

**MINUTES of the Annual Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 6<sup>th</sup> June 2024 at 7:30pm in the North Leigh Youth Centre at the Memorial Hall**

**Councillors Present:** Andy Clements (Chair), Carol Frost (CF) Julie Minch (JM), Sarah Veasey (SV), Kevin Swann (KS), Fran Jeffes (FJ) and Robert Gunn (RG)

**In attendance:** Allison Leigh, Clerk, County Councillor Liam Walker, District Councillor Sarah Veasey

**39/24: Apologies for absence**

- The Council noted apologies from Councillor Malcolm Shead.

**40/24: Declarations of interest:** None.

**41/24: Minutes of the following meetings:** The minutes of the following meetings were approved and signed:

- Annual Parish Council meeting of the 9<sup>th</sup> May 2024
- Neighbourhood Plan (NP) Committee meeting of the 13<sup>th</sup> May 2024

**42/24: Signing of Declaration of Acceptance for Councillors Carol Frost and Robert Gunn:** The Declaration of Acceptance forms were signed.

**43/24: Public Forum:** A member of the public arrived later in the meeting.

**44/24: Reports from the County Councillor and District Councillor:**

**West Oxfordshire District Council (WODC)**

The District Councillor reported the following:

- The Manor Oak appeal took place on the 5<sup>th</sup> June.
- She has a Facebook page and a District Council email.
- Estelle Manor does not need permission with regards to helicopter flights.
- She is in discussions with Estelle Manor with regards to the minibuses along with the Chairman and the Clerk.
- The District Councillor is on the Lowlands Planning Committee so will need to resign from the NLPC Planning Committee.

**Oxfordshire County Council (OCC)**

The County Councillor reported the following:

- Highways will be looking at drainage and mark any blocked drains.
- He is looking at the costing of zebra crossings for Park Road and Windmill Road.

**45/24: Action items and Clerk's Report:**

The Council acknowledged the Action items and Clerk's Report.

It was noted that with regards to the refurbishment of the Adventure Playground, some village groups to approach along with some sample questions have been circulated by councillors.

**43/24: Public Forum:** A member of the public arrived at this point in this meeting to raise points about the planning application for Rose Hill. They are concerned with this application in that they are concerned that the applicants are submitting piecemeal applications in order to progress a larger application.

**46/24: 2023/2024 Internal Auditor Report:** The Council considered the 2023/2024 detailed Internal Auditor Report.

**47/24: 2023/2024 Annual Internal Audit Report:** The Council considered the 2023/2024 Annual Internal Audit Report.

**48/24: 2023/2024 Annual Governance Statement:** The Council answered the questions on the 2023/2024 Annual Governance Statement and it was signed by the Chairman and the Clerk.

**49/24: 2023/2024 Annual Account Statements:** The Council resolved to defer this to a meeting which will be held on the 26<sup>th</sup> June as there were questions as to the figures.

**50/24: 2023/2024 Notice of Public Rights:** The Council resolved to defer this to a meeting which will be held on the 26<sup>th</sup> June.

**51/24: Statement of Variance:** The Council agreed the Statement of Variance for 2023/2024.

**52/24: Reserves:** The Council agreed the reserves as of 31/3/24.

## 53/24: Finance:

- **Finance:**

Payments authorised:

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
09/05/2024	Refund	Society of Local Council Cle	-95.20	0.00	-95.20
03/05/2024	Refund	OALC	-12.00	0.00	-12.00
10/05/2024	Refund	Susan Moss	125.00	0.00	125.00
10/05/2024	Pension contribution	NEST	63.89	0.00	63.89
10/05/2024	Mailchimp	Mailchimp	25.33	0.00	25.33
10/05/2024	Paper	Tesco	7.92	1.58	9.50
10/05/2024	Postage	Post Office Ltd	2.90	0.00	2.90
10/05/2024	Office supplies	Amazon	0.68	0.14	0.82
14/04/2024	Council mobile phone	Lebara	6.95	0.00	6.95
10/05/2024	Hi vis vests	Workwear Express	116.10	23.22	139.32
10/05/2024	External hard drive	Amazon	56.66	11.33	67.99
26/04/2024	Lloyds monthly fee	Lloyds Bank	3.00	0.00	3.00
31/05/2024	Pension contribution	NEST	60.18	0.00	60.18
30/06/2024	Clerk salary	Allison Leigh	1,196.10	0.00	1,196.10
06/06/2024	Clerk mileage and home all	Allison Leigh	80.00	0.00	80.00
06/06/2024	Audit fee	Jane Olds	350.00	0.00	350.00
06/06/2024	Adventure Playground Mowi	BGG	520.00	104.00	624.00
06/06/2024	Grass cutting - play area an	BGG	100.00	20.00	120.00
06/06/2024	Cemetery and church grass	BGG	540.00	108.00	648.00
06/06/2024	Windmill Heights Shrubs an	BGG	210.00	42.00	252.00
06/06/2024	Web hosting and WordPres	Dark White Digital	35.00	0.00	35.00
01/06/2024	Insurance premium	Zurich Municipal	1,226.40	0.00	1,226.40
06/06/2024	Clerk PAYE	HMRC	1,024.48	0.00	1,024.48
06/06/2024	Microsoft 365	Cloudy IT	103.20	20.64	123.84
06/06/2024	Installation of noticeboard	Broadleaf Services	300.00	60.00	360.00

Receipts since the last meeting:

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
14/05/2024	VAT Refund	HMRC	0.00	428.97	428.97
10/05/2024	VAT Refund	HMRC	0.00	1,388.18	1,388.18
31/05/2024	Cemetery fees	Peter Smith and Son	250.00	0.00	250.00

- **Training:** The Council agreed to the training courses listed on Attachment 1.
  - The Council resolved for Robert Gunn to attend the Oxfordshire Association of Local Council's Councillor Forum on the 9<sup>th</sup> July at 2:30pm.
- **Oxfordshire Playing Fields Association (OPFA) Membership:** The Council resolved to pay the membership to OPFA for 2024/2025.

## **54/24: Planning Applications:**

### **New planning applications for consideration:**

#### ***24/01029/HHD***

PROPOSAL: Erection of a single storey rear and two storey side extension and a front porch

LOCATION: Greenacres 32 Park Road North Leigh

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

#### ***24/00951/HHD***

PROPOSAL: Installation of a double-glazed window

LOCATION: 1 Gough Close North Leigh

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

#### ***24/01133/HHD***

PROPOSAL: Erection of a single-storey rear extension and alterations to the existing garage roof

LOCATION: Rosehill Green Lane North Leigh

The Council resolved for SV to email the planning officer regarding some queries and then provide a comment to be submitted to the Clerk.

#### ***24/01252/S73***

PROPOSAL: Variation of condition 2 of Planning Permission 22/02660/HHD to allow for changes to the approved plans. Re-wording of conditions 6 and 7 to only refer to the garage element and the new driveway access only

APPLICATION NO: 22/02660/HHD

PROPOSAL: Demolition of existing extensions and garage, removal of chimney and relocation of vehicle entrance. Erection of proposed porch, single storey rear and side extensions, two storey rear and side extensions. Internal reconfiguration and insertion of new dormer window

LOCATION: Elbie House East End North Leigh

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

## **55/24: Committees:**

### **○ Neighbourhood Plan (NP) Committee:**

- The Council resolved to have the NP Committee circulate the questionnaire to residents.
- The Council considered the report. See Attachment 2. FJ had serious reservations about the Character Assessments of New Yatt Road and Shepherds Walk. It was noted that

this is a work in progress and MS will attend the NP Committee meeting on the 10<sup>th</sup> June.

- **Staffing Committee (SC):** The SC reported the following:
  - The SC had conducted an employee appraisal.
  - The SC needs to review the new model contract.
  - The SC is happy to for the Clerk to attend the Society of Local Council Clerk's national conference.
  - It is important for councillors to raise issues in advance of the meeting. The Council would like the Clerk to provide further deadline dates such as a deadline for comments on minutes and would like this on the July agenda.
- **Planning committee:** It was noted that SV will be stepping down from the planning committee. The Council resolved to keep a planning committee. The Council agreed to have JM will act as the second representative at WING meetings regarding the North Witney housing development, but agreed that if another councillor is interested, the Council is happy to consider the representatives..

**56/24: Policies:**

- a. Biodiversity Policy: The Council resolved to put this on the July agenda.
- b. Donation Policy: The Council resolved to adopt the Donation Policy.

**57/24: North Leigh Youth Project (NYLP) Update:** KS reported the following:

- NYLP is concerned about not receiving a grant from NLPC. KS advised that they investigate additional funding and that he will be happy to assist them in fundraising ideas.
- NYLP is working with older younger people (aged 14/15) on leadership skills.
- NYLP will be in touch with KS to discuss ideas for the Adventure Playground.

**58/24: Village events:** The Council resolved to have the Clerk research the logistics of a tree lighting in the November/December 2024 timeframe.

**59/24: Dog waste bin:** The Council resolved to have the Clerk look into the cost of purchasing and emptying a new dog waste bin in East End. The Council would like this on the July agenda along with the relocation of bins in the rest of the village.

**60/24: Correspondence:** The Council reviewed the correspondence since the last meeting

- An email was received about grass cutting on a patch of Windmill Road. The Clerk will investigate this.
- An email was received about a tree on Windmill Heights. The Council resolved to inform the resident that they can cut the branches if they would like.

**61/24. Matters for report:**

- CF reported that the landlords of the Woodman have left and that a manager will be coming in to keep it open in the meantime.
- SV noted that it might be wise to carry out a study to identify the springs in the village. The Council would like the Clerk to investigate quotes from hydrologists.
- KS noted that Locality is now accepting applications and the NP Committee is working on an application. A discussion was had as to an invoice which may need to be paid to CFO. The Clerk asked the NP Committee to advise once further information was available for consideration.

**62/24: Date and time of next meeting:** The date and time of the next meetings were confirmed as the 26<sup>th</sup> June 2024 location TBD and Thursday, 11<sup>th</sup> July 2024 at 7.30pm in the Turner Hall.

**63/24: Confidential matters:** The Council resolved to exclude the public from agenda items 64/24 – 67/24.

**64/24: S106 monies:** The Council considered the quotes for a village sign and village map. The Clerk is researching with WODC to confirm the usage of the funding within their terms of public art.

**65/24: Playground inspection quotes:** The Council considered the playground inspection quotes and resolved to proceed with the Play Inspection Company.

**66/24: Adventure Playground lease:** The Council would like to have this on the July agenda.

**67/24: Quotes for Tree Lighting:** The Council resolved to move this to the July agenda.

The meeting closed at 9:55pm.

**The deadline for items for the July agenda is the 27<sup>th</sup> of June 2024.**

## Attachment 1

### Training Courses

<u>Registrant</u>	<u>Course</u>	<u>Provider</u>	<u>Date</u>	<u>Cost</u>
Allison Leigh	Contractor Management	OALC	02 July 2024	15.00
Kevin Swann	Contractor Management	OALC	02 July 2024	15.00
Total				15.00
Budget				1500.00
Difference				1485.00



## Attachment 2:

### North Leigh Neighbourhood Plan Committee Update for Parish Council Meeting of 6<sup>th</sup> June 2024

#### Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 13<sup>th</sup> May.
- The committee meeting agendas and minutes are being posted on the North Leigh Parish Council website.

#### Membership

Martin Bowsher, Paul Evans, David Harris, 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.

The Neighbourhood Plan Committee has been working with CFO to finalise a questionnaire that can be circulated around the village. Both the online SurveyMonkey and the MSWord hardcopy questionnaires have been finalised to the satisfaction of the committee and the Parish Council is asked to approve this at its meeting on the 6<sup>th</sup> June.

Assuming this can be approved, we have arranged the following timetable:

6h June	Parish Council formally approves the questionnaire
7th June	Document to printer
14th June	Delivered to Neighbourhood Plan Secretary
15th June	Distribution starts – a two-week job
30th June	Distribution complete
1st July	Four week response period starts
28th July	Four week response period ends

The committee has also been working on drafting a set of Character Assessment documents. These can be previewed online [here](#). They will form the basis of a document that CFO will create in their next phase of work, when funding for this has been arranged.

CFO have now completed delivery of much of the work ordered in the first phase of the project. However, they have yet to provide the 890 copies of the printed questionnaire and the analysis and report of the responses.

#### Finances

We initially received a grant of £6,960 from Locality to support our work until the

end of March 2024, of which £6,260 was paid to CFO. However, when we supplied the end of grant report, Locality identified that some consultancy work had been done before the grant had been made and would have to be repaid. This amounted to £338.49 and was repaid by the PC.

We will be entitled to apply for a further grant to cover the work for the period from 1<sup>st</sup> April 2024 to the 31<sup>st</sup> March 2025. It is expected that the majority of the grant will be spent on consultancy fees. The Locality grant application process has now opened and we will shortly be submitting an initial grant application to Locality for the financial year 2024-5. Under the proposal provided by CFO dated 24-11-23, their charges would amount to £9,900 for consultancy support, plus another £7,700 for technical support in producing the Design Code part of the Plan.