



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

Date: 2<sup>nd</sup> May 2024

**To all members of the Council:** You are hereby summoned to attend the  
**Annual Parish Council meeting of North Leigh Parish Council** on  
Thursday 9<sup>th</sup> May 2024 at **7:30pm in Turner Hall** for the purpose of transacting the  
following business.

Allison Leigh, Parish Clerk

**13/24. Election of Chair**

**14/24. Election of Vice Chair (should the Council have one)**

**15/24. Co-option for Casual Vacancies**

**16/24. Signing of Declaration of Acceptance forms**

**17/24. Apologies for absence:** Carol Frost

**18/24. Declarations of interest**

**19/24. Minutes of the following meetings:** To sign and approve the minutes from the  
following meetings:

- [Parish Council meeting of the 11<sup>th</sup> April 2024](#)
- [Planning Committee meeting of the 19<sup>th</sup> of March 2024](#)
- [Staffing Committee meeting of the 18<sup>th</sup> of April 2024](#)

**20/24. Public Forum**

**21/24. Reports from the County Councillor and District Councillor**

**22/24. Review and adoption of the following Council policies with no change:**

- [Standing Orders](#)
- [Financial Regulations](#)
- [Code of Conduct](#)
- [Document Retention Policy](#)



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- [Equality Policy](#)
- [Complaints Procedure](#)
- [Cemetery Regulations](#)
- [Cemetery Fees](#)
- [Terms of Reference for Planning Committee](#)
- [Terms of Reference for Neighbourhood Plan Committee](#)
- [Vacancy Procedure](#) and [Co-option Application Form](#)
- [Internal Financial Controls Policy](#) and Checklist
- [Councillors' Expense Policy](#)
- [Civility and Respect Pledge](#)
- [Communication Policy](#)
- [Publication Scheme](#)
- [Request for Information Policy](#)
- [Scheme of Delegation](#)

**23/24. Risk Assessment and Risk Management Policy:** To consider the draft Risk Assessment and Risk Management Policy

**24/24. Donation/Grant Policy and Application Form:**

- To consider the edits to the Donation/Grant Policy
- To consider the [Grant/Donation Application Form](#) with no change

**25/24. Asset Register:** To consider the [Asset Register](#)

**26/24. Councillor Roles and Working Groups**

- To consider the Councillor Roles and Working Groups



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- To co-opt another member to the Staffing Committee
- To co-opt another member to the Planning Committee
- To consider the Terms of Reference for the Staffing Committee

**27/24. Bank signatories:** To confirm the bank mandate

**28/24. Meeting dates:** To consider the meeting schedule as the second Thursday of the month at 7:30pm with no regular meeting being held in August

**29/24. General Power of Competence:** To consider adopting the General Power of Competence:

- To note the Council meets conditions of eligibility for General Powers of Competence, that being more than 2/3 of Councillors were elected, and the Proper Officer of the Council holds the CiLCA qualification.
- To consider resolving from 9<sup>th</sup> May 2024 until the next relevant Annual Meeting of the Council (May 2028), that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

**30/24. Leases:** To consider the status of the playground leases

**31/24. Action items and Clerk's Report**

**32/24: Finance:**

- **Payments and receipts**
  - To consider payments for authorisation and receipts since the last meeting
- **Statement of Accounts 2023/2024:** To review the statement of accounts for 2023/2024
- **Insurance quotes and review of cover**
- **Training:** To consider proposed training courses and designate a councillor for the Oxfordshire Association of Local Council's Councillor Forum for June
- **S106 funds:**



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- To consider the response from residents as to the S106 funds for planters and public art
- To consider proposals for S106 expenditure

- **Donation requests:** To consider the following donation requests:

- North Leigh Youth Project
- Enrych

**33/24: Planning Applications:**

- **New planning applications for consideration:**

- 24/00836/HHD  
2 Woodman Cottages  
New Yatt Road, North Leigh  
Comments due: 10/5/24
- Manor Oak Appeal: To consider attendance of the Parish Council at the Manor Oak appeal on the 27<sup>th</sup> of June 2024

- **Planning responses from previous meetings:**

- RWE
- North Witney: 24/00482/OUT
- Football Club: 24/00596/S73

**34/24: Committees:** To consider reports from the following committees:

- NP Committee
- Planning committee

**35/24: Correspondence:**

- To review the correspondence since the last meeting

**36/24. Matters for report:** To raise matters for discussion without decision or items for next meeting.



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Date and time of next meeting: To agree the next meeting date

**37/24: Confidential item:** To resolve to exclude members of the public from agenda item 38/25

**38/25: Staffing Committee:**

- To consider a report from the Staffing Committee
- To consider the Clerk's remuneration following the gaining of the CiLCA qualification

**The deadline for items for the June agenda is the 30<sup>th</sup> of May 2024.**