

**MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 14<sup>th</sup> September 2023 at 7:30pm in the Turner Hall, Church Road, North Leigh**

**Councillors Present:** Andy Clements (Chairman), Councillors Carol Frost (CF), Fran Jeffes (FJ), Malcolm Shead (MS), Julie Minch (JM), Kevin Swann (KS) and Sarah Veasey (SV) (arrived at minutes ref 89/23).

**In attendance:** Allison Leigh, Clerk, District Councillor Harry St John

**85/23. Apologies for absence:** Robert Gunn (Vice Chairman), Councillors Susie Cusick (SC), County Councillor Liam Walker

**86/23. Declarations of interest:**

- AC declared an interest in agenda item 91/23: Payments.
- CF, SV and FJ declared and interest in agenda item 91/23: donation to the Gardening Society

**87/23. Minutes of the following meetings:**

- The minutes of the Parish Council Meeting held 10<sup>th</sup> August 2023 were approved and signed.
- The minutes of Neighbourhood Plan (NP) meetings listed below were approved and signed:
  - 15<sup>th</sup> May 2023
  - 10<sup>th</sup> July 2023
  - 31<sup>st</sup> July 2023
  - 29<sup>th</sup> August 2023

**88/23. Public Forum:** No members of the public were present.

**89/23. Reports from the County Councillor and District Councillor:**

**Oxfordshire County Council (OCC)**

There was no report.

**West Oxfordshire District Council (WODC)**

The District Councillor reported the following:

The Lowlands Planning Committee took place on Monday, 11<sup>th</sup> September. Members of the Committee refused Manor Oak's application for Land South Of 1

New Yatt Road North Leigh. There is a possibility that Manor Oak will appeal or may continue to promote the site.

The District Councillor thanked SV for her work on the information presented at the Lowlands Planning Committee on the 11<sup>th</sup> September.

It was noted that the District doesn't have the 5-year land supply.

(SV arrived at this point in the meeting.)

WODC is consulting on the next stage of the Local Plan review and invites all to comment.

(Two PCSOs arrived at this stage in the meeting.)

There are dead trees on Bellway and Bewley developments. The District Councillor will mark them and ask the developer to replace them.

The fly tipping on North Leigh Common has been removed.

### **PCSO**

At this stage in the meeting, the Chairman thanked the PCSOs for attending and invited them to speak.

PCSO Helen Murray attended with her colleague. Helen Murray noted she would be attending NLPC's October meeting.

Helen Murray noted that emails can be sent to her and/or the Witney Team email address.

It was noted that the PCSOs are aware of some anti-social behaviour at Masons Grove and Breakspear Way.

The Clerk will have an agenda item for the PCSO report on the October agenda.

### **90/23. Action items and Clerk's Report**

- The Council reviewed the action items and Clerk's report.
- The Council resolved to send a letter to Oxfordshire County Council regarding the lack of bus shelter invoice. This letter will be sent to the County Councillor, OCC's finance department, the contact who was involved with the erection of the shelters and cc'd to the Chairman of OCC. The letter will contain a list when the Council has tried to contact OCC on this matter and note that unless the Council receives an invoice by 31/12/23, funds will no longer be available.

## 91/23: Finance:

- **Finance report:**

### Payments authorised

<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Total</b>
03/08/2023	Pension contribution	NEST	54.71
09/08/2023	Postage	Post Office Ltd	1.10
09/08/2023	Office supplies	WH Smith	10.98
09/08/2023	Office supplies	Amazon	24.98
09/08/2023	Council mobile phone	Lebara	2.78
09/08/2023	Lloyds monthly fee	Lloyds Bank	3.00
21/08/2023	Pension contribution	NEST	54.71
14/09/2023	Training conference	Society of Local Council Clerks	148.80
14/09/2023	Training conference	Society of Local Council Clerks	32.00
14/09/2023	Play area inspection	Rospa	213.60
14/09/2023	Web hosting and WordPress updates	Dark White Digital	30.00
14/09/2023	Room hire	North Leigh Parochial Church Coun	220.00
14/09/2023	Audit fee	Moore	504.00
14/09/2023	Windmill Heights Shrubs and Hedges	BGG	249.00
14/09/2023	Cemetery and church grass cutting	BGG	300.00
14/09/2023	Clerk mileage and home allowance	Allison Leigh	75.28
14/09/2023	Post of newsletter	Andy Clements	240.60
14/09/2023	Cemetery bin management	Grundon	58.63
30/09/2023	Staff Costs	Staff	1,050.54
14/09/2023	Clerk PAYE	HMRC	884.00
		<b>Total</b>	<b>4,158.71</b>

### Receipts since the last meeting

<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Total</b>
30/08/2023	VAT	HMRC	1,179.72
31/08/2023	Cemetery fees	Peter Smith and Son	1,500.00
24/08/2023	Cemetery fees	C Holland	125.00
29/08/2023	Cemetery fees	Susan Kent	35.00
		<b>Tot</b>	<b>2,839.72</b>

- **External Auditor's Report:** The Council considered and accepted the report from the External Auditor.
- **Training:** The Council resolved for the Clerk to attend SLCC's National Conference in October 2023. The Cost will be split between three Councils and NLPC's cost will be £180.80.

- **Donations:**
  - **Donation Policy:** The Council resolved to move the conversation of the Donation Policy to this point in the agenda.
  - The Council would like to make changes to the Policy. Comments are due to SV by Friday 22<sup>nd</sup> September. The revised document is due to the Clerk by the 5<sup>th</sup> October for circulation with the agenda for the October meeting where this will be on the agenda.
  - **Gardening Society:** The Council resolved to consider this once a donation policy is adopted.
  - **Citizens Advice West Oxfordshire:** The Council resolved to consider this once a donation policy is adopted.
- **Internal Financial Controls Policy:** The Council resolved to adopt the Internal Financial Controls Policy and the Internal Financial Controls Checklist.
- **Reserves:** The Council resolved for the Chairman, Clerk and SV to meet to discuss the reserves. This will be on the October agenda.
- **Epitaph:** The Council resolved to renew the 5-year contract for the cemetery database with Epitaph.

#### **92/23: Playgrounds:**

- **Inspection reports:**
  - It was noted that the play inspection report for the Children's Playground has shown some areas in need of repair. The Clerk will send the report to Proludic to discuss.
  - It was noted that the skate equipment at the Adventure Playground was classed as high risk. The council resolved to remove the equipment. The Clerk will work on this. The removal of equipment and next steps will be communicated to residents to keep them aware.
- **Update on the Adventure Playground refurbishment and next steps:** JM reported that she and the Clerk are working with WODC on the lease. The Council would like to wait to survey residents until monetary issues around the MUGA are resolved.

#### **93/23: Noticeboards:**

- **To consider replacing the noticeboard at the Cemetery:** The Council resolved to replace the Cemetery noticeboard. The Clerk will get quotes for

this, but the Council would not like to use the company who did the noticeboards at Cuckamus Green and East End.

- **To consider whether the Cuckamus Green and East End noticeboards need refurbishment:** The Council resolved to refurbish and clean the noticeboards at Cuckamus Green and East End.

**94/23: Committees.:**

- **To have reports from the following committees:**
  - **NP Committee:** The Council noted the report from the NP Committee. See attachment 1.
  - **Terms of Reference:** The Council resolved to changed the NP Terms of Reference to reflect a quorum of 3. See Attachment 2.
- **Staffing Committee:** There was no report.
- **Planning committee:**
  - SV reported that the Lowlands Planning Committee refused the planning application for the Land South Of 1 New Yatt Road North Leigh which was a good result.
  - SV reported the S106 monies sent to the Council are incorrect.
  - SV reported that Rectory Homes will be allocating land on which they will build a MUGA as well as giving land to PC to own in perpetuity and manage.

**95/23: Planning Applications:**

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>NLPC Comments</u>
23/01778/FUL	North Leigh Football Club Eynsham Park North Leigh	Temporary change of use of land to provide a car park to serve Eynsham Hall.	NLPC has no comments on this planning application.
23/02029/S73	Eynsham Hall	Variation of condition 2 of planning permission 20/01756/FUL to allow the provision of 2no Padel tennis courts and associated works instead	NLPC has no comments on this planning application.

		of the approved tennis courts.	
23/02033/S73	Eynsham Hall	Variation of condition 2 of planning permission 20/01756/FUL (as varied by planning permission 21/02109/S73) to allow revised detailing of elevations and internal layout of Building 15 to change its use to provide additional private dining space and meeting facilities	NLPC has no comments on this planning application.
23/02122/S73	North Leigh Church Of England School Park Road North Leigh	Variation of condition 3 of planning permission 23/00742/FUL to allow a further 5 year extension of temporary classroom.	NLPC has no comments on this planning application.
23/02229/OUT	Land Parcel at Junction of Boddington Lane and Church Road Boddington Lane	Outline application (with all matters reserved) for a self-build detached dwelling with garage, residential curtilage and ground mounted solar panels	<p>NLPC OBJECTS to this planning application. We note that an application made for a temporary agricultural dwelling on this site in 2009 was refused and then refused again on appeal. This is a greenfield site of undeveloped land and not suitable for the provision of a single dwelling house. This site is not designated for housing on any plan. The proposed development is sporadic and unsustainable, harmful to the rural character of the area including the local PROW and should be resisted.</p> <p>This location is not an extension of the village in any direction, there are no houses anywhere near the proposed site on this side of Boddington Lane Utility connections would be difficult at this site eg electricity, gas, telecoms etc. There is no access</p>

			to clean water or sewers and a septic tank would be required. Sewage outflows would drain directly into the Church Road ditch which feeds into the Evenlode.
23/02180/HHD	32 Windmill Road North Leigh	Erection of a self-contained annexe	NLPC OBJECTS to this planning application. This is a proposal to develop a stand alone dwelling on a backland site. We note that the proposed dwelling is quite large for the plot size. If approved, it would set a precedent for similar developments in adjacent properties along this ribbon development in Windmill Road. Windows and doors in this proposed dwelling would also impact on the privacy of adjacent properties.

- **S106:** The Council acknowledged it is necessary to begin research for new piece of land for a Cemetery, but that S106 monies wouldn't be appropriate. The Council will proceed with research outside of S106.
- SV will look into the S106 provision for the cycle path on the A4095.

**96/23: Land Registry:** The Council resolved to proceed with Land and Property Registration to assist with land registry.

**97/23: Public Rights of Way:** MS and KS met with the Countrywide Access Officer from OCC. The notes from this meeting were circulated to the Council. The Council would like this on the October agenda where the current Parish Path Warden may attend.

The Council would like to put a link on the website enabling residents to report any issues via the Countryside Access site.

**98/23: Winter Preparedness:** The Council noted there is no need for new bins or salt. The Clerk will speak to OCC about any bins needing topping up.

**99/23: Electric Vehicle Charging:** The Council resolved to express an interest in electric vehicle charging.

It was noted that it would be useful to revisit the idea of a car park near the allotments.

**100/23: Commemorative Benches:** This will be discussed at the November meeting.

**101/23: Traffic:**

- **Speed Indication Devices (SIDS):** The Council resolved to proceed with Morelock for its SIDS. The Council resolved to place an order for 3 with a view to order 6. The Council will ask the County Councillor about a civil engineer place the poles for the SIDS.
- **Speedwatch:** The Chairman noted that the Council is struggling to get volunteers in North Leigh. The Clerk will put something on the Facebook page.

**102/23: Correspondence:**

- The Council reviewed the correspondence since the last meeting.
- The Council considers correspondence sent to the Clerk as formal correspondence and the Clerk will respond according to the Communication Policy.

**103/23. Matters for report:**

- CF reported that several residents have approached her about noise at Estelle Manor. The Council resolved to arrange a meeting with Estelle Manor to discuss relations with the parish. It was noted that there is a way of reporting noise disturbance to WODC on their website.
- FJ reported the owners of the village shop have had a van parked outside the Memorial Hall. It is due to be moved by the owners.
- JM reported she has been in touch with Marlborough Gardens regarding the bins in children's playground at the development.
- JM reported she there have been instances of broken glass in the Children's Playground on Park Road. It was noted the Council should keep an eye on this.
- JM reported there have been cigarette butts and rubbish by the Cuckamus Green bus stop. The possibility of a sign was discussed, but not confirmed.
- JM reported the Perspex repair has been done.
- The Council will consider changing the sides of the bus shelters on Park Road for half rather than full width panels as OCC has not responded to the queries from November 2022 through May 2023.



The date and time of the next meeting were confirmed as Thursday, 12<sup>th</sup> October 2023 at 7.30pm. The meeting will be held in Turner Hall.

The meeting closed at 9:52.

## **Attachment 1**

### North Leigh Neighbourhood Plan Committee Update for Parish Council Meeting of 14<sup>th</sup> September 2023

#### Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee held a full committee meeting on 29<sup>th</sup> August.
- We have scheduled the next meeting of the committee for 26<sup>th</sup> September.
- The committee meeting agendas and minutes are being posted on the North Leigh Parish Council website.

#### Membership

Chair: Sherard Veasey

Vice Chair: Kevin Swann

Secretary: Steve Legg

Committee Members:

Robert Gunn, David Painter, Kevin Swann, Judith Wardle

#### Questionnaire

The current focus is the production of a questionnaire, which it is hoped can be distributed to the entire village in the autumn.

At the last meeting, the committee reviewed the procedure for applying to Locality for consultancy support to advise on and progress the questionnaire. The questionnaire has completed its initial internal review, but we will need to obtain consultancy support to validate it.

We recommended to the Parish Council that we should engage Neil Homer of ONeill Homer to assist us with finalising the content of the questionnaire.

The Parish Council at its August meeting agreed to underwrite the cost of Neil Homer's services, amounting to £650 plus VAT, which is recoverable. After our Locality support grant comes through, we can reimburse the Parish Council £550 of the consultant's fee.

We have contacted Neil Homer to request he deliver the consultancy work starting on 26<sup>th</sup> September.

Once the questionnaire content has been fixed, we will want to investigate obtaining technical support from Locality to produce an attractive layout and design for the hard-copy and online questionnaires. This support would be delivered by an organisation which is directly employed by Locality.

## **Attachment 2**



### **Neighbourhood Plan Committee Terms of reference**

The Committee comprises at least 6 members including at least 2 Parish Councillors. There will be a quorum of 3.

All meetings will be advertised and open to members of the public.

The Committee has power to co-opt members who are not Parish Councillors, but are parishioners of the Parish of North Leigh.

The Parish Council delegates authority to the Committee to prepare a Neighbourhood Plan on behalf of the Parish.

The Committee will report formally to the Parish Council on a regular basis on the progress of the Neighbourhood Plan, by presenting a written report for incorporation into the Minutes of the Parish Council.

All financial and policy decisions will be brought to and agreed at Parish Council meetings.

The Committee will be time limited to the period required for the preparation of the Plan through to referendum.

The Neighbourhood Plan Committee has agreed the following working arrangements:

#### **Purpose**

The purpose of the Committee is to produce a neighbourhood plan for the North Leigh Parish designated area.

#### **Membership**

The group may form sub-Committees or working groups to undertake various aspects of the work involved in producing the Neighbourhood Plan.

#### **Responsibilities**

The Committee will be responsible for:

- agreeing the governance structure for the project including any working groups and what their specific responsibilities will be;

- preparing and agreeing a project plan which complies with the legislative requirements for producing a neighbourhood plan;
- managing working groups and ensuring that they have clear delegation of responsibilities;
- obtaining signing-off of neighbourhood plan pre-submission and submission documents from the Parish Council;
- assessing existing evidence about the needs and aspirations of the Parish, and commissioning any technical evidence needed;
- considering progress reports and work undertaken and agreeing appropriate course of action;
- agreeing a programme of community engagement and public consultation with the Parish Council;
- undertaking or commissioning analysis, interpretation and reporting of the results from community engagement and statutory consultation activities and ensuring that they inform decision-making;
- ensuring consultation with and co-operation from key stakeholders to ensure the deliverability of Neighbourhood Plan proposals;
- working positively with West Oxfordshire District Council to ensure the plans are in conformity with the emerging local development plan.

### **Officers**

The Committee will appoint a Chairman, Deputy and Secretary from the Group members. Both the Chairman and Deputy shall remain in that position following their appointment until completion of the project. The Chairman or in his absence the Deputy will be responsible for dealing with any media enquiries.

### **Meetings**

The Committee will meet regularly throughout the development of the Neighbourhood Plan. The dates and regularity of meetings will be set by the group depending on the stage of the process and workload. The Committee members will receive an agenda for meetings at least 3 clear days prior to the meeting. The agenda will be available on the Parish Council website. Any documents which are to be considered prior to a meeting should be circulated prior to a meeting. Minutes of all meetings will be recorded and available on the Parish Council website for reference.

### **Decisions**

Process decisions made by the Committee should normally be by consensus at Committee meetings. Any other decisions (see number 5 above) and/or process decisions which don't have consensus will be brought to the Parish Council.

**Conflicts of interest**

At the start of any meeting, formal or otherwise, any member of the Committee in that meeting, Committee, working group or sub group should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company / organisation arising from the decisions or recommendations of the group. This may include membership of an organisation, ownership of an interest in land which may directly or indirectly form part of the subject matter of the plan, one's employment status and any other matter likely to be relevant to the work undertaken by the North Leigh Neighbourhood Plan Committee. In the event that a matter of 'interest' should arise during the course of developing the Plan then the Member should bring it to the attention of the Committee, and any Working Group the Member participates in, as soon as is reasonably practical. Any of the matters of interest identified will not preclude a Member from participating in the development of the Neighbourhood Plan. During the discussion of this item the member must withdraw from the room when the meeting discusses the matter.

These Terms of Reference were adopted at the Council meeting on 14<sup>th</sup> September 2023 to be reviewed at the next Annual Parish Council Meeting or sooner if legislation dictates.