

MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 8th February 2024 at 7:30pm in the Turner Hall, Church Road, North Leigh

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

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

180/23. Apologies for absence: Councillors Carol Frost (CF) and Kevin Swann (KS) and County Councillor Liam Walker

181/23. Declarations of interest: None

182/23. Minutes of the following meetings: The minutes from the following meetings were approved and signed:

- Parish Council meeting held the 11th January 2024
- Neighbourhood Plan meeting of the 19th December 2023
- Neighbourhood Plan meeting of the 15th January 2024

183/23. Public Forum: No members of the public were present.

184/23. Councillor Vacancy: The Chairman noted that Susie Cusick has resigned as Parish Councillor leaving one vacancy. Vacancy notices have been put up on noticeboards, the website and on the Facebook page.

185/23. Reports from the County Councillor and District Councillor:

There was no report from Oxfordshire County Council (OCC).

West Oxfordshire District Council (WODC)

The District Councillor reported the following:

- On 14th February the WODC Executive will be meeting. They are producing a report on the latest stage of the West Oxfordshire Local Plan (WOLP) 2041.
- Sites have been put forward to WODC for consideration. In June there will be a shortlist of sites for the Local Plan.
- There are several sewer issues in the village. HSJ and SV are contacting Thames Water with regards to these issues.
- Bellway has instructed a team to replace the dead trees.

It was noted the Planning Committee will look to hold public meetings regarding the sites put forward for consideration.

It was noted there is a Neighbourhood Plan (NP) meeting on 17th February.

HSJ left the meeting at this time.

186/23. Action items and Clerk's Report: The Council reviewed the Councillors' Actions and Clerk's Report and noted the following:

- JM and the Clerk will schedule a meeting to discuss the Children's Playground.
- Newsletter: KS is writing an article with regards to seeking residents' views on the expenditure of S106 funds.
- The Clerk reported she has emailed the primary school on two occasions to discuss the issue of parking but has not had a reply.

187/23: Finance:

- **Finance report:**

- Payments authorised

| Date | Description | Supplier | Total |
|--------------|---|--------------------------------|-----------------|
| 19/01/2024 | Pension contribution | NEST | 120.36 |
| 10/01/2024 | Paper | Appleton Community Shop | 4.55 |
| 10/01/2024 | Postage | Post office | 1.25 |
| 10/01/2024 | Paper | Appleton Community Shop | 4.55 |
| 10/01/2024 | Council mobile phone | Lebara | 6.95 |
| 10/01/2024 | Paper | Appleton Community Shop | 4.55 |
| 10/01/2024 | Lloyds monthly fee | Lloyds Bank | 3.00 |
| 26/01/2024 | Refund | WODC | 950.00 |
| 29/02/2024 | Clerk salary | Allison Leigh | 1,107.27 |
| 08/02/2024 | Clerk PAYE | HMRC | 971.62 |
| 08/02/2024 | Neighbourhood Plan Consultant | Community First Oxfordshire | 1,320.00 |
| 08/02/2024 | Room hire | North Leigh Youth Project | 25.00 |
| 08/02/2024 | NP Meeting Room Hire | North Leigh Youth Project | 25.00 |
| 08/02/2024 | Web hosting and WordPress updates | Dark White Digital | 35.00 |
| 08/02/2024 | Cuckamuss Green grass cutting | David Green | 405.00 |
| 08/02/2024 | Grass cut Park Road, Common Road, Perrots Close | David Green | 140.00 |
| 08/02/2024 | Grass cut opposite Eynsham Hall | David Green | 280.00 |
| 08/02/2024 | Grass cutting Windmill Close | David Green | 72.00 |
| 08/02/2024 | Grass cutting - bus shelters | David Green | 192.00 |
| 08/02/2024 | Cemetery bin management | Grundon | 65.68 |
| 08/02/2024 | Neighbourhood Plan refreshments | Martin Bowsher | 45.05 |
| 08/02/2024 | Clerk mileage and home allowance | Allison Leigh | 81.80 |
| 12/02/2024 | Donation to Citizens Advice | Citizens Advice West Oxfordshi | 200.00 |
| Total | | | 6,060.63 |

- Receipts since the last meeting

| Date | Description | Supplier | Total |
|--------------|---------------|-------------------------|-----------------|
| 16/01/2024 | Cemetery fees | Greens Funeral services | 125.00 |
| 24/01/2024 | VAT | HMRC | 6,976.40 |
| Total | | | 7,101.40 |

- **Bank signatories:** The Council resolved for Julie Minch to be a new bank signatory to replace former councillor Susie Cusick.
- **Training:** There were no new training courses. The Council resolved for MS to attend the OALC Councillors' session on the 13th February.
- **Internal Auditor:** The Council considered the quotes received and resolved to proceed with Jane Olds as the Internal Auditor for 2023/2024.

- **Speed Indicator Devices (SIDS) poles:** The Council resolved to proceed with Oxford Direct Services Limited to install the poles for the SIDS. The Council resolved to install 4 signs, leaving the remaining 2 to be installed on New Yatt Road until after the result of the 20mph consultation held by OCC has been determined.
- **Donation request:** The Council resolved to donate £200 to Citizens Advice West Oxfordshire.
- **Cemetery noticeboard installation:** The Clerk noted she had received a quote from Broadleaf for the installation of the Cemetery noticeboard. She did not receive any other quotes following requests. The Council resolved to proceed with Broadleaf.

188/23: Planning Applications:

New planning applications for consideration:

- [23/03413/FUL](#)
Eynsham Hall
North Leigh, Witney, Oxfordshire OX29 6PN
Erection of an electrical sub station
Comments due: 5th February 2024 (Council has asked for an extension until 9/2/24.)

North Leigh Parish Council has no comments on this planning application.
- [24/00014/S73](#)
Woodlands House, Wilcote, Oxfordshire OX7 3EA
Variation of condition 2 of planning permission 22/00028/FUL to allow for the following changes: 1. Proposed site plan updated to show alteration to site entrance; minor changes to the location of the pool and pool house; minor change to the position of parking spaces; reduction in levels of area east of the terrace; location of ASHP 2. Window shown in what was 'blind' opening on north elevation 3. A/C unit alongside approved garage. 4. Alteration to pool house design and pool section 5. Changes to landscape proposal within the domestic curtilage.
Comments due: 6th February 2024 (Council has asked for an extension until 9/2/24.)

North Leigh Parish Council has no comments on this planning application.
- [24/00087/HHD](#)
36 Perrott Close North Leigh Witney Oxfordshire OX29 6RT
Extend pitched roof over existing garage.

Comments due: 7th February 2024 (Council has asked for an extension until 9/2/24.)

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

- [23/00609/FUL](#)
[Appeal reference: APP/D3125/W23/3325890](#)
[Rosehill](#), Green Lane, North Leigh
Erection of a replacement dwelling and associated works
Comments/modifications/withdrawal of previous representations due by 19/2/24.
- [23/00604/HHD](#)
[Appeal reference: APP/D3125/D/23/3325578](#)
[Rosehill](#), Green Lane, North Leigh
Erection of side and rear extensions, together with alterations to raise the height of the existing roof to create additional first floor living space and associated works.
Comments/modifications/withdrawal of previous representations due by 19/2/24.

The Planning Committee will oppose the two above appeals at Rosehill and write an opposition comment for both of the above appeals on behalf of NLPC.

189/23: Responsibility of play areas and assets: The Council considered the monitoring of play areas, grass and assets. The following was agreed:

MS to inspect the play areas and some assets weekly. The Clerk will send the Asset Register to MS and review.

MS will inspect the grass at the Adventure Playground and the Children's Playground as well as the grass at the bus shelters.

The Chairman will inspect the grass at the Cemetery and Churchyard.

FJ will inspect the grass at the triangular bits outside Masons Arms (corner of Perrots Close, Common Road and Park Road)

It was noted that CF has been inspecting the grass at Cuckamus Green.

190/23: Strategic Objectives: The Council resolved the following for its Strategic Objectives for the Parish Council

- Increased allotment provision
- Car park for the Memorial Hall
- Completion of the cycle path on the A4095

- Resurrect the Nor'Lye News

The Clerk will add the formation of working groups on these objectives to the March agenda.

The Clerk will escalate the leases for the Children's Playground and Adventure Playground within OCC and WODC.

191/23: Committees:

- NP Committee:
 - Terms of Reference: The Council resolved to adopt a revision of the Terms of Reference to include authorisation of a £150 expenditure per month.
- Committee Report – See Attachment 1. The Council asked the Clerk to attend the NP meeting on the 17th February. It was noted that it would be useful for members of the NP Committee to wear badges.
- Staffing Committee: The Council resolved for JM to join the Staffing Committee along with KS and CF.
- Planning committee: SV reported the following:
 - Information as noted in minute reference 185/23.
 - She and KS are attending a meeting of the North Witney Coordination Group.
 - The adoption procedure of the sewers at Bellway has been started.

192/23: Grounds maintenance contracts 2024 – 2027: The Council resolved to the following grounds maintenance contracts for 2024 -2027.

BGG:

- Adventure Playground
- Children's Playground
- Windmill Heights
- Cemetery
- Churchyard
- Grass around public seat on Church Road

David Green

- Cuckamus Green
- Strip of grass from the Methodist Hall to the Park Road junction.
- Triangular bits outside Masons Arms (corner of Perrots Close, Common Road and Park Road)
- The triangular grass at the top of Windmill Close
- Remove the nettles by the wall by the bus stop and around Common Road
- Grass around Parish Council-owned bus shelters
- Path at Black Alley
- Park Road opposite Estelle Manor entrance

193/23: Library: The Council resolved to continue with the library agreement and requests for funding.

194/23: Annual Parish Meeting: The Council resolved to hold the Annual Parish Meeting on the 23rd of May (depending on the availability of the Memorial Hall) using the same format as last year. The Council asked for this to be on the March agenda.

195/23: Community Emergency Plan Survey – 2024: The Council resolved to send the information it has sent in past years (via the Annual Community Emergency Planning Survey) to OCC.

196/23: Cemetery fees: The Council resolved to adopt the Cemetery Fees as proposed. See Attachment 2.

197/23: Parish Events: The Council resolved not to hold an event to commemorate D-Day but would consider future events.

198/23: Smoke free oxford sign: The Council resolved not to erect smoke free Oxford signs at the Children's Playground and the Adventure Playground.

199/23: Correspondence:

- The Council reviewed the correspondence since the last meeting.

200/23. Matters for report:

- The Council would like to have an agenda item to consider the Impact of Botley West Solar Farm on North Leigh parish and NLPC's views on the

adequacy of Botley West Solar Farm's second consultation.

- The Clerk will provide a deadline for agenda items for future meetings.
- MS asked if the Village Sign and planters could be on the March agenda. It was noted that would be dependent on the article in the newsletter/when the newsletter would be delivered to allow adequate time for residents to comment per the January meeting.

The date and time of next meeting were confirmed as Thursday, 14th March 2024 at 7.30pm, Turner Hall

Meeting closed at 9:40pm.

Attachment 1

North Leigh Neighbourhood Plan Committee Update for Parish Council Meeting of 8th February 2024

Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee held meetings on 15th and 29th January.
- We have scheduled the next full meeting of the committee for 13th February.
- There will be a Public Meeting on Saturday the 17th February
- 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.

Consultancy Support for the Neighbourhood Plan

Community First Oxfordshire (CFO) of Worton Park, near Cassington were selected as our consultants to assist with the preparation of the Neighbourhood Plan and we met with them on the 15th January to start the work to produce a Reg. 14 pre-submission plan by October 2024. Initially the work will focus on a Public Meeting intended to capture the views of the community around various key issues and topics.

Budget presented to the Parish Council and future grant applications

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

We received a grant of £6,960 from Locality to support our work until the end of March 2024. Any funds not invoiced by that date will be returned to Locality.

In any case, we will subsequently be entitled to apply for a further grant to cover the work from the period from 1st April 2024 to the 31st March 2025.

Attachment 2

NORTH LEIGH CEMETERY FEES

Adopted 8th February 2024

Last reviewed 11th May 2023

Reviewed 11th May 2022, 13th May 2021

Last revised July 2020

The charges set out below apply when the person to be interred or the person to whom the Exclusive Rights are to be granted is, or immediately before his/her death was, an inhabitant of the Parish of North Leigh (or left the parish to reside elsewhere due to care needs), and in the case of a stillborn child when one of the parents is such an inhabitant.

In all other cases, the fees will be doubled.

Exclusive Rights of Burial (50 year duration)

The Exclusive Rights of Burial may be purchased either to reserve a grave space (a full-size grave or ashes grave) or be purchased at the time of interment.

Graves

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| Stillborn/Baby. Of the body of a stillborn baby, or of an infant whose age at the time of death did not exceed one year. | No charge |
| For children under the age of 18 years | No charge |
| Adult. For the body or plot reservation of a person whose age at the time of death was 18 years and over | £300 |

Ashes

| | |
|---|------|
| Ashes of cremated remains (maximum of 4 interments) | £150 |
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Interments (the costs below are per interment)

The costs below are for the burial in a full grave or ashes grave.

Graves

| | |
|--|-----------|
| Stillborn/Baby. Of the body of a stillborn baby, or of an infant whose age at the time of death did not exceed one year. | No charge |
| For children under the age of 18 years | No charge |
| Adult. For the body of a person whose age at the time of death was 18 years and over | £300 |

Ashes

| | |
|--------------------------------------|------|
| Ashes of cremated remains in a grave | £150 |
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| where Exclusive Right of Burial has been granted | |
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Memorials

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| Rights to erect a memorial | £150 |
| Rights to amend inscription on a memorial stone | £50 |

Administrative Fees

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| Transfer of Exclusive Rights of Burial | £50 |
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Fees can be made via BACS:
Account Name: North Leigh Parish Council
Bank: Unity Trust Bank
Account Number: 20435312
Sort code: 608301
Or via cheque payable/sent to:
North Leigh Parish Council
26 Eaton Village
Eaton, Oxfordshire OX13 5PR