



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

26 Eaton Village
Eaton, Oxfordshire OX13 5PR
parishclerk@northleighparishcouncil.gov.uk
07796 039 496

MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 11th July 2024 at 7:30pm in the Turner Hall at the Memorial Hall

Councillors Present: Andy Clements (Chair), Councillors Carol Frost (CF), David Harris (DH), Malcom Shead (MS), Kevin Swann (KS) and Robert Gunn (RG), Sarah Veasey (SV and District Councillor), Julie Minch (JM) and Fran Jeffes (FJ)

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

74/24. Apologies for absence: None

75/24. Declarations of interest: None

76/24. Minutes of the following meetings: The Council approved and signed the minutes from the following meetings:

- Parish Council meeting of the 6th June 2024
- Parish Council meeting of the 26th June 2024

77/24: Councillor Vacancy: The Council considered the applicants for the Parish Councillor vacancy. Both candidates were nominated and seconded. The Council voted and David Harris (DH) received the majority vote.

DH signed the Declaration of Acceptance form.

The Council will write to those who applied for the role thanking them for their interest.

78/24. Public Forum: No members of the public were present.

79/24. Reports from the County Councillor and District Councillor

Oxfordshire County Council (OCC)

The County Councillor noted the following:

- The results of the 20mph consultation are completed and are publicly available on the County Council website.

The County Councillor attended the Cabinet meeting where the decision was made. He made a case for the 20mph decision to be deferred as he noted there



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are strong feelings amongst residents. The County Council resolved to make the traffic order to proceed with the 20mph plan in the parish.

The traffic order to proceed with the 40mph limit on the A4095 was also agreed.

- There are 2 events taking place at Blenheim Palace:
 - European Political Committee meeting: 18th July
 - Game fair: 26 – 28 July
- New Yatt Lane will be closed for resurfacing the 15th – 26th July.

West Oxfordshire District Council (WODC)

The District Councillor reported the following:

She has been in discussion with Estelle Manor about the following:

- Estelle Manor has advertised for part time and summer jobs and held an open recruitment day. 92 people expressed interest and Estelle Manor is considering holding another evening session.
- The District Councillor has had no more reports of issues with the minibuses.
- The District Councillor reported the Chairman has done research on helicopter traffic in the parish. One sixth of the helicopters monitored were traveling to/from Estelle Manor. The remainder were using the route as a corridor to attend summer events.

Shakenoak: SV is speaking to residents who are concerned about the closure of Shakenoak and assisting where she can.

The National Planning Policy Framework is being reviewed by government this week. The targets for the 2041 Local Plan are being revised.

There is no update on the Adventure Playground lease (see minute reference 88/24 for more information.)



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80/24. Action items and Clerk’s Report:

The Council considered the Councillor action items and the Clerk’s Report. The Council would like the S106 monies for public art and planters to be on the September agenda.

81/24: Finance:

a.Finance report:

Bank reconciliation:

Bank Reconciliation at 30/06/2024		
Cash in Hand 01/04/2024		55,084.53
ADD		
Receipts 01/04/2024 - 30/06/2024		36,595.28
		91,679.81
SUBTRACT		
Payments 01/04/2024 - 30/06/2024		21,178.93
A	Cash in Hand 30/06/2024	70,500.88
	(per Cash Book)	
Cash in hand per Bank Statements		
Petty Cash	30/06/2023	0.00
Unity Bank	30/06/2024	26,592.84
Lloyds	30/06/2024	0.00
Unity Instant Access Account	30/06/2024	43,928.74
		70,521.58
Less unrepresented payments		20.70
(M Shead expenses)		
		70,500.88
Plus unrepresented receipts		
B	Adjusted Bank Balance	70,500.88
A = B Checks out OK		



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Payment authorised

Date	Description	Supplier	Net	VAT	Total
13/06/2024	Councillor expense	Malcolm Shead	20.70	0.00	20.70
13/06/2024	Neighbourhood plan expenses	Adrian Watts	52.50	0.00	52.50
31/07/2024	Clerk salary	Allison Leigh	1,104.56	0.00	1,104.56
11/07/2024	Clerk mileage and home allowance	Allison Leigh	97.00	0.00	97.00
11/07/2024	Bin emptying 2 playgrounds and Cuckam	WODC	652.86	130.57	783.43
11/07/2024	Web hosting and WordPress updates	Dark White Digital	35.00	0.00	35.00
11/07/2024	Training course	OALC	30.00	6.00	36.00
11/07/2024	OPFA Subscription	OPFA	59.00	0.00	59.00
11/07/2024	Cemetery bin management	Grundon	78.74	15.75	94.49
11/06/2024	Mailchimp	Mailchimp	21.40	4.28	25.68
11/06/2024	Office supplies	WH Smith	4.99	1.00	5.99
11/06/2024	Postage	Appleton Community Shop	1.70	0.00	1.70
11/06/2024	Paper	Appleton Community Shop	4.32	0.83	5.15
11/06/2024	Council mobile phone	Lebara	6.95	0.00	6.95
11/06/2024	Postage	Appleton Community Shop	1.35	0.00	1.35
11/06/2024	Paper	Appleton Community Shop	4.32	0.83	5.15
11/06/2024	Refreshments for APM	Tesco	38.88	0.00	38.88
11/06/2024	Refreshments for APM	North Leigh Store	1.49	0.00	1.49
11/06/2024	Phone charger	Currys PC World	20.82	4.17	24.99
11/06/2024	Mailchimp	Mailchimp	21.01	4.20	25.21
11/06/2024	Lloyds monthly fee	Lloyds Bank	3.00	0.00	3.00
30/06/2024	Unity Bank service charge	Unity Bank	18.00	0.00	18.00
31/08/2024	Clerk salary	Allison Leigh	1,104.56	0.00	1,104.56
11/07/2024	Room hire	North Leigh War Memorial Hall	24.00	0.00	24.00
11/07/2024	Cemetery and church grass cutting	BGG	270.00	54.00	324.00
11/07/2024	Mowing of Church Road seat	BGG	20.00	4.00	24.00
11/07/2024	Park Road opposite Eynsham Hall	BGG	20.00	4.00	24.00
11/07/2024	Windmill Heights Shrubs and Hedges	BGG	420.00	84.00	504.00
11/07/2024	Bus shelter cleaning	Multi Hands	110.00	0.00	110.00
11/07/2024	Power washing of benches	Multi Hands	60.00	0.00	60.00
					4,620.78

Receipts since the last meeting

Date	Description	Supplier	Total
30/06/2024	Bank interest	Unity Bank	299.13
05/06/2024	Cemetery fees	Grave owner	100.00
17/06/2024	Cemetery fees	Grave owner	50.00
28/06/2024	Cemetery fees	Peter Smith and Son	300.00
			749.13

d.Budget against spend: The Chairman resolved to move this item to this point in the agenda. The Council considered the budget against spend through 30/6/24 and had no comments.



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b.Training: The Council designated the Chairman as the councillor to attend the Oxfordshire Association of Local Council's (OALC) Councillor Forum for 13th August, 7pm. The Chairman and Clerk will attend OALC's AGM and the launch of the Charter on the 15th July.

c.Donation requests:

- The Council resolved not to donate to Clean Slate.

82/24: Planning:

Planning matters for consideration:

- **24/00710/FUL**

Woodlands House, Wilcote

Installation of a ground mounted solar array (64 panels) and associated works.

NLPC has no comments on this planning application.

- **24/01340/HHD**

Field Farm Church Road North Leigh

Erection of two-storey extension, replace rear infill extension, internal reconfiguration, replacement glazing, and erection of porch.

NLPC has no comments on this planning application.

- **24/01497/FUL**

Estelle Manor

Erection of a plant room

NLPC has no comments on this planning application.

- **Appeal APP/D3125/W/24/3341580**

Land Parcel At Junction Of Boddington Lane And Church Road Boddington

Outline application (with all matters reserved) for a self-build detached dwelling with garage, residential curtilage and ground mounted solar panels

The Council resolved to reiterate the sentiment of the Council's previous objection. The Council resolved for SV to write the Council's representation and send it to the Clerk for submission to the Planning Inspectorate.



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- **24/01638/FUL**

Erection of a self build, 2 bed dwelling together with associated works and access

5 Common Close North Leigh Witney

The Council resolved to object and the wording will be determined based on SV's discussion as to whether or not the application meets the pre-application criteria. It was noted that parking will be part of the grounds on which to object.

- **24/01565/FUL**

University Farm Witney Road Hailey

Installation and operation of a renewable energy generating station comprising ground-mounted photovoltaic solar arrays and battery-based electricity storage containers together with a switchgear container, inverter/transformer units, site access, internal access tracks, security measures, access gates, other ancillary infrastructure and landscaping and biodiversity enhancements.

The Council resolved to object to this planning application citing transport as a key impact.

- It was noted that the following application was received after the agenda had been published:

24/01252/S73

Elbie House

East End

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 (amended plans)

22/02660/HHD

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



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The Council resolved for the Planning Committee to review this application and if comments are needed, the Planning Committee will hold a meeting to discuss it.

The Council resolved to submit a comment on planning applications only when it has comments.

Planning responses from previous meetings: The Council noted the response to the following application made after the June meeting per minute reference:

24/01133/HHD
Rosehill Green Lane North Leigh Witney Oxfordshire OX29 6TW

See Attachment 1

83/24: Witney Infrastructure Neighbourhood Group (WING):

- **Resolution:** The Council resolved to agree to the WING resolution. (see Attachment 2)
- **Report:** KS reported that at the last meeting the Group discussed the resolution and a link on Parish Council websites as well as communication in Parish Council newsletters. The next meeting is on the 17th September.
- **Website:** The Council resolved to add a link to the WING website on the NLPC website:
- **NLPC representatives:** To confirm the NLPC representatives on WING: This item was moved to minute reference 91/24.

84/24: Risk report: The Council considered the Risk Report and would like the Clerk to ask BGG for a cost to remove any debris as noted in the Risk Report. The Council would also like the Clerk to arrange the cutting of the laurel hedge, the cleaning of the play area (including graffiti), weeding and touching up the mural.

85/24: Bins: The Council resolved to ask WODC for a new dual bin in East End. RG will send a what 3 words location to the Clerk. The Council resolved to pay for the emptying and understands WODC will pay for the cost of the bin.

The Council asked the Clerk to publicise a notice reminding residents to clean up after their dogs and informing them of the new bin planned for East End.



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The Council would like the location of bins to be on the September agenda. The Council will review the map of bin locations prior to that meeting.

86/24: Deadline dates: The Council resolved to continue with the deadline dates for agenda items and meeting documents and add deadlines on a case-by-case basis as needed.

87/24: Biodiversity policy: The Council resolved to move this to September agenda. The Clerk will provide a deadline date for comments on this policy.

88/24: Lease:

- *Adventure Playground Lease:* The Clerk noted she has not had a reply from the legal team on the email sent in May (cc'ing the Chairman, JM and the District Councillor) regarding the lease. The Council would like the Clerk to circulate the lease to the whole council along with the questions sent and the current lease.
- *Children's Playground Lease:* The Chairman reported that he and the Clerk had a call with OCC to discuss the lease. It has come back through NLPC's solicitor and the changes discussed have not been implemented. The Council asked the Clerk to circulate the lease to the Council for next steps.
- The District Councillor noted that there is no update on the Multi Unit Games Apparatus as the build on the Rectory Rise development is frozen due to Grampian clause.
- The Council would like the Adventure Playground lease and clarity on the usage of the S106 monies for general recreation on the September agenda. The Council asked the Clerk to circulate the S106 spreadsheet.

89/24: Update on tree lighting: The Clerk reported she is working with Broadleaf with regards to the possibility of them putting up, stringing lights on and removing a Christmas tree on Cuckamus Green for the tree lighting discussed at the meeting on the 6th June. The Council would like the Clerk to provide a ballpark figure for this event.

The Clerk noted that it is important to advertise this early in order to maximise community engagement as well as engagement among village organisations.



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The Clerk will contact the Church making them aware of this event once costs are approved.

90/24: Noticeboards: The Council resolved to ask Memorial Hall Committee for two to three window (locked) noticeboard for NLPC notices.

91/24: Committees: The Council considered the reports from the following committees

- a. Neighbourhood Plan (NP) Committee
 1. The Council considered the NP expenditure for 2024/2025. See Attachment 3
 2. The Council considered the report sent. See Attachment 4.
 3. To have an update on the progress and next steps of the NP: KS noted that the deadline for responses to the Questionnaire is the 28th July and analysis will follow from Community First Oxfordshire.
- Staffing Committee:
 - There was nothing to report. The Staffing Committee will arrange a meeting in August.
- Planning Committee
 - To nominate another member of the Planning Committee: SV stepped down from the Planning Committee due to her role on the Lowlands Planning Committee. KS nominated DH as a member of the Planning Committee and SV seconded DH. The Council resolved to elect DH as a member of the Planning Committee, and he accepted.
 - The Planning Committee will hold a meeting and the first item of business will be to elect a Chair.
 - WING membership: The Council resolved to have one member which is KS.



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91a/24. Correspondence: The Council considered the correspondence since the last meeting.

- The Council resolved not to respond to the Traffic Sensitive Streets Review Consultation.

92/24. Matters for report:

- RG reported that he had attended a meeting regarding Botley West Solar Farm. Negotiating for compensation should the plan go ahead was discussed and it was agreed that negotiating as a single unit would be wise. There is no decision to be made at this stage.
- CF reported that the allotments (as well as a local stable) were broken into and police were informed.
- The Council would like the grounds maintenance contract on the September agenda.
- The Council would like the consideration of a Youth Council on the September agenda.
- MS would like to determine the location of the remaining 2 speed indicator devices now that the 20mph consultation is complete.
- MS noted that he has been sending reports on the asset inspections. He noted that the kissing gate at the top of Green Lane is broken. He has contacted Cotswold National Landscape who will carry out the repair if a post is provided. MS is working to facilitate contact with landowner.

Date and time of next meeting: Thursday, 12th September 2024 at 7.30pm, Turner Hall

The deadline for items for the September agenda is the 29th August 2024.

The meeting closed 21:55.



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Attachment 1: NLPC response to the following planning application:

24/01133/HHD
Rosehill Green Lane North Leigh Witney Oxfordshire OX29 6TW

Looking at the development from these two applications together, the Parish Council does not have any objections as they are in keeping with the scale of development of other houses in the area, doesn't reduce the visual amenity over the AONB from other houses in Green Lane and doesn't have an overbearing impact on neighbouring properties.

We would object however if further incremental applications were submitted in conjunction with the two above applications which would result in the scheme becoming much larger than is currently proposed ie of a similar scale to the 5 planning applications which were put forward in 2022/3 and refused by WODC (namely 22/03319/HHD, 23/00604/HHD, 23/00609/FUL, 23/02383/HHD, and 23/03086/HHD)



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Attachment 2

WING Resolution

North Leigh Parish Council hereby resolves that:

1. It supports both the aims and the approach of the Witney Infrastructure Neighbourhood Group ('WING').
2. Furthermore, it endorses the 'NORTH WITNEY HOUSING DEVELOPMENT Challenges and Interventions (Version 2 – May 2024)' report prepared by WING.

North Leigh Parish Council on 11th July 2024.



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Attachment 3: NP Income and Expenditure

Year	Income	Expenditure	Delta	
23/24	6,960.00	8,591.51	-1,631.51	1,631.51
24/25	11,428.00	16,643.49	-5,215.49	16,643.49
Req'd from NLPC			6,847.00	
Req'd from NLPC (no grant)				16,643.49



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Attachment 4

North Leigh Neighbourhood Plan Committee

Update for Parish Council Meeting of 11th July 2024

Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 10th June.
- 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, Malcolm Shead, 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 worked with CFO to finalise a questionnaire that was printed and distributed by the 30th June, and the closing date for responses will be 28th July.

CFO have now completed delivery almost all of the work ordered in the first phase of the project – but they have yet to analyse and report of the results of the questionnaire.

Finances

We received a grant of £6,960 from Locality in November 2023 to support our



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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 are entitled to apply for a further grant from Locality to cover the work for the period from 1st April 2024 to the 31st March 2025. It is expected that the majority of the grant will be spent on consultancy fees. The Locality grant application process for 2024/5 has now opened and we have submitted a grant application of £3,428 to Locality, this being the remaining balance of the £10,000 Basic Grant after our previous award of £6,960 (less £338.49).

CFO have quoted to deliver Work Package 3 of their proposal of November 2023 (“Regulation 14 NP support – creating the pre-submission Plan”) at a cost of £5,855. Of this, £3,355 would be covered by the above-mentioned Locality grant, and £2,500 will be requested from the Parish Council.

CFO’s quote of November 2023 proposed the sum of £7,700 to deliver Work Package 4 (“Neighbourhood Plan Design Code”) and we plan to obtain funding for this by making another application to Locality, who can provide up to £8,000 to fund this work as an “Additional Grant”. We will make this second grant application to Locality later on in this year once the work on WP 3 has been started.

A more detailed breakdown of finances will be provided to the Parish Council meeting of the 11th July, stating the amounts to be spent and the dates at which it is anticipated to expend these amounts.