

MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 11th January 2024 at 7:30pm in the Turner Hall, Church Road, North Leigh

Councillors Present: Andy Clements (Chair), Councillors Kevin Swann (KS), Malcolm Shead (MS), Fran Jeffes (FJ), Julie Minch (JM), Sarah Veasey (SV) and Robert Gunn (RG)

In attendance: Allison Leigh, Clerk, County Councillor Liam Walker

159/23. Apologies for absence: Councillors Carol Frost (CF) and Susie Cusick (SC)

160/23. Declarations of interest: None

161/23. Minutes of the following meetings: The minutes from the following meetings were approved and signed:

- Parish Council meeting held 9th November 2023
- Parish Council Meeting held 14th December 2023 (with one typographical correction)
- Neighbourhood Plan Committee Meeting held 11th December 2023

162/23. Public Forum: No members of the public were in attendance.

163/23. Reports from the County Councillor and District Councillor:

Oxfordshire County Council (OCC)

The County Councillor reported the following:

- A section of the A4095 will be closed overnight in late January.
- The 24/25 budget is in progress and a 4.99% rise is likely. A decision is to be made in February.
- Residents should report potholes on Fix My Street.

West Oxfordshire District Council (WODC)

There was no report.

164/23. Action items and Clerk's Report: The Council reviewed the Action items and Clerk's Report:

- JM and the Clerk will follow up with Proludic with regards to their response to the Children's Playground inspection report.

- The Clerk will update the Risk Assessment with the play equipment.
- The County Councillor reported OCC is yet to come up with a design for the remainder of the cycle path on the A4095.

165/23: Finance:

- **Finance report:**

Payments authorised

Date	Description	Supplier	Total
12/12/2023	Pension contribution	NEST	98.51
26/10/2023	Parking	Westgate Shopping Centre	8.20
06/11/2023	Paper	Appleton Community Shop	4.55
08/11/2023	Office supplies	WH Smith	17.67
14/11/2023	Postage	Post Office Ltd	7.34
14/11/2023	Postage	Post Office Ltd	3.90
15/11/2023	Council mobile phone	Lebara	6.95
30/11/2023	Lloyds monthly fee	Lloyds Bank	3.00
31/12/2023	Unity Bank service charge	Unity Bank	18.00
11/01/2024	Clerk expenses	Allison Leigh	35.00
11/01/2024	Mowing of Children's Playground and Church Road Seat	NPJ Green	397.00
11/01/2024	Bus shelters	OCC	13,905.23
11/01/2024	Placement of play chips in the Children's Playground	Stephen Sparrowhawk	104.00
11/01/2024	Web hosting and WordPress updates	Dark White Digital	35.00
11/01/2024	Cemetery mapping	Edge IT Systems Ltd	157.20
31/01/2024	Clerk salary	Allison Leigh	1,107.07
11/01/2024	Clerk PAYE	HMRC	1,206.59
11/01/2024	Cemetery bin management	Grundon	86.06
Total			17,201.27

Receipts since the last meeting

Date	Description	Supplier	Total
04/12/2023	Cemetery fees	Greens Funeral servie	500.00
04/12/2023	Cemetery fees	BANBURY MEMORIAL	40.00
29/12/2023	NP Grant	Groundwork UK R/C	6,960.00
22/12/2023	WODC - made in error by WODC; to be returned and paid to the Turner Hall by WODC	WODC	950.00
31/12/2023	Bank interest	Unity Bank	597.48
Tot			9,047.48

- **Training:** The Council agreed to the additional training course on the training register. See Attachment 1.

- **Tree quotes:** The Council resolved to proceed with JAG Trees for the tree works.
- **Transfer of funds:** The Council acknowledged the transfer of £25,000 from the Unity Instant Access Account to the Unity Current Account.

166/23: Grounds maintenance contracts for 2024 – 2027: The Council resolved to proceed with the tender, adding in the cutting of the grass around the bus shelters.

167/23: Installation of poles for the speed equipment: The Clerk is waiting for quotes. This will be on the February agenda.

168/23: Planning Applications:

New planning applications for consideration:

Number: [23/03299/HHD](#)

Address: Belclose Cottage Witney Road North Leigh OX29 6PL

Proposal: Erection of a single storey rear and two storey rear and side extensions

North Leigh Parish Council has no comments on this planning application.

Number: [23/03342/HHD](#)

Address: 28 Common Road North Leigh OX29 6RA

Proposal: Erection of a single storey rear extension

North Leigh Parish Council has no comments on this planning application.

Planning Decisions

Number: [23/02033/S73](#)

Address: Eynsham Hall, North Leigh, OX29 6PN

Proposal: 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.

WODC response: Permission granted.

169/23: School parking signage/risk assessment:

The Council considered the information regarding parking at school times on Windmill Road provided by a resident at the December meeting. The Clerk will arrange a meeting with the school about parking and signage.

The Council would like to add a question regarding parking in the Neighbourhood Plan.

170/23: Social Media: The Chairman reminded Councillors to be mindful of the Communication Policy and Code of Conduct when using social media. It was noted if commenting on social media as a Councillor to be sure to respond on behalf of the Council rather than as an individual.

All are entitled to comment on social media as individuals but may wish to be mindful that some on social media may still view the individual as a Councillor.

171/23: Scheme of Delegation: The Clerk is working on this, and it will be on a future agenda.

172/23: Neighbourhood Plan (NP):

- The NP Committee recommends that the Council appoint Community First Oxfordshire (CFO) as the consultant for the NP. The Council resolved to proceed with CFO.

173/23: Committees Reports:

- NP Committee: The Council received a report from the NP Committee. See Attachment 2.
- Staffing Committee: There was no report.
- Planning Committee:
 - SV advised the list of sites for the WODC's Local Plan 2041 has not yet been received.
 - SV reported that 5 different applications have been put in for Rosehill and the 4th has gone to the Planning Inspectorate. The 5th application is due to be decided by the 31st January 2024.
 - SV reported she, the Chairman and FJ attended a meeting in Hailey on 9/1/24 to discuss the North Witney Consortium. In attendance were NLPC, Hailey Parish Council (PC), Crawley PC and Witney Town Council. They are looking to set up a working group of the interested parishes and are looking for representatives to be on the working group. The Council agreed for SV and KS to be the current representatives from the Planning Committee.
 - Thames Water: There are several issues with water which have been exacerbated with the recent heavy rainfall. SV and the District Councillor are working with Thames Water on these issues.

174/23: OCC Charter Consultation: The Chairman asked Councillors to respond to the Consultation. The Clerk will respond as well.

175/23: Newsletter: The Council resolved to deliver the next newsletter by the end of February. The deadline for content to be sent to KS is the 8th of February.

176/23: Bench: It was noted that NLPC has been allocated S106 monies to be spent on public art. The Council resolved to put information in the Newsletter, on the Facebook page and on the website asking residents what they might like to see. The Council will make it clear that funding that has been given specifically for the purpose of public art. KS will write an article on this.

177/23: Planters: FJ will research options for planters at the A4095 entrances to the village.

178/23: Correspondence:

- The Council reviewed the correspondence since the last meeting.

179/23. Matters for report:

- RG reported he has been in meetings with other PCs regarding Botley West Solar Farm (BWSF). PCs are assisting WODC in their response.
- RG noted that if BWSF did go ahead, impacted PCs may be entitled to funds similar to those in S106 agreements. The Council will have an agenda item in February to resolve whether it would like to put itself forward as an impacted Council.
- It was noted that there is a hedge impacting the pavement at the top of Church Road. FJ will put this on Fix My Street.
- The Chairman reported that the informal strategy meeting will be held on the 1st February at 7pm. The venue is unconfirmed as of yet.
- The Chairman asked for the commemoration of the 80th anniversary of D-Day to be on the February agenda.
- It was noted that the contractor who had been due to refurbish the noticeboards is no longer available. The Council asked the Clerk to contact Broadleaf for a quote.

The date and time of the next meeting was agreed as Thursday, 8th February 2024 at 7.30pm, Turner Hall.

The meeting closed at 9:10pm

Attachment 1

North Leigh Parish Council – Training courses 2023/2024

<u>2023/2024</u>					
<u>Registrant</u>	<u>Course</u>	<u>Provider</u>	<u>Date</u>	<u>Cost</u>	
Allison Leigh	VAT	OALC	May-23	15.00	
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)	23/01/2024	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	
Susie Cusick	PLANNING - HOW LOCAL COUNCILS FIT INTO THE PLANNING SYSTEM, EFFECTIVE RESPONSES TO PLANNING APPLICATIONS	OALC	13/11/2023	55.00	
Allison Leigh	The Good, the Bad, and the Ugly of social media in the local council sector	NALC	28/02/2024	30.00	
Andy Clements	Developing Effective Action Plans	OALC	23/01/2024	50.00	
Total				866.36	
Budget				1000.00	
Difference				133.64	

Attachment 2

North Leigh Neighbourhood Plan Committee Update for Parish Council Meeting of 11th January 2024

Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee held meetings on 11th and 19th December.
- We have scheduled the next full meeting of the committee for 15th January.
- The committee meeting agendas and minutes are being posted on the North Leigh Parish Council website.

Membership

Martin Bowsher, Paul Evans, Robert Gunn, Steve Legg (Secretary), Suzanne Millar, David Painter, Kevin Swann (Vice Chair), Sherard Veasey (Chair), Judith Wardle, Adrian Watts.

Obtaining Consultancy Support for the Neighbourhood Plan

Three consultancies have provided quotations for work to support the development of the Neighbourhood Plan.

- Oneil homer of Sarsden, near Chipping Norton
- Bluestone Planning LLP, of Wantage
- Community First Oxfordshire (CFO) of Worton Park, near Cassington

The Committee reviewed the three proposals at its meetings of the 11th and 19th December and has decided to recommend the Parish Council accepts the proposal of Community First Oxfordshire. It is hoped to start work with CFO at our next meeting on January 15th. Initially the work will focus on preparations for a “Launch Event”.

Budget presented to the Parish Council and grant application successful

The Committee presented a budget to the Parish Council of 11th December that sets out the costs of developing the Neighbourhood Plan and the expected sources of income for the period to the end of March 2024.

We have been successful in obtaining a grant of £6,960 from Locality to support our work until the end of March 2024.