



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

**DRAFT MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 10<sup>th</sup> October 2024 at 7:30pm in the Turner Hall**

**Councillors Present:** Andy Clements (Chair), Councillors Carol Frost (CF), David Harris (DH), Kevin Swann (KS), Robert Gunn (RG), Sarah Veasey (SV and District Councillor)

**In attendance:** Allison Leigh, Clerk

**126/24. Apologies for absence:** Councillors Julie Minch (JM), Malcolm Shead (MS), Fran Jeffes (FJ) and County Councillor Liam Walker

**127/24. Declarations of interest:** None.

**128/24. Minutes of the following meetings:** The minutes from the following meetings were agreed and signed:

Parish Council meeting of the 12<sup>th</sup> September 2024

Parish Council meeting of the 17<sup>th</sup> September 2024

**129/24. Public Forum:** Members of the public were in attendance to enquire about updates on the Adventure Playground. NLPC noted that the lease is still in negotiation with the District Council and that once the lease has been sorted, NLPC would consult the village and various organisations as to what residents would like to see in the area.

DH noted that there are some issues in the lease around usage. In addition, there is a minor issue with access as the lease shows one pedestrian access and there are currently 2 areas of pedestrian access as well as one area of vehicle access.

The members of the public noted that they would like a multi-use games area (MUGA) on the flat area as well as see the rest of the land developed with play equipment geared toward teenagers and adults. The District Councillor noted that a MUGA is part of the S106 agreements for a development but in a different location.

The members of the public noted they would be interested in a better surface while the lease it still in negotiation.



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The Chairman thanked the members of the public for coming along and noted that the Council very much appreciates their input and would value their continued input. The Chairman noted he would hope for the lease to be sorted before Christmas.

The Chairman noted there will be a parish meeting to get ideas once the lease is sorted.

### **130/24. Reports from the County Councillor and District Councillor**

#### **West Oxfordshire District Council (WODC)**

The District Councillor reported the following:

- There is a review of polling stations in West Oxfordshire. There will most likely be no change in North Leigh.
- The boundary commission is looking at the number of wards. There will most likely be no change in North Leigh.
- There will be a change in voting for local elections. Future elections may see 47 wards voting in the same year.
- CIL monies: Consultation has taken place on CIL funding which is funding from development under 10 houses.
- Estelle Manor has offered 9 temporary job offers to local residents and 5 local residents were referred to non-temporary positions.
- The S106 contribution of £50,000 for the Manor Oak development can be used for any play facility around the village.
- Phil Shaw, the current head of planning at WODC, has resigned. A replacement has not yet been named.

#### **Oxfordshire County Council (OCC)**

There was no report.

**131/24. Action items and Clerk's Report:** The Council considered the action items.



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- DH noted he had spoken with the site manger regarding the issue raised by a resident at the September meeting about a hedge damaged by work vehicles on Windmill Road. The site manager was unaware of the issue but will look into any future issues which arise. DH has made the resident aware of this.
- KS reported that he has contacted North Leigh Youth Project regarding a Youth Council. He will also be approaching the scouts.
- RG noted that the issue of dog fouling in East End has improved so a bin is not needed at this time.

The Council considered the Clerk’s Report.

- The Clerk noted that she has the dog fouling signs for Cuckamus Green.
- The Clerk noted that she has poppy wreath.
- The Clerk has not heard from Oxford Direct Services regarding the installation of the poles for the additional 2 speed signs and will follow up.
- The Clerk is working with Multi-hands and the school with regards to a water source to clean the Children’s Playground.

**132/24: Finance:**

**a. Finance:**

*Payments authorised*

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
10/09/2024	Post	Post Office Ltd	1.35
10/09/2024	Mailchimp	Mailchimp	24.90
10/09/2024	Post	Post Office Ltd	4.20
10/09/2024	Council mobile phone	Lebara	6.95
10/09/2024	Lloyds monthly fee	Lloyds Bank	3.00
12/09/2024	Pension contribution	NEST	62.70
23/09/2024	ICO payment	Information Commission- ers Office	35.00
30/09/2024	Loan payment	PWLB	2,242.50
10/10/2024	External audit fee	Moore	504.00



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10/10/2024	Bin emptying 2 playgrounds and Cuckamus Green	WODC	783.43
10/10/2024	Training course	Society of Local Council Clerks	54.00
10/10/2024	Fence repair	Broadleaf Services	48.00
30/09/2024	Unity Bank service charge	Unity Bank	18.00
10/10/2024	Touch up of mural in the Children's Playground	Mr C Muirfrott of Chaz Cartoons	300.00
10/10/2024	Web hosting and WordPress updates	Dark White Digital	35.00
10/10/2024	Cemetery bin management	Grundon	65.46
10/10/2024	Grass cutting - Cemetery and Churchyard	BGG	324.00
10/10/2024	Mowing of Children's Playground and Church Road Seat	BGG	60.00
10/10/2024	Grass cutting Windmill Close	BGG	252.00
31/10/2024	Clerk salary	Allison Leigh	1,141.16
10/10/2024	Neighbourhood Plan Consultant	Community First Oxfordshire	3,000.00
10/10/2024	Clerk mileage and home allowance	Allison Leigh	53.00
10/10/2024	Training course	OALC	72.00
10/10/2024	Training course	OALC	72.00
10/10/2024	Training course	OALC	180.00
10/10/2024	Training course	Society of Local Council Clerks	54.00
10/10/2024	Training course	Society of Local Council Clerks	36.00
			9,432.65

*Receipts since the last meeting*

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
19/09/2024	Precept	WODC	33,779.00
30/09/2024	Bank interest	Unity Bank	304.49



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*Bank reconciliation*

	<b>Bank Reconciliation at 30/09/2024</b>		
	Cash in Hand 01/04/2024		55,084.53
	<b>ADD</b> Receipts 01/04/2024 - 30/09/2024		75,306.77
			130,391.30
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/09/2024		39,655.83
<b>A</b>	<b>Cash in Hand 30/09/2024</b> (per Cash Book)		<b>90,735.47</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2024	0.00	
	Unity Bank 30/09/2024	46,502.24	
	Lloyds 30/09/2024	0.00	
	Unity Instant Access Account 30/09/2024	44,233.23	
			<b>90,735.47</b>
	Less unrepresented payments		
			90,735.47
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>90,735.47</b>
	<b>A = B Checks out OK</b>		



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- b. **Training:** The Council agreed to 3 additional training courses. See Attachment 1.

The Council considered Councillors attending the Oxfordshire Association of Local Council's Councillor Forum for November and December. Interested councillors will contact the Clerk if available.

- c. **Budget against spend:** The Council considered the budget against spend through 30/9/24 and had no comments.
- d. **External Auditor's Report:** The Council noted the External Auditor's Report and that there were no actions required.

#### 133/24: Planning:

- a. ***Planning matters for consideration:***

24/02224/LBC and 24/02223/HHD

Bridewell Farm Wilcote Road North Leigh

Replacement single storey side extension, reinstatement of ground floor window to south elevation

The Council considered the above planning application.

- b. ***Planning responses from previous meetings:*** The Council acknowledged the following planning responses made since the last meeting:

24/01992/FUL

Common Farm Common Road North Leigh

Demolition of existing barns. Erection of five dwellings and associated works including alterations to access

See Attachment 2.

24/01979/FUL

Land South East Of Stone Place Church Road North Leigh

Creation of a new access to field for agricultural purposes, along with laying of a



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concrete hardstanding and installation of double gates set back from highway  
See Attachment 3.

c. **Planning decisions:** The Council noted the following planning decisions:

24/01616/FUL  
36 Common Road, North Leigh  
Erection of a detached dwelling and associated works  
Permission granted

24/01638/FUL  
5 Common Close, North Leigh OX29 6RG  
Erection of a self build, 2 bed dwelling together with associated works and access  
Permission refused.

APP/D3125/W/24/3341580  
23/02229/OUT  
Land Parcel At Junction Of Boddington Lane And Church Road, Boddington Lane, North Leigh  
Dismissed

d. **Proposed Lioncourt Development:**

- The Council considered comments from the Chairman of the Planning Committee. See Attachment 4.
  - DH noted that Grimms Ditch might be a factor in preventing the development from expanding to that area.
  - DH noted that he would like to call a meeting of the Planning Committee to discuss the detail of the proposed application.
  - The Council considered the comments from residents raised at the meeting of the 17<sup>th</sup> September, including S106 funding requests. The Chairman noted there had been most requests for sports facilities for young people, allotments and traffic related issues.



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The Council noted that there were some helpful comments made by the inspector in the appeal which was overturned for the Land Parcel At Junction Of Boddington Lane And Church Road.

It was noted that a resident had emailed regarding the possibility of a judicial review.

The Council asked DH to write a piece for the newsletter about what residents can do with regards to development.

- e. **MP:** The Council resolved to invite the MP to meet the electorate.

SV noted that she is working with the District Council as to the issues surrounding the 5-year land supply.

**134/24: S106:** The Council resolved to put current S106 expenditure on the November agenda.

**135/24: Tree Lighting:**

- a. **To consider a working group for the Tree Lighting:** No Councillors are available for a working group but will assist where needed.

The Council resolved to increase the event budget to £1000. If expenditure beyond that is needed, it must be agreed by the full Council.

The Council resolved for the Clerk to ask Estelle Manor whether they would consider sponsoring the event.

The Council resolved to ask the local choirs to perform carols.

The Clerk noted she has emailed the PCC making them aware of the event.

- b. The Council resolved to invite the MP, District Councillor and County Councillor to the Tree Lighting.





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### 136/24: Playground leases:

- a. Children's Playground lease: DH submitted a report. See Attachment 5. The Council resolved for Pellmans Solicitors to send a letter to OCC. DH will edit the draft letter from Pellmans and send it to Pellmans and the Clerk.
- b. Adventure Playground lease: The Clerk will set up a meeting with Anne Marriott and DH
  - i. To consider legal counsel for the finalisation of the lease: The Council resolved to proceed with legal counsel for the completion of the lease once ready. The Clerk will investigate quotes needed.

### 137/24: Committees:

- a. Neighbourhood Plan (NP) Committee
  - i. The Council considered the report from the NP Committee. See Attachment 6. It was noted that there will be an event on the 2<sup>nd</sup> November in the Memorial Hall.
  - ii. The Council considered the NP expenditure for 2024/2025. See Attachment 7.
- b. Staffing Committee: There was no report.
- c. Planning Committee: There was no report.

### 136/24: Policies: The Council considered the following policies:

- i. **Privacy Notice:** The Council asked the Clerk to circulate the policy from the Society of Local Council Clerks and put this on the November agenda.
- ii. **Biodiversity:** The Council resolved to adopt the policy.
- iii. **Sexual Harassment:** The Council resolved to adopt the policy and review in 6 months' time.



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**137/24: Newsletter:**

- a. The Council resolved to produce a newsletter with a completion date within the next 2 weeks.
- b. The Council considered the distribution of the newsletter. The Council resolved to distribute the newsletter by hand. Councillors will come back to the Clerk with areas they can cover.

**138/24: Winter Preparedness:** The Council noted the salt in many of the bins is too hard to use. The Council will visit the salt bins to break up the salt so it can be used. The Clerk will contact OCC to see how this is handled around the County.

**139/24: Correspondence:**

- The Council reviewed the correspondence since the last meeting.

**140/24. Matters for report:**

CF noted that the footpath on Park Road by the Children's Playground is in a poor state and residents with mobility scooters are struggling. CF will speak to MS about putting this on Fix My Street.

The date and time of next meeting were confirmed as the Thursday, 14<sup>th</sup> November 2024 at 7.30pm, Turner Hall.

**The deadline for items for the November agenda is 31<sup>st</sup> October 2024.**



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## Attachment 1

<u>Registrant</u>	<u>Course</u>	<u>Pro- vider</u>	<u>Date</u>	<u>Cost</u>	
Malcolm Shead	Talking Tables	OALC	16/05/2024	40.00	
Allison Leigh	Contractor Management	OALC	02/07/2024	15.00	
Kevin Swann	Contractor Management	OALC	02/07/2024	15.00	
Allison Leigh	Managing Closed Churchyards Cemetery and Churchyard Safety and Memorialisation	SLCC	09/09/2024	45.00	
Allison Leigh	Common Land	SLCC	20/01/2025	30.00	
Allison Leigh	Councillor Fundamentals	SLCC	03/10/2024	45.00	
David Harris	Councillor Fundamentals	OALC	02/10/2024	60.00	
Allison Leigh	SLCC Conference (40% of total as shared with other councils)	SLCC	8,9/10/24	194.00	
Allison Leigh	Experienced Clerk Refresher	OALC	04/03/2025	60.00	
	2 courses from 2022 which invoices are in the 24/25 accounts	NALC		75.77	
	Refund	OALC		-12.00	
Allison Leigh	HR Legal Update	OALC	11/09/2024	10.00	
Allison Leigh	New Financial Regulations and VAT for Clerks and RFOs (and Councillors)	OALC	17/10/2024	0.00	Paid by another council
Malcom	Play inspection training	OALC	02/04/2025	150.00	
Allison Leigh	Rights of Way	SLCC	19/11/2024	45.00	
David Harris	Planning - How Local Councils fit into the Planning System, Effective Responses to Planning Applications	OALC	11/11/2024	60.00	
Total				832.77	
Budget				1500.00	
Difference				667.23	



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## **Attachment 2**

### **24/01992/FUL**

The parish Council oppose the granting of permission.

We have seen the pre-application advice and endorse the officer's comments.

in November 2022 an application under ref 22/02617 was refused when approval was requested for permitted development for the 5 barns to be changed to 5 houses.

A further application was approved under ref22/0342 in February 2023for permitted development for 5 houses.

now we have a further application to increase the number of houses to 8 but no justifiable grounds have been provided for this increase in numbers.

There are considerable concerns regarding sewage and water pressure in the village as a whole and these concerns apply to this proposal.

Furthermore, we have safety concerns regarding access to and egress from this site in view of the proximity to the junction of Common Road and the A4095.

We therefore ask for permission to be refused.



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### **Attachment 3**

#### **24/01979/FUL**

The application for a new access on to a narrow road is not considered to be necessary particularly as the owner already has access via other field which the Council believes are within the same ownership. if this is not the case it does not alter the fact that having a new access in this location on to a narrow road is dangerous from a highways position not least due to the impact on both traffic and pedestrians.

If the Council is minded to grant permission, we would ask for the following conditions to form part of any permission

Shingle of similar material should be used for the access to minimise the impact of what is a green field area and the extent of this should not intruded into the field by more than 12 feet.

The width of the Access should be restricted to no more than 12feet which is sufficient width for a Tractor and trailer

The Access can only be used for Agricultural purposes



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## **Attachment 4**

### **PLANNING REPORT, Councillor David Harris**

Since the last Parish Council meeting, the Planning Committee has not met. We have had the additional Parish Council meeting to discuss the Lioncourt proposal and this, I understand, will be the subject of further discussion at the meeting itself.

There has finally been some good news in relation to planning. The Planning Inspectorate has made a decision on the application for a detached dwelling on land north of Boddington Lane. The appeal was dismissed and the Inspector in his decision makes some very useful comments which will be of assistance for future applications although it must be borne in mind that this was an application for a single dwelling. Councillor Gunn has made some excellent comments in relation to this appeal decision in his email. The appeal decision is contained in an email that the Clerk sent out on the 18 September.

WODC have also refused permission for a single dwelling on Common Road. This doesn't really come as a surprise as the proposed dwelling was small and the layout was very cramped and would have had a significant impact on the surrounding dwellings.

We were also asked to comment on a planning application made in relation to Bridewell Farm, Wilcote Road, North Leigh. This involved the demolition of an existing extension and the erection of a new one with the replacement of windows. The property itself is a listed building so Listed Building Consent was also going to be required. If a Listed Building Officer is going to be happy then it is unlikely any objections we might have had will have any impact. Subject to the Listed Building Officer being satisfied as to the proposals and the extension replacements being consistent in size and style as to what is currently there, we would not raise any objection.



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## **Attachment 5**

### **THE PLAYGROUND LEASE, PARK ROAD**

From speaking with Pellmans Solicitors, the Solicitor representing the Parish Council (“PC”), the current Lease the PC has, is within the Landlord and Tenant Act 1954. What this means is that the PC has security of tenure and Oxfordshire County Council (“OCC”) have to grant the PC a new Lease unless they can prove one of the statutory grounds to override this right. The relevant ones are redevelopment, they want it for their own use, or the Tenant has been a very poor Tenant.

A protected Lease, as is the case here, continues after the expiry of the contractual term and can be ended only by mutual agreement or by Order of the Court. If the contractual term has expired, a Tenant can give three months’ notice to bring the Lease to an end. If the term has expired, the Landlord would have to serve a statutory notice under the Act, giving at least six months’ notice and stating whether they would grant the Tenant a new Lease and upon what terms. If they are not prepared to grant a new Lease, they would have to state the statutory ground for objecting.

OCC are prepared to grant a new Lease but want a break option (to bring the Lease to an end before the expiry of its contractual term) and in order to be able to exercise the break, they want the new Lease to be excluded from the protection given by the Act. The problem they have is to exclude the Act, this has to be consented to by the Tenant and if the matter ended up before the Court, the Court has no power to exclude the Act unless the Tenant consents.

The PC can refuse to exclude the Act and there is nothing OCC can do about this. OCC can have a break option inserted into the Lease but if they only want to exercise the break, they would also have to serve a statutory notice under the Act and in reality, the only grounds they could cite would be the grounds mentioned above. I believe OCC have not appreciated what can and cannot be done here, and if the matter was to be decided by the Court, as a Court would almost certainly be prepared to insert a break option on development grounds. I think we should accept this but of course we want relevant compensation provisions inserted and I can see no reason why we should agree to exclude the Act which gives us security of tenure.



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## **Attachment 6**

### North Leigh Neighbourhood Plan Committee

#### Update for Parish Council Meeting of 10<sup>th</sup> October 2024

##### Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 30<sup>th</sup> September.
- 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 worked with CFO to develop a questionnaire that was distributed to every house in the parish by the 30<sup>th</sup> June, with the closing date for responses by 28<sup>th</sup> July. CFO have now delivered a draft report on the questionnaire, which was reviewed by the NP committee on 28<sup>th</sup> August, and has been forwarded to the PC for their comments. This completes delivery of all of the work ordered from CFO in the first phase of the project.

CFO submitted two further proposals, one on 5<sup>th</sup> June for 6.1 days at £3,355 to support the production of the Reg 14 draft Neighbourhood Plan, and a second on 11<sup>th</sup> June for £2,500 to support the production of a Character Assessment. The first will be covered by a grant received from Locality, and the second it is proposed should be paid for by the Parish Council.





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## Finances

We received a grant of £6,960 from Locality in November 2023 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 have applied for a further grant of £3,428 from Locality to cover part of 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 £3,428 was for the remaining balance of the £10,000 Basic Grant after our previous award in 2023/4 of £6,960 (less £338.49).

CFO's quote of November 2023 proposed the sum of £7,700 to deliver Work Package 4 ("Neighbourhood Plan Design Code") and we have made another application to Locality, who can provide up to £8,000 to fund this work as an "Additional Grant". This grant application to Locality was made directly after the £3,355 mentioned above had been invoiced.

CFO representatives attended the recent meeting of the NP committee in order to propose a detailed plan of work whereby the Neighbourhood Plan "Reg. 14" draft could be made ready for submission to the District Council by the end of this year.

There will be a public meeting on Saturday 2<sup>nd</sup> November at 2:30 p.m. in the Memorial Hall at which the NP Committee will present the results of the North Leigh Questionnaire / Survey to the parish. The Committee will suggest a number of Objectives / Policies derived from the Questionnaire that will be incorporated into the "Policies" section of the Neighbourhood Plan.

There will also be a presentation setting out the forthcoming work of the committee and the further involvement of the parish in producing the draft Neighbourhood Plan.



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## Attachment 7

Item from CFO Quote	£ Amount ex VAT	Expected Completion Date	Amount paid ex VAT
1. Regulation 14 NP support - setting the foundations	4,400.00	By March 2024	-4,400.00
2. Consultation survey	1,800.00	By March 2024	-1,800.00
3. Regulation 14 NP support – creating the pre-submission Plan <i>Note - the above was originally £7700.00 replaced by the following two items</i>		From April 24	
a) Regulation 14 NP support – creating the pre-submission Plan	3,355.00		-3,355.00
b) Regulation 14 NP support – finalising the Character Assessment	2,500.00		
4. Neighbourhood Plan Design Code	7,700.00	From April 24	
5. Finalising the Final-submission (Reg 16) Neighbourhood Plan	2,200.00	From April 24	
<i>Note: The total shows a reduction of £1845 due to the explanation in number 3 above.</i>			
<b>Total</b>	<b>21,955.00</b>		<b>-9,555.00</b>
Grant received to Date			<b>10,000.00</b>
Possible further grant to be received			<b>8,000.00</b>
Approximate amount of funds required from PC to cover CFO costs for Neighbourhood Plan		<b>21,995-18,000</b>	<b>3,955.00</b>