

MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 14th March 2024 at 7:30pm in the Turner Hall, Church Road, North Leigh

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

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

201/23. Apologies for absence: Fran Jeffes (FJ), District Councillor Harry St John

202/23. Declarations of interest: None noted here. See item 207/23.

203/23. Minutes of the following meetings: The minutes from the following meetings were approved and signed:

- Parish Council meeting of the 8th February 2024
- Neighbourhood Plan Committee meetings: 29th January, 13th February and the 4th March 2024
- Planning Committee meeting: 26th February 2024

204/23. Public Forum: Members of the public were in attendance.

- A member of the public was in attendance to note that an appeal had been made with regards to restricted byway no. 43. The Planning Inspectorate has agreed that it is a restricted byway and upheld the order.
- Manor Oak appeal: Many members of the public were in attendance to discuss the Manor Oak appeal. The following points were raised:
 - a. People will travel in cars rather than walk due to the layout of footpaths as pedestrians would need to cross roads in an unsafe manner. This is contrary to policy T3 in the West Oxfordshire Local Plan 2031.
 - b. There are sewerage issues.
 - c. The footpath is not suitable for wheelchair/double buggy/etc.
 - d. It is difficult to see coming out of Bridewell Close. With more cars coming through, this increases the possibility of accidents.
 - e. The state of the parish rights of way is poor at the moment. Will the developer contribute to the state of rights of way?

The Chairman noted that it is important for residents to make their own comments to the Planning Inspectorate.

208/23: Planning Applications:

The Council considered the following planning applications.

[APP/D3125/W/23/3333133](#)

Land South Of 1 New Yatt Road North Leigh

Original Application Number: [23/00794/OUT](#)

Outline planning application (with all matters reserved except for means of access) for the erection of up to 43 residential dwellings, including affordable housing, public open space, landscape planting, sustainable drainage system and new access arrangements from New Yatt Road (amended plans)

The Parish Council will be reinforcing its previous objections and take the views noted in item 204/23 into account. SV will write an objection to submit to the Clerk prior to the deadline of the 28th of March.

[24/00190/HHD](#)

1 Gough Close North Leigh

Erection of raised decking/platform in rear garden along with addition of trellis to existing garden walling (retrospective)

The Parish Council has no comments on this planning application.

Other planning considerations:

- **Quarry Solar Farm:** RG reported that the original Quarry Solar Farm application was refused. Their plans have been amended, but a new application has not yet been submitted to West Oxfordshire District Council (WODC). The main objection NLPC had was the route for up to 4000 HGV journeys required for installation. The suggested route has not changed.

The Council resolved to send an objection to Quarry Solar Farm to RWE Renewables and delegate the writing and submission of this objection to RG. The Council resolved to also submit an objection to WODC once the planning application is live.

- **North Witney Consortium:** The Council resolved for KS and SV to continue to collaborate with the other local councils working on this and report back.
- **Botley West Solar Farm:** The Council resolved to write to WODC to express disappointment with the Adequacy of Consultation which the Council

believes did not adequately represent the impact of Botley West Solar Farm on North Leigh parish. The Council resolved for RG to write this on the Council's behalf.

- The Fish Hill Farm application has been rejected at appeal.
- Rose Hill: The first application has been rejected at appeal.

205/23. Reports from the County Councillor and District Councillor:

Oxfordshire County Council

The County Councillor reported the following:

- The 20mph consultation is now live with a deadline of the 5th of April.
- OCC has finalized its budget for 24/25 and there will be a 4.99% increase.
- S7 bus changes have come in. The County Councillor is working to meet with Stagecoach to look to reduce late night service if it is not needed in North Leigh.
- Verges are being destroyed by the S7 bus service. The County Councillor suggested perhaps putting in some sort of blockage such as bollards/planters.

206/23. Action items and Clerk's Report:

- It was noted that JM has been in touch with Proludic about the issue with the wet pour.
- The Clerk will escalate the lack of communication regarding the Adventure and Children's Playground leases to the Chief Executives of OCC and WODC.

20723: Vice Chair:

RG reported he will be stepping down as Vice Chair. The Council thanked RG for his service as Vice Chair. The Council resolved not to have a Vice Chair.

207/23: Finance:

- **Finance report**

Bank Reconciliation at 29/02/2024

Cash in Hand 01/04/2023 88,393.20

ADD

Receipts 01/04/2023 - 29/02/2024 82,023.88

170,417.08

SUBTRACT

Payments 01/04/2023 - 29/02/2024 103,262.38

Cash in Hand 29/02/2024 **67,154.70**
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	29/02/2024	0.00
Unity Bank	29/02/2024	25,126.15
Lloyds	29/02/2024	0.00
Unity Instant Access Account	29/02/2024	43,317.55

68,443.70

Less unrepresented payments: 1,289.00

Cheque #4: £1089

Donation to Citizens advice £200

67,154.70

Plus unrepresented receipts

Adjusted Bank Balance **67,154.70**

Payments authorised:

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
09/02/2024	Paper	WH Smith	8.99
09/02/2024	Council mobile phone	Lebara	6.95
09/02/2024	Postage	Post Office Ltd	2.50
09/02/2024	Key cutting	Timpson	10.75
09/02/2024	Postage	Post Office Ltd	9.75
09/02/2024	Postage	Post Office Ltd	5.15
09/02/2024	Lloyds monthly fee	Lloyds Bank	3.00
31/03/2024	Clerk salary	Allison Leigh	1,188.66
14/03/2024	Clerk mileage and home allowance	Allison Leigh	74.35
14/03/2024	Printing of Newsletter	The Flying Press	492.82
14/03/2024	Neighbourhood plan expenses	Adrian Watts	52.50
14/03/2024	Post of newsletter	Andy Clements	240.60
14/03/2024	Neighbourhood plan expenses	Steve Legg	56.50
14/03/2024	Web hosting and WordPress updates	Dark White Digital	35.00
14/03/2024	Library payment	Oxfordshire County Council	3,148.00
14/03/2024	Bin emptying 2 playgrounds and Cuckamus Green	WODC	783.43
14/03/2024	Cemetery bin management	Grundon	65.24
			6,184.19

Receipts since the last meeting:

<u>Date</u>	<u>Description</u>	<u>Total</u>
26/02/2024	Cemetery fees	70.00

- The Council resolved to continue with the SLCC membership for 2024/2025.
- JM asked for unrepresented payments to be itemized on the bank reconciliation in future.
- **Internal Financial Controls Checklist completed 28/2/24:** The Council acknowledged the Internal Financial Controls Checklist carried out on 28/2/24.
 - The Council recognized that JM cannot act as a signatory as agreed at the February meeting and carry out the internal financial controls checklists. The Council resolved for JM to carry out the internal financial controls checklists and for MS to become a signatory.
- **Training:** There were no new proposed training courses.
 - The Council resolved for the Chairman to attend the Councillor Forum on the 9th of April.
 - It was noted that MS will be attending the OCC day to be held on the 20th of March.

- **Donation request:** The Council considered a donation request from the Gardening Society.
 - CF, SV and MS declared an interest in this item at this item.
 - The Council resolved not to donate to the Gardening Society at this time as the Gardening Society did not meet the criteria.
 - The County Councillor noted he would be able to grant £250 to the Gardening Society via the Councillor's Priority Fund.

209/23: Committees:

- **NP Committee:** The NP Committee sent a report. See Attachment 1. It was noted that the invoice for Community First Oxfordshire (CFO) will be sent to the Council and needs to be paid prior to 31/3/24 to comply with the grant criteria.
- **Staffing Committee:**
 - It was noted that the Staffing Committee needs to arrange a meeting.
 - Another member of the Staffing Committee is needed. This will be on the May agenda.
- Planning committee
 - Another member of the Planning Committee is needed. This will be on the May agenda.

210/23: Policies

- **Freedom of Information Publication Scheme:** The Council resolved to adopt the Freedom of Information Publication Scheme.
- **Requests for Information Policy:** The Council resolved to adopt the Requests for Information Policy.
- **Scheme of Delegation:** The Council resolved to adopt the Scheme of Delegation.

211/23: Annual Parish Meeting: The Council resolved to hold the Annual Parish Meeting on the 22nd May. The Council will determine a time and email local groups as well as create posters. The Clerk will send a list of suggested local groups to the Council.

212/23: Parish Councillors:

- Councillor Responsibilities: See Attachment 2
- Formation of working groups for the Strategic Objectives: The Council noted the 4 Strategic Objectives of the Council had been decided at the February meeting as the Nor'Lye News, the refurbishment of the Adventure Playground, a provision for an additional car park, the cycle link between Common Road and Park Road on the A4095. It was noted that the following 2 will be the priorities:
 - Nor'Lye News:
 - KS will take the lead on this and send Mailchimp asking for anyone interested in to be in touch with the Council.
 - Car Park:
 - SV will take the lead on this and JM will assist with this.
- Councillor Visibility:
 - The Council resolved to purchase Parish Council vests for Councillors when carrying out work in the village. MS will research this.
 - The Council resolved to have the names/council email addresses/on noticeboards with QR Code taking them to the website.

213/23: Speedwatch: It was noted there are currently 11 members of speedwatch: 6 volunteers and 5 parish councillors.

214/23: Correspondence: The Council acknowledged the correspondence sent since the last meeting.

215/23. Matters for report:

CF noted that there will be a litter pick on Sunday the 24th of March. 20 pickers are needed, and the rubbish will be collected outside of the Memorial Hall on Monday 25th of March. CF to do a risk assessment.

MS thanked KS for his work on the newsletter. MS suggested a deadline for residents to come back to the Council with comments on the usage of S106 funds. The Clerk will communicate a deadline of the 30th of April.

SV noted there have been issues booking the Memorial Hall and has suggested the Council take a slot of the 3rd Tuesday of the month. This will be a cost of £36.30 per time. The Council resolved to contact the Hall regarding cancellation/negotiating the rate.

Date and time of next meeting: Thursday, 11th April 2024 at 7.30pm, Turner Hall

The deadline for items for the April agenda is the 28th of March 2024.

The meeting closed at 21:40.

North Leigh Neighbourhood Plan Committee Update for Parish Council Meeting of 14th March 2024

Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee held meetings on 13th February and 4th March.
- There was 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 are acting as our consultants to assist with the preparation of the Neighbourhood Plan. CFO consultant Tom McCulloch designed and led the Public Meeting on 17th February.

Following the Public Meeting the work will focus on producing and distributing a Questionnaire to capture the views of the residents on a variety of topics and areas.

Financial Situation

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. It is expected that the majority of the present grant will be spent on consultancy fees. We will ensure that CFO will invoice all the work we contracted to them prior to the 31st March.

North Leigh Parish Council
Councillor Responsibilities/Working Groups/Committees
Adopted 13/3/24

<u>Role</u>	<u>Councillor</u>
Chair of Parish Council	Andy Clements
Cemetery grounds inspection to include grass, trees, benches and noticeboard	Clerk/Andy Clements
Cemetery layout, maintenance, burials	Clerk /Andy Clements
Speed Indicator Devices (SIDs)	Kevin Swann
Speedwatch equipment	Andy Clements/TBD
Adventure Playground inspection	Malcolm Shead
School Playground inspection	Malcolm Shead
Library	Julie Minch
North Leigh Youth Project	Kevin Swann
Inspection of finance control	Julie Minch
Grass at Cemetery and Churchyard	Andy Clements
Grass at the Children's Playground	Malcolm Shead
Grass at the Adventure Playground	Malcolm Shead
Cuckamus Green inspection to include grass, trees and benches	Carol Frost
Grass at bus shelters	Malcolm Shead
Triangular bits outside Masons Arms (corner of Perrots Close, Common Road and Park Road)	Fran Jeffes
Nettles by the wall by the bus stop and around Common Road	Malcolm Shead
Grass by the seat on Church Road	Fran Jeffes
Grass and beds at Windmill Heights	Malcolm Shead
Grass at Park Road opposite Eynsham Hall Entrance	Malcolm Shead
Triangular grass at the top of Windmill Close	Malcolm Shead
Strip of grass from the Methodist Hall to the Park Road junction	Malcolm Shead
Newsletter	Kevin Swann
Planning Committee	Chair: Sarah Veasey Members: Julie Minch, Kevin Swann, TBD
Staffing committee	Julie Minch, Carol Frost, Kevin Swann, TBD
Neighbourhood Plan Committee	Chair: Sherard Veasey Vice chair: Kevin Swann Secretary: Steve Legg Members: Robert Gunn, David Painter, Judith Wardle, Martin Bowsher, Adrian Watts
East End Noticeboard	Andy Clements
Cuckamus Green Noticeboard	Julie Minch
Bench on Church Road	Fran Jeffes
Bus shelters	Malcolm Shead
Defibrillators	Clerk
Office equipment	Clerk
Salt bins	Andy Clements
Internal Controls Checks	Julie Minch