

**MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 8<sup>th</sup> 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 11<sup>th</sup> January 2024
- Neighbourhood Plan meeting of the 19<sup>th</sup> December 2023
- Neighbourhood Plan meeting of the 15<sup>th</sup> 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 14<sup>th</sup> 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 17<sup>th</sup> 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
		<b>Total</b>	<b>6,060.63</b>

- 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
		<b>Total</b>	<b>7,101.40</b>

- **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 13<sup>th</sup> 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: 5<sup>th</sup> 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: 6<sup>th</sup> 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: 7<sup>th</sup> 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 17<sup>th</sup> 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 23<sup>rd</sup> 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, 14<sup>th</sup> 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 8<sup>th</sup> February 2024

#### Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee held meetings on 15<sup>th</sup> and 29<sup>th</sup> January.
- We have scheduled the next full meeting of the committee for 13<sup>th</sup> February.
- There will be a Public Meeting on Saturday the 17<sup>th</sup> 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 15<sup>th</sup> 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 11<sup>th</sup> 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 1<sup>st</sup> April 2024 to the 31<sup>st</sup> March 2025.

## Attachment 2

### NORTH LEIGH CEMETERY FEES

Adopted 8<sup>th</sup> February 2024

Last reviewed 11th May 2023

Reviewed 11<sup>th</sup> May 2022, 13<sup>th</sup> 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**

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**

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

**Administrative Fees**

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**