Julie Minch	
Inspection of finance control	Sarah Veasey	
Grass Cutting	NLPC	
Newsletter	Kevin Swann	
Planning Committee	Chair: Sarah Veasey Members: Susie Cusick, Julie Minch, Kevin Swann	
Staffing committee	Susie Cusick, Carol Frost, Kevin Swann	
Neighbourhood Plan Committee	Chair: Sherard Veasey Vice chair: Kevin Swann Secretary: Steve Legg Members: Robert Gunn, David Painter, Judith Wardle	

## Attachment 2

### North Leigh Parish Council Training Courses 2023 2024

<u>2023/2024</u>					
<u>Councillor</u>	<u>Course</u>	<u>Provider</u>	<u>Date</u>	<u>Cost</u>	
Allison Leigh	Property Law for Towns and Parish Councils	OALC	18/05/2023	40.00	
Sarah Veasey	Property Law for Towns and Parish Councils	OALC	18/05/2023	40.00	
Andy Clements	Chairmanship	OALC	22/06/2023	110.00	
Susie Cusick	Managing Employee Performance	OALC	18/09/2023	30.00	
Sarah Veasey	Making the planning system work for local councils	NALC	22/11/2023	32.68	
Sarah Veasey	Winning strategies for the funding game	NALC	15/12/2023	32.68	
Total				285.36	
Budget				1000.00	
Difference				714.64	



## North Leigh Neighbourhood Plan Committee Update for Parish Council Meeting of 15<sup>th</sup> June 2023

### Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee held a full committee meeting on 15<sup>th</sup> May.
- The next full committee meeting will be on 12<sup>th</sup> June 2023.
- The committee meeting agendas and minutes are being posted on the North Leigh Parish Council website.

### Membership

Chair: Sherard Ve-

asey Vice Chair:

Kevin

Swann Secretary:

Steve Legg

Committee Members:

Robert Gunn, David Painter, Kevin Swann, Judith

Wardle Questionnaire sub-group:

David Painter, Kevin Swann, Judith Wardle

Fran Jeffes resigned from the committee prior to 10<sup>th</sup> May.

### Questionnaire

The current focus is the production of a questionnaire, which it is hoped can be distributed to the entire village in the early autumn. The committee spent most of the last meeting carrying out a detailed review of the current draft of the questionnaire. However, not all sections were reviewed, and it is hoped that the remaining sections can be reviewed in the next meeting.