

**MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 12<sup>th</sup> October 2023 at 7:30pm in the Turner Hall, Church Road, North Leigh**

**Councillors Present:** Andy Clements (Chairman), Councillors Susie Cusick (SC), Robert Gunn (RG), Malcolm Shead (MS), Julie Minch (JM), Kevin Swann (KS) and Sarah Veasey (SV)

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

**104/23. Apologies for absence:** Councillor Fran Jeffes (FJ), County Councillor Liam Walker, Carol Frost (CF) was absent, but did not send apologies.

**105/23. Declarations of interest:** None

**106/23. Minutes of the following meetings:**

- The minutes of the Parish Council Meeting held 14<sup>th</sup> September 2023 were agreed and signed.
- The minutes of Neighbourhood Plan (NP) meetings listed below were agreed and signed:
  - 29<sup>th</sup> August 2023
  - 26<sup>th</sup> September 2023

**107/23. Public Forum:** (JM arrived at this point in the meeting)

Several members of the public were in attendance to discuss the following applications:

***Fish Hill Farm***

- Residents don't agree with noise impact assessment. There is concern about noise impact, including the noise impact at the church.
- Riding for the Disabled is concerned about the safety of the disabled riders due to the reaction of horses to the constant barking of dogs whilst the teaching of disabled people is taking place.
- There is concern about dogs getting out in adjacent fields.

***Rosehill***

- It was noted this is the 4<sup>th</sup> application for an extension – the previous 3 were rejected by West Oxfordshire District Council (WODC).
- A resident noted the design statement contains inaccuracies.

## **108/23. Reports from the County Councillor and District Councillor**

### **Oxfordshire County Council**

The County Councillor was not in attendance. No report was received for the meeting.

### **WODC**

The DC noted the following:

- The housing land supply is 2.5 – 3 years when it should be 5. At the end of September the Local Plan reached its 5 year anniversary. The land supply numbers will change but the new calculation has not yet been determined.
- The DC is working on a representation with regards to the speed limit on A4095 from the bottom of Common Road to Long Hanborough.
- The DC raised the exhibition relating to North Witney Consortium which will yield 1250 houses.

### **109/23. Action items and Clerk's Report:**

- The Council acknowledged the Councillors' action items and the Clerk's Report.

## 110/23: Finance:

- **Finance report:**

### Payments authorised

<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Total</b>
12/09/2023	Postage	Post Office Ltd	3.75
12/09/2023	Postage	Post Office Ltd	1.60
12/09/2023	Postage	Post Office Ltd	1.10
12/09/2023	Council mobile phone	Lebara	2.78
12/09/2023	Postage	Post Office Ltd	3.20
13/09/2023	Pension contribution	NEST	54.71
12/09/2023	Lloyds monthly fee	Lloyds Bank	3.00
22/09/2023	Data protection fee	Information Commissioners Offi	35.00
30/09/2023	Unity Bank service charge	Unity Bank	18.00
12/10/2023	Mileage and postage for newsletter	Andy Clements	41.85
12/10/2023	Mowing of Children's Playground and Church Ro	N.P J. Green	397.00
12/10/2023	Printing of Newsletter	The Flying Press	340.30
12/10/2023	Web hosting and WordPress updates	Dark White Digital	30.00
12/10/2023	Payroll accountant	Tetbury Accounting Limited	288.00
12/10/2023	Bin emptying 2 playgrounds and Cuckamus Gree	WODC	783.43
12/10/2023	Cemetery database	Edge IT Systems Ltd	283.20
12/10/2023	Bus shelter cleaning	Multi Hands	110.00
31/10/2023	Clerk salary	Staff	1,050.34
12/10/2023	Defibrillator sticker	Wel Medical Ltd	21.54
12/10/2023	Cemetery bin management	Grundon	5.76
12/10/2023	Cemetery bin management	Grundon	67.04
12/10/2023	Room hire	PCC	60.00
12/10/2023	Clerk mileage and home allowance	Allison Leigh	62.00
		<b>Total</b>	<b>3,663.60</b>

### Receipts since the last meeting

<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Total</b>
25/09/2023	Cemetery fees	PCC	125.00
21/09/2023	Precept	WODC	25,000.00
30/09/2023	Bank interest	Unity Bank	625.49
		<b>Tot</b>	<b>25,750.49</b>

- **Training:** The Council approved the training courses requested. See Attachment 1.
- **Budget against spend:** The Council acknowledged the budget against spend.

- **Budget items 24/25:** The Clerk asked the Council to send any potential budget items for 24/25 by the 20<sup>th</sup> October.
- **Donations:**
  - **Poppy Wreath:** The Council resolved to purchase a poppy wreath in the range of £20-25. The Chairman will lay the wreath.
  - **Donation Policy:** The Council will to consider the Donation Policy at the November agenda.
- **Reserves:** The Council agreed the figures and resolved to move the Contingency figure to General Fund.

### 111/23: Committees.:

- Reports were reviewed from the following committees:
  - Neighbourhood Plan Committee: A report was submitted. See Attachment 2. KS noted that O'Neill Homer had attended the meeting on the 26<sup>th</sup> September. His report will be reviewed at the next meeting of the Neighbourhood Planning Committee.
- Staffing Committee: SC will work to schedule a meeting of the Staffing Committee.
- **Planning committee:** SV reported she had received a letter from WODC regarding the MUGA to be placed on the Rectory Homes site. It was noted that NLPC has the option to own/maintain the land. It was noted that Rectory Homes will fund the cost of the MUGA.

### 112/23: Planning Applications:

#### *Planning Applications*

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>NLPC Comments</u>
23/02382/HHD	Rosehill Green Lane North Leigh	Extension and alterations to rear and side including replacement roof to create additional ground and first floor accommodation	The Council resolved to object to this application. SV will draft a response for the Clerk to submit.
23/02426/HHD	Wilcote Grange Wilcote	Erection of a single storey rear extension to main dwelling. Conversion of first floor garage room to annex	NLPC has no comments on this planning application.

23/02427/LBC	Wilcote Grange Wilcote	Internal and external alterations to include erection of a single storey rear extension to main dwelling. Conversion of first floor garage room to annex.	NLPC has no comments on this planning application.
23/02456/HHD	The Cottage East End North Leigh	Erection of a single storey side extension	NLPC has no comments on this planning application.

### ***Planning Appeals***

<b><u>Planning number</u></b>	<b><u>Address</u></b>	<b><u>Proposal</u></b>	<b><u>NLPC Comments</u></b>
APP/D3125/W/23/3315582	Fish Hill Farm Wilcote Road North Leigh	Conversion of existing barn on small holding, currently used to raise goats,	The Council resolved to object to this appeal. SV will draft a response for the Clerk to submit.
APP/D3125/W/23/3328367 (Original Application Number: 22/02740/FUL)	Land North Of A4095 At E437664 N211817 North Leigh	Erection of a single storey dwelling with attached kennel, office and kitchen building along with construction of a kennel block all to be used in association with the existing dog training facility	The Council resolved to object to this appeal. SV will draft a response for the Clerk to submit.

- The Clerk will contact the Planning Inspectorate as to clarification on why some appeals will be decided via written representation and some in person.
- The Clerk advised the Council to hold a meeting of the Planning Committee to discuss a submitting comment on the North Leigh Consortium. The Council resolved not to hold a meeting, but to submit a comment to be written by the 19<sup>th</sup> October.
- **WODC Local Plan:** The Council considered holding a meeting of the Planning Committee to discuss a response to the consultation on the local plan. A decision was not made.
- **S106:** The usage of the S106 monies for sporting facilities was discussed.

**113/23: Newsletter:** The Council resolved to produce a newsletter to be delivered week beginning the 22<sup>nd</sup> for January 2024. Content should be provided to KS by the 30<sup>th</sup> November 2023.

- The Council asked the Clerk to ensure information about the Local Plan and Fish Hill Farm appeal are on the NLPC Facebook page.

**114/23: Traffic:**

- **Speed Indication Devices (SIDS):** The Council resolved to proceed with Morelock, agreeing to purchase a total of 6 signs (3 immediately and 3 in the near future). It was noted the posts will come from another supplier. It was noted that 4 individual sites for the signs which have been approved by OCC. A meeting to determine 2 more sites will be held. The Clerk will follow up with Long Hanborough as to who supplied their posts and signs.
- **Speedwatch:** It was noted that East End has held two or 3 recent speedwatch sessions.

**115/23: Grounds Maintenance:** It was noted that there had been several emails of discussion on this so there was nothing to consider at the time of the meeting. This will be on the November agenda.

**116/23: Parish Path Wardens:** The Chairman will meet with the current parish path warden on Friday the 20<sup>th</sup> of October at 10am about what he has done as that role. The Council will consider advertising for Parish Path Wardens at the November meeting.

**117/23: Correspondence:**

The Council acknowledged the correspondence since the last meeting.

- It was noted that an email had been received about the state of the tree on Cuckamus Green. The Clerk noted that Nicholsons will replace it.
- SV noted that there had been an email with regards to the state of trees at the new developments.

**118/23. Matters for report:**

RG noted that Merton College has removed its land from the Botley West Solar Farm plans.

JM asked if another councillor might consider taking over the role of attending meetings of the North Leigh Youth Project.

SC noted that the nettles around the Windmill Wall need to be cut.

The Chairman raised the potential need for a bus stop near East End and would like to enquire about using S106 monies for this.

The Chairman noted that he and the Clerk will be meeting with Estelle Manor to establish a line of communication.

The Clerk will be compiling a list for the PCSO for the November meeting.

The possibility of double yellow lines outside of the school was discussed.

The next meeting was confirmed as Thursday, 9<sup>th</sup> November 2023 at 7.30pm in Turner Hall.

The meeting closed at 9:25pm.

## Attachment 1

### Training Courses

<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
Fran Jeffes	Roles and Responsibilities	OALC	05/06/2023	80.00
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
Malcolm Shead	Roles and Responsibilities	OALC	03/10/2023	80.00
Allison Leigh	SLCC	SLCC	01/10/2023	156.00
Allison Leigh	Planning	OALC	13/11/2023	55.00
Allison Leigh	Developong Effective Action Plans	OALC (note: AWEPC to pay for this)	23/02/2024	0.00
Allison Leigh	Website accessibility	OALC	22/02/2024	60.00
Allison Leigh	Managing Projects and Major Work Programmes	OALC (note: AWEPC to pay for this)	26/03/2023	0.00
Total				716.36
Budget				1000.00
Difference				283.64

## North Leigh Neighbourhood Plan Committee Update for Parish Council Meeting of 12<sup>th</sup> October 2023

### Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee held a full committee meeting on 26<sup>th</sup> September.
- We have scheduled the next meeting of the committee for 23<sup>rd</sup> October.
- The committee meeting agendas and minutes are being posted on the North Leigh Parish Council website.

### Membership

Robert Gunn, Steve Legg (Secretary), David Painter, Kevin Swann (Vice Chair),  
Sherard Veasey (Chair), Judith Wardle.

The committee is anxious to increase its membership, and would particularly welcome new members having a variety of interests and expertise.

### A Village Questionnaire or an alternative approach?

The committee has been working to produce a village questionnaire based on the template provided by Locality, the organisation set up to support Neighbourhood Plan groups.

It was hoped to distribute this to the entire village in the autumn. Having produced a draft questionnaire, we engaged consultants O'Neil-Homer to review our questionnaire and to advise on how to deliver it. At the last meeting, Neil Homer of O'Neill-Homer attended the committee meeting and gave his recommendations.

Neil has advised against going any further with the Locality-derived questionnaire, for reasons documented in the meeting minutes. Instead, he will deliver a report and project brief outlining an alternative approach which he suggests is more likely to succeed in delivering a NP in a reasonable timeframe.

A questionnaire would most likely not have told us anything beyond what we elicited at the Parish Meeting last October.

Hence we will not be circulating a questionnaire, but will instead be distributing a Neighbourhood Plan Scoping Proposal to the village, with a Parish Meeting in the New Year to discuss the proposal and its implications.