



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 12<sup>th</sup> December 2024 at 7:30pm in the Turner Hall**

**Councillors Present:** Andy Clements (Chair), Councillors David Harris (DH), Kevin Swann (KS), Robert Gunn (RG), Sarah Veasey (SV and District Councillor), Julie Minch (JM) and Malcolm Shead (MS)

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

**164/24. Apologies for absence:** Councillors Carol Frost (CF) and Fran Jeffes (FJ)

**165/24. Declarations of interest:** None

**166/24. Minutes of the following meetings:**

- Parish Council meeting of the 14<sup>th</sup> November 2024: The minutes were approved and signed with one typographical edit.
- Neighbourhood Plan (NP) Committee meeting of the 25<sup>th</sup> November 2024: The minutes of the NP Committee meeting of the 25<sup>th</sup> November 2024 were approved and signed.

**167/24. Public Forum:**

- A member of Witney Buttercross Scout Group (WBSG) was in attendance to advise that they are interested in purchasing a field to use for scout camping and outdoor activities. These activities would take place from Easter to the October half term, Monday - Friday, Friday evening until Sunday afternoon for camping and possibly bank holidays. There would not be scout activity during school holiday times.

WBSG would not be able to allow general public access, but could look to have adult supervised groups and school holiday clubs, such as North Leigh Youth Project, Girl Guides, school trips – as long as adult-led and supervised.

They noted they would need planning permission for building on site such as toilets and showers, storage, etc.

They would need to change to land to community use.



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The land would be held in trust by the Scout Association.

- A resident raised the issue of building work on Green Lane and the disruption caused. The resident was advised to speak with the police and planning department at West Oxfordshire District Council.

**168/24. Potential land for WBSG:** The Council considered the usage of a piece of land for the WBSG. A question arose as to charging for other groups and the scouts indicated there might be some charge for others to use to cover costs, but not to make a profit. DH noted that in their planning application it would be wise to take parking into account.

The issue of impact to local residents was raised. It was noted that it is a 6 acre field. WBSG noted that the visual impact is virtually nil; there may be some noise impact with children. With regards to protection from vandalism, with hedging and gating, it as secure it can be.

The District Councillor had a question about the access. WBSG indicated land for sale has a track for an entrance.

WBSG noted they would use the horse shelters to store camping equipment.

The Council is generally in favour, but it was noted that this is an initial consideration as no planning application has been submitted at this time.

#### **169/24. Reports from the County Councillor and District Councillor:**

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

The County Councillor reported the following:

- OCC is consulting on the 25/26 budget and there is currently a shortfall of £11.2M. The rise in National Insurance is having a significant impact.
- Residents are unhappy about vans parked on Park Road and parking in the village is generally very poor. The County Councillor would like to consider looking at some elements to ease this such as double yellow lines, bollards, etc.



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- The speed sign in New Yatt is not lined up properly. The Chair and KS will be looking at this.
- OCC is looking at trees on the A4095 following the storm.
- JM had a question about access to the Adventure Playground and it was noted that access is that the only A4095. It was noted there is currently a large tree branch that may need cutting.

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

The DC reported the following:

- She has had complaints regarding the S7 bus. She has asked Stagecoach to inspect the route and is working with them on investigating these issues.
- She and RG attended Botley West Community Benefits meeting.
- WODC is working on the 25/26 budget. There will be a rise and National Insurance is having an impact on the WODC budget.
- S106 – She will be meeting with WODC to establish whether the funds from the Marlborough Gardens development can be used for a MUGA at the Adventure Playground.
- Adventure Playground Lease – She has set up a meeting with her and DH on 16/12/24.

**170/24. Action items and Clerk's Report:** The action items and Clerk's Report were noted.

### **171/24: Finance:**

- 2025/2026 Draft Budget:** The Council considered the 2025/2026 budget and resolved a budget of £80,506.25
- Precept:** The Council agreed a precept of £71,106.
- Finance report**



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### Payments authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
11/11/2024	Mailchimp	Mailchimp	24.02
11/11/2024	Poppy wreath	Royal British Legion	24.49
11/11/2024	Dog mess signs	Amazon EU S.a.r.L.	21.98
11/11/2024	Council mobile phone	Lebara	6.95
11/11/2024	Defibrillator pads	First Rescue Training and Supplies Ltd	77.94
11/11/2024	Postage	Post Office Ltd	2.60
11/11/2024	Paper	Appleton Community Shop	5.15
11/11/2024	Mailchimp	Mailchimp	24.69
11/11/2024	Lloyds monthly fee	Lloyds Bank	3.00
21/11/2024	Donation to BHF	Peter Smith and Son	100.00
30/11/2024	Unity Bank service charge	Unity Bank	6.00
31/12/2024	Clerk salary	Allison Leigh	1,174.03
12/12/2024	Clerk mileage and home allowance	Allison Leigh	62.00
12/12/2024	Neighbourhood plan expenses	Community First Oxfordshire	394.80
12/12/2024	Installation of poles for speed signs	Oxford Direct Services Trading LTD	1,213.19
12/12/2024	Grass cutting - Cemetery and Churchyard	BGG	324.00
12/12/2024	Play area and Church Road seat	BGG	60.00
12/12/2024	Children's Playground Cleaning	Core Clean	450.00
12/12/2024	Printing of Newsletter	The Flying Press	423.81
12/12/2024	Web hosting and WordPress updates	Dark White Digital	35.00
12/12/2024	Cemetery bin management	Grundon	91.67
12/12/2024	Windmill Heights Shrubs and Hedges	BGG	252.00
			4,777.32

### Receipts since the last meeting

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
05/11/2024	VAT Refund	HMRC	4,140.23
29/11/2024	Return of lights	Festive Lights	258.98
06/11/2024	Cemetery fees	Peter Smith and Son	300.00
22/11/2024	Cemetery fees	Peter Smith and Son	300.00
			4,999.21

- d. **Training:** The Chair noted he may be interested in the Leading Your Council course given by the Oxfordshire Association of Local Councils (OALC). The Council agreed this expenditure should the Chair wish to proceed with the booking.



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MS would like the date of the next OALC Forum to consider attending.

## 172/24: Planning:

DH reported that NLPC's concerns on the 44 Common Road application have been submitted to WODC (see Attachment 1). NLPC has had a response to say that these are being investigated.

### a. Planning applications for consideration:

24/02898/HHD

Replacement of conservatory glazed roof with insulated tiled roof  
25 Windmill Heights, North Leigh

North Leigh Parish Council has no comments on this planning application. The Council would like the Clerk to put this – and all future responses of no comment - on the planning portal.

24/02971/S73

Variation of condition 2 of planning permission 23/03342/HHD to allow for design changes and reduction in the size of rear extension  
28 Common Road, North Leigh

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

24/02830/FUL

Erection of stables and storage with associated hardstanding  
(retrospective)  
Land (E) 438932 (N) 213245 Church Road, North Leigh

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

- b. **24/02877/SCREEN (Lioncourt):** DH noted that the Planning Committee met on 4/12/24 and discussed this application. It was noted that NLPC has time to prepare a comprehensive response and S106 list. It was noted that NLPC has an emerging Neighbourhood Plan (NP) which is useful. Grim's Ditch and the possible use of the land to south of Grim's Ditch were discussed. It was noted that in recent NP surveys resident feedback has



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shown that they wish to see affordable housing such as to see smaller, starter homes, apartments,

- c. **S106:** The District Councillor is meeting with WODC about various S106 elements:
  - i. Possible list of S106 for Lioncourt
  - ii. Possible use of S196 funds from the Marlborough Gardens development
  - iii. Adventure Playground lease

**173/24: Cuckamus Green:** The Council considered the one-off or periodic usage of Cuckamus Green by the Windmill Gospel Hall for an information tent . The Council would like to ask for an email/letter providing more information such as the dimensions and duration.

A policy regarding the usage of Cuckamus Green was discussed, but no action was required at this time. The Council asked the Clerk to circulate the Right of Common Land documentation.

**174/24: Botley West Solar Farm:** RG provided an update and noted that it is likely the application will be approved to progress to the next stage. During the pre-examination stage, individuals can register and respond as an interested party.

The Council resolved to have RG prepare a response to the Planning Inspectorate on the Council's behalf.

**175/24: Library:** The Chair and JM met with the library and the Friends of the NL Library. The library is functioning well, but the Friends of the NL Library currently does not have a Chair.

**176/24: Community Orchard:** The Council resolved for the Clerk to express an interest in a Community Orchard noting that the Council is waiting for resolution on a lease prior to being able to apply

**177/24: Defibrillator:** The Council resolved for MS to explore a defibrillator at the Woodman.



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### **178/24: Playgrounds:**

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

- i. Children's Playground lease: DH has emailed Pellmans and is waiting for a response.
- ii. Adventure Playground lease: See 169/24. JM met with a supplier for MUGAs and will bring quotes to the January meeting.

***The Council resolved to extend the meeting beyond 10pm, if needed.***

- b. **Zip wire:** The Council resolved to proceed with Wicksted for the repair.

### **179/24: Committees:** The Council had the following reports:

- a. Neighbourhood Plan (NP) Committee: KS noted that there is a NP Committee meeting on Monday the 16<sup>th</sup> December 2024. The Committee sent a report. See Attachment 2.
- b. Staffing Committee: No report
- c. Planning committee (see item 172/24)

### **180/24: Policies:** The Council resolved to move these policies to the January agenda.

- i. Privacy Notice
- ii. Financial Regulations

### **181/24: Correspondence:**

- The Council acknowledged that a licensing application for Estelle Manor has come in too late for discussion at the meeting and would like an extension until after the January meeting.

### **182/24. Matters for report:**

- The Council would like to follow up with heating in Turner Hall for meetings.



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- DH noted that he has emailed a reporter from with some general planning information as well as NLPC's current newsletter.
- MS reported he has been fixing potholes in his Fix My Street Superuser role.
- The Chairman thanked Councillors for delivering newsletters.

The next meeting of the Parish Council will be Thursday, 9<sup>th</sup> January 2025 at 7.30pm, Turner Hall.

The meeting closed at 10:04pm.

**The deadline for items for the January agenda is 27<sup>th</sup> December 2024.**





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## **Attachment 1**

### **24/02522/S73**

North Leigh Parish Council discussed the above Planning Application at its meeting on the 14th November. They received a presentation from the Planning Consultant representing the Applicants.

When the original application was made permission was granted for 10 houses. However due to the internal space of the dwellings it was just below the threshold for 4 Affordable houses and it was agreed that only 2 would be provided. The revisions on the new application involve an increase in the internal space not least with some internal partition walls being removed. We were told the increase would be de minimis but the representative could not confirm the figures. They may have stated the increase was de minimis however the PC understands an increase of less than 1% in the internal area would take the development above the threshold for affordable houses.

In the circumstances we ask that WODC request the precise increase in internal area and if it is above the threshold request an increase in the number of affordable houses.



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Attachment 2

North Leigh Neighbourhood Plan Committee

Update for Parish Council Meeting of 12<sup>th</sup> December 2024

### **Meetings**

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 25<sup>th</sup> November.
- 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.

Following the Public Meeting of the 2<sup>nd</sup> November, CFO have worked with the Neighbourhood Plan committee to start to draft the “Character Assessment” and “Issues and Concerns” sections of the Neighbourhood Plan.

It is hoped to submit the “reg 14” first draft of the Plan to WODC for their comments in January.

### **Finances**

We have now submitted a grant application to Locality for the final instalment of £8,000 which will enable us to commission CFO to assist in preparing the “Village Design Guide” part of the Plan. If successful, we will then have received the maximum grant available, totalling £18,000.

Into 2025, we hope to obtain funds of £2,200 from the Parish Council to commission CFO to produce the next “reg 16” draft of the Plan.