



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

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
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## **DRAFT MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 14<sup>th</sup> November 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), Fran Jeffes (FJ), Julie Minch (JM), Malcolm Shead (MS)

**In attendance:** Allison Leigh, Clerk, Liam Walker (County Councillor – arrived at minute reference 150/24 f)

The Chairman reported that Patrick Power, who retired from the role of Parish Clerk in 2012 having held the position for 26 years, had passed away. The Chair will be attending the funeral.

**141/24. Apologies for absence:** None

**142/24. Declarations of interest:** None

**143/24. Minutes of the following meetings:** The minutes from the following meetings were agreed and signed:

- Parish Council meeting of the 10<sup>th</sup> October 2024
- Neighbourhood Plan Committee meeting of the 30<sup>th</sup> September 2024

NLPC resolved to publish the minutes of the Neighbourhood Plan meeting of the 14<sup>th</sup> October on the website which was not statutorily called.

**144/24. Public Forum**

- Debbie Jones (DJ) of John Philips Planning Consultancy was in attendance to speak about the S73 application for 44 Common Road. She noted that this application is to amend the approved plans and nothing fundamental is being changed. She noted the following is not changing:
  - 10 dwellings
  - Affordable housing and shared ownership
  - Semi or detached



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- Car parking not changing
- What they are changing slightly:
  - Window design
  - Materials
  - Size of dwelling – internal layout square footage increased, but DJ did not know by how much
  - Car ports – timber frame
  - Changed brick wall to fence (a hedge will be placed)
- A question was raised about why there are 2 social housing units versus 4 based on the 40% legal requirement. DJ wasn't sure about why that was. NLPC noted that if the developer is retrospectively changing size inside of the internal layout, the affordable housing requirement may need to be revisited.
- A councillor asked why the social housing has been moved to the front of the development. DJ noted that the reason was due to the access.

#### **145/24: Planning:**

##### **a. *Planning applications for consideration:***

24/02522/S73

44 Common Road, North Leigh

Variation of condition 2 of planning permission 21/03720/FUL to allow minor amendments to site layout, floor plans and elevations

NLPC resolved to defer the decision until more information from WODC is provided on square footage. NLPC needs to understand the measurements before and after exact approval and that in the amended plans.

24/02658/LBC

Harcourt House Church Road North Leigh



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Alterations to replace front door and two rear windows (first floor bedroom and ground floor utility room)

NLPC would like to report to WODC that it has no comments on this planning application.

24/02739/HHD

Ebute Netta Green Lane North Leigh

Erection of a replacement rear extension along with house refurbishment works to include external insulation, rendering and alterations to the fenestration

NLPC would like to report to WODC that it has no comments on this planning application.

**146/24: Cuckamus Green:** Members of the Gospel Hall were in attendance to propose a one-off or periodic usage of Cuckamus Green by the Windmill Gospel Hall for an information tent which is approximately 30' x 40' - approximately 1/3 of Green. The event would be approximately 6-8pm and they would look for the tent to be up for about a week the goal being to create some interest in their message – this would contain a sermon, some music and refreshments. It would be open to all of residents. They have an emailed to the school about the use of their car park.

NLPC considered the proposal, but did not come to a decision and asked for this to be put on the December agenda

**147/24: Tree Lighting:** The Clerk will be meeting with the tree supplier on the 2<sup>nd</sup> December and the company to put it up on the 4<sup>th</sup> December. The Council resolved to purchase mince pies and non-alcoholic wine for approximately 100 people. It was noted that the Clerk will do a risk assessment and look for a first aider.

**148/24. Reports from the County Councillor and District Councillor:**

**West Oxfordshire District Council (WODC)**

The District Councillor reported the following:



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- The County Council is retaining £287M in s106 funds<sup>1</sup>. WODC has £8M of unspent, but most is allocated to projects and there is an officer appointed to working with these funds. The District Councillor has circulated the s106 spreadsheet listing funding for North Leigh to NLPC.
- There have been complaints regarding Estelle Manor minibuses. The District Councillor has been in touch with Estelle Manor and there have been no more complaints.
- She attended the Neighbourhood Plan (NP) meeting on 2<sup>nd</sup> November and good progress is being made.
- The Nor'Lye Festive Fair was well attended.
- She attended the Rural Crime Conference on the 6<sup>th</sup> November. Thames Valley Police is focusing on theft of equipment and tools. It was noted that owners of that type of material should photograph their serial numbers, mark their equipment or put trackers on vehicles.
- She laid a wreath on behalf of WODC at St Mary's Church in North Leigh on Remembrance Sunday.

**149/24. Action items and Clerk's Report:** The Council considered the action items:

- MS reported that a large gate was removed by OCC and there is no plan by OCC to repair the kissing gate.
- The pavement on Park Road is in a bad state of repair. The Chair noted that he, the County Councillor and the Clerk met with the Highways Engagement team, raised it with them and they will be working on this.
- RG has visited most of the salt bins and reported that once the hardened top layer is dealt with, the salt underneath is usable.
- KS is speaking with Guides and has an ongoing conversation going with the North Leigh Youth Project with regards to a Youth Council.

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<sup>1</sup> Town and Country Planning Act 1990, Section 106.



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**150/24: Finance:**

**a. Finance:**

**i. Payments authorised**

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
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
10/10/2024	Paye	HMRC	1,097.88
07/10/2024	Pension contribution	NEST	62.70
10/10/2024	Mailchimp	Mailchimp	24.25
10/10/2024	Paper	Tesco	4.20
10/10/2024	Council mobile phone	Lebara	6.95
10/10/2024	Office supplies	Appleton Community Shop	2.49
10/10/2024	Office supplies	North Leigh Store	15.88
10/10/2024	Lloyds monthly fee	Lloyds Bank	3.00
18/10/2024	Pension contribution	NEST	62.70
28/10/2024	Lights for tree lighting	Festive Lights	311.14
14/11/2024	Parish Online Subscription	Parish Online	108.00
14/11/2024	NP Printing	The Flying Press	95.13
14/11/2024	Library payment	OCC	3,148.00
14/11/2024	Children's Playground sign	Witney Signs	54.00
14/11/2024	Badges for NP	Viking	13.14
14/11/2024	Meeting room hire	North Leigh War Memorial Hall	37.80
31/10/2024	Unity Bank service charge	Unity Bank	5.40
14/11/2024	Web hosting and WordPress updates	Dark White Digital	35.00
14/11/2024	Clerk mileage and home allowance	Allison Leigh	62.00
14/11/2024	Cemetery bin management	Grundon	73.50
14/11/2024	Bus shelter cleaning	Multi Hands	110.00
29/11/2024	Clerk salary	Allison Leigh	1,404.93
			<b>7,152.09</b>

**ii. Receipts since the last meeting:**

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
01/10/2024	Cemetery fees	BANBURY MEMORIALS	150.00
31/10/2024	Cemetery fees	Peter Smith and Son	50.00
			<b>200.00</b>



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- b. **Internal Controls Checklist:** The Council noted the Internal Controls Checklist completed by JM and the Clerk.
- c. **Training:** No new training courses were suggested. Any councillors interested in the OALC councillors' forum should inform the Clerk. The Chair also noted there is a course for experienced Councillors and for anyone interested to inform the Clerk.
- d. **2025/2026 Draft Budget:** The Council considered the draft 2025/2026 budget. Some items NLPC would like to consider are:
  - i. War Memorial cleaning
  - ii. NP: £3000
  - iii. Replacement benches
  - iv. Reserves for solicitor's fees and rent for Children's Playground
- e. **Salary increase:**
  - i. The Council noted the Local Government Services Pay Agreement 2024/25 has been reached with backdated pay to 1/4/24.
  - ii. The Council agreed the November salary to be paid in accordance with minute reference 150/24 e i.
- f. **Children's Playground cleaning:** NLPC resolved to proceed with the Children's Playground cleaning up to a cost up to £500 excluding VAT.

The County Councillor arrived at this point in the meeting and reported the following:

- He recently met the Chair, Clerk and Highways engagement team in the village for a productive meeting.
- Update on A40 – The government has announced their final plans. There will be no dual carriage way from Witney to Eynsham. There will be cycle and bus lanes and an access to the park and ride. The works should be completed in 2 years.



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- There is a proposal to dim streetlights. Due to the residents' response, the deputy leader has deferred the decision.
- OCC has £287M in S106 funds which have not been spent and now cannot be spent as there is no the hierarchy in place to progress this.

#### 151/24: S106:

- Public Art:** MS and FJ circulated a report. They have met with WODC with regards to s106 funds for public art.
  - Village Sign: The Council resolved to proceed with the village sign. MS and FJ will work on next steps.
  - Village Map: MS and FJ will come back to the Council on the cost of the designer of the map.
  - Village Wall Hanging projects: FJ has met with the resident regarding the wall hanging. The resident is investigating furthering this project.
- Planters:** The Council resolved to proceed with 2 village planters at Park Road and possibly Common Road. It was noted that the gardening society has been approached and is happy to provide the maintenance.
- Recreation:** SV met with the District Council. The s106 funds from the Marlborough Gardens development are to be spent on a multi-use games area (MUGA). The funds need to be spent by 2026. Rectory Rise has agreed to provide a MUGA and land that it is on. NLPC is conscious of not wanting 2 MUGAs so DH will be reviewing the planning agreement and then speaking to Bewley Homes. DH reported he is moving forward with lease for the Adventure Playground. The Chair reminded NLPC that once the lease is resolved, NLPC has indicated it would hold a village consultation.
- NLPC agreed for JM to investigate the costs for installing a MUGA.
- .

**152/24: Paddock and Land, Park Road, North Leigh OX29 6SA:** The Council resolved not to proceed with the purchase

**153/24: Botley West Solar Farm:** RG noted that this development has had recent media coverage. He noted that there will be a meeting looking to form a negotiating group to see what benefits local councils can gain if the development goes ahead.



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#### **154/24: Playgrounds:**

##### **a. Leases:**

- i. Children's Playground lease: No update.
- ii. Adventure Playground lease: See minute reference 151/24 c.

b. **Inspection reports:** It was noted that the majority of items in the reports were low risk. However, the zip wire has issues which have led it to be a high risk. NLPC has noted that the zip wire needs to be temporarily decommissioned for repairs. NLPC has restricted the use of the wire until the repair is completed. NLPC will consider the remainder of the inspection reports and any necessary works.

#### **155/24: Committees:**

- a. NP Committee: Report. See Attachment 1.
- b. Staffing Committee: JM reported there had been an informal meeting in September to review objectives and the appraisal. Another informal meeting will be held in the February timeframe.
- c. Planning committee: DH reported that if the Lioncourt application is put in, there would need to be a meeting of the Planning Committee.

**156/24: Policies:** The Council resolved to move the following to the December agenda:

- i. **Privacy Notice**
- ii. **Financial Regulations**

**NLPC RESOLVED TO SUSPEND STANDING ORDERS AND PROCEED UNTIL 10:15PM.**

**157/24: Benches:** The Council considered the proposed bench replacement options for Cuckamus Green and Church Road and resolved to purchase another bench on Cuckamus Green. It was noted that NLPC could consider the replacement of slats on the other benches. MS will look to replace these slats and research costs. FJ will send information on the bench for Cuckamus Green to the Clerk to order.





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**158/24: Newsletter:** KS will circulate a draft on Monday the 18<sup>th</sup> November with a view to have it be sent out prior to the tree lighting with delivery dates roughly around the 2<sup>nd</sup> December.

**159/24: Memorial Hall representative:** The Council resolved to have KS as a representative on the Memorial Hall Committee.

**160/24: Correspondence:**

- The Council considered the correspondence since the last meeting.

**161/24. Matters for report:**

- CF is working with the church for litter pick. 9<sup>th</sup> March.
- FJ reported a resident had asked for a speed sign in another location. AC will look at any addition poles next year if needed.

**162/24: Confidential item:** NLPC resolved to exclude members of the public from agenda 163/24 due to the confidential nature.

**163/24: Internal Audit quotes 2024/2025:** NLPC considered the quotes for internal auditor and resolved to proceed with Theresa Goss,

The next meeting of NLCP will be Thursday, December 12th 2024 at 7.30pm in the Turner Hall.

**The deadline for items for the December agenda is 26<sup>th</sup> November 2024.**

The meeting closed at 22:15.



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## **Attachment 1**

### North Leigh Neighbourhood Plan Committee

Update for Parish Council Meeting of 14<sup>th</sup> November 2024

## **Meetings**

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 14<sup>th</sup> and 28<sup>th</sup> October.
- There was a Public Meeting in the Memorial Hall on 2<sup>nd</sup> November attended by 112 people. The meeting was held to report back to the parish the results of the survey and to obtain their feedback on the draft Vision and Policies that have been derived from the responses to the survey / questionnaire.
- 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 June, and closed at the end of July. CFO delivered a final report on the questionnaire, and it was published on the 30<sup>th</sup> October. 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



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£2,500 to support the production of a Character Assessment. The first will be covered by a grant received from Locality, and the second will be paid by the Parish Council. Although we have paid for the 6.1 days, this work is still ongoing.

A CFO representative presented at the recent Public Meeting and will now assist the NP committee to draft the Neighbourhood Plan “Reg. 14” ready for submission to the District Council early next year.

## 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 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 will make another application to Locality, who can provide up to £8,000 to cover this work as an “Additional Grant”. This grant application to Locality can now be made as our end of grant report for the £3,428 mentioned above has recently been approved by Locality.