



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

DRAFT MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 9th January 2025 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), Fran Jeffes (FJ) and Malcolm Shead (MS)

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

183/24. Apologies for absence: Carol Frost (CF)

184/24. Declarations of interest: FJ and MS declared an interest in a donation request that a member of the public was in attendance to mention.

185/24. Minutes of the following meetings: The minutes from the following meetings were approved and signed:

- Parish Council meeting of the 12th December 2024
- Planning Committee meeting of the 4th December 2024
- Neighbourhood Plan Committee meeting of the 28th October 2024

186/24. Public Forum:

- A member of the public was in attendance to note that they had submitted a grant application to the Council which they understand will be on NLPC's February agenda. The project is for a North Leigh Community Café which would be held once a week from 9:30am – 12pm, meeting in the Memorial Hall where people can come for a chat with tea/coffee/cake. They have a team of volunteers in place, and it would run for a trial period of 8 weeks, starting on 1/3/25. The cost is in the realm of £600 and they would be looking at a donation of £300 to start with.
- Mim Saxl from Low Carbon Hub was in attendance to present information about their projects involving community-owned renewables. Information can be found on their website: [Community energy for Oxfordshire - Low Carbon Hub](#)



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They asked NLPC to think of any useful contacts, consider a Councillor for working groups and would like to talk to local businesses.

187/24. Reports from the County Councillor and District Councillor:

a. West Oxfordshire District Council (WODC)

The District Councillor reported the following:

- She and DH had met with WODC to discuss the S106 funds for the Marlborough Gardens development and it was confirmed that these need to be used for a multi-use games area (MUGA).
- She and DH met with WODC's Leisure Team to talk about possible S106 for Lioncourt and the possibility of a playing pitch.
- Stagecoach is going to conduct an inspection of the S7 route checking speed limit and look at whether route is suitable for this size bus.
- Junction of Park Road and Common Road: There is the possibility of placing bollards at junctions and yellow lines in the village. Large vehicle and buses are turning at the junction and going up on the kerb causing a dangerous issue. It was noted there is no gritting in village
- WODC is invited to put in a proposal in January in response to the Devolution White Paper published in December 2024.
- She has spoken to Windrush Against Sewage Pollution who has said that the Church Hanborough sewage works are not running at capacity and won't be until 2026 – 2030. It was noted that due to the Grampian clause the Manor Oak and Rectory Rise developments cannot be built prior to the sewage works being resolved.
- WODC has paused the Salt Cross Garden Village.

b. Oxfordshire County Council (OCC)

The County Councillor reported the following:



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- Gritting routes: NL is not on a gritting route. The County Councillor has asked for a review of this as it is a bus route.
- OCC has just announced a 5% council tax rise. The vote will take place in February.
- OCC has put in a letter to central government to express an interest in local government devolution. If Oxfordshire is selected to proceed with this the May elections would be postponed.
- A question was raised regarding a request from a resident for a salt bin at Masons Grove. It was noted that the PC would need to request this. This will be on the February agenda. The Clerk will contact the residents who had expressed an interest.

188/24: Actions and Clerk’s Report:

The Council reviewed the Councillor actions and the Clerk’s Report:

- MS noted that he is looking into sources for a village map.
- The Clerk noted that the planters and village sign are in progress.
- It was noted that the new bench for Cuckamus Green has arrived and is due to be installed.

189/24: Finance:

a. Finance:

Payments Authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
10/12/2024	Gloves for litter pick	Amazon EU S.a.r.L.	7.95
10/12/2024	Lights for Christmas tree	Festive Lights	258.98
10/12/2024	Batteries for Christmas tree	Sainsburys	37.50
10/12/2024	Council mobile phone	Poundland	6.95
10/12/2024	Council mobile phone	Poundland	1.50
10/12/2024	Defibrillator pads	Amazon EU S.a.r.L.	89.99
10/12/2024	Card	Appleton Community Shop	2.60
10/12/2024	Paper	Appleton Community Shop	5.15



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10/12/2024	Envelopes	Appleton Community Shop	3.99
10/12/2024	Lloyds fee	Appleton Community Shop	3.00
29/11/2024	Lights return	Festive Lights	-258.98
09/01/2025	OALC Training	OALC	72.00
09/01/2025	Room hire	North Leigh War Memorial Hall	12.50
31/12/2024	Unity Bank service charge	Unity Bank	6.00
31/01/2025	Clerk salary	Allison Leigh	1,174.03
09/01/2025	Clerk PAYE	HMRC	1,170.61
09/01/2025	Clerk mileage and home allowance	Allison Leigh	53.00
09/01/2025	Web hosting and WordPress updates	Dark White Digital	35.00
09/01/2025	Cemetery bin management	Grundon	65.68
09/01/2025	Grave digging	A. C. Slade	115.00
09/01/2025	Bench on Cuckamus Green	Broxap	1,134.00
Total			3,996.45

Receipts since the last meeting

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
31/12/2024	Cemetery fees	Peter Smith and Son	600.00
31/12/2024	Cemetery fees	Peter Smith and Son	120.00
31/12/2024	Bank interest	Unity Bank	325.58
Total			1,045.58

Bank reconciliation

Bank Reconciliation at 31/12/2024

Cash in Hand 01/04/2024	55,084.53
ADD	
Receipts 01/04/2024 - 31/12/2024	81,292.58
	136,377.11
SUBTRACT	
Payments 01/04/2024 - 31/12/2024	58,369.92
A Cash in Hand 31/12/2024	78,007.19



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(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	31/12/2024	0.00	
Unity Bank	31/12/2024	28,448.38	
Lloyds	31/12/2024	0.00	
Unity Instant Access Account	31/12/2024	49,558.81	
			78,007.19
Less unrepresented payments			78,007.19
Plus unrepresented receipts			
B Adjusted Bank Balance			78,007.19

A = B Checks out OK

- b. **Training:** It was noted that the Chairman had attended the Leading your Council course given by Oxfordshire Association of Local Councils.
- c. **Budget against spend:** The Council considered the budget against spend from 1/4/24 – 31/12/24 and had no comments.
- d. **Contracts:** The Council considered the draft contract specification and is generally happy, but Councillors may have a few edits. The Council will send any comments to the Clerk, and this will be on the February agenda for resolution.

190/24: Planning:

a. Planning matters for consideration:

- i. 24/03100/OUT
Land (E) 438356 (n) 212268 Common Road, North Leigh



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Outline planning application for a residential development for up to 115 dwellings (Use Class C3), including vehicular access and pedestrian link from Common Road, public open space, car parking, drainage, landscaping and other associated infrastructure. All matters reserved except for access

It was noted that this will be discussed at the meeting of the Planning Committee on 10/1/25.

- ii. 24/03116/PN42
6 Bridewell Close North Leigh
Erection of single storey rear extension (5m x 6.6m, max height/2.5, height to eaves)

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

- b. **Planning responses from previous meetings:** The Council noted it had received the following which arrived in between meetings.:
 - i. Licensing Application Consultation W/24/01440/PRMV: North Leigh Parish Council did not submit any comment.
- c. **Botley West Solar Farm:** The Council considered comments for submission to the Planning Inspectorate. Registration is open for interested parties until the 27th February.
 - i. The Council resolved to add comments regarding noise and fire risk. The Council resolved for RG to craft updated comments for the Clerk to submit
 - ii. The Council considered a drop-in session on how to make a response to the Planning Inspectorate. The Council will look at what other local councils are doing and put this on the February agenda for consideration.
- d. **S106:**
 - i. To have an update on the S106 funds from the Marlborough Gardens development: See item 187/24 a.
 - ii. Adventure Playground lease and S106 monies to be spent: The District Councillor and DH met with WODC on the 16th December regarding the



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Adventure Playground lease. DH followed up with email to WODC, but has had no response as of yet. DH will follow up again.

It was noted that JM has investigated quotes for a MUGA at the Adventure Playground. The Council resolved to proceed with further quotes.

191/24: Privacy Notice: The Council resolved to adopt the Privacy Notice with one edit.

192/24: Meeting with the MP: The PC had approached the MP's office about coming to meet NL residents. The MP's office has informed the PC that they will be looking to arrange a meeting with NL, Long Hanborough and Freeland and will work on arranging this themselves.

193/24: Strategy items: The Council had an update on the strategic objectives agreed in March 2024.

- Car park: SV will enquire as to Lioncourt providing a car park as part of the s106 agreement should the development go ahead.
- Nor 'Lye News – KS reported he had communicated to residents asking for anyone interested in regenerating the Nor 'Lye News to get in touch with the Council, but there has been no interest expressed.

A discussion was had around the NLPC newsletter and the council resolved a goal of delivery by 31/3/24 with content due to KS by the end of February. A few items for the newsletter are:

- Precept
- Annual Parish Meeting

194/24: Biodiversity: It was noted that the policy is in place and is being considered in the upcoming Adventure Playground project as well as the upcoming planning applications.

195/24: Defibrillators: The Council noted that there are currently 3 defibrillators in the village and NLPC manages 2 of them. MS asked about a defibrillator in the Woodman.



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They are happy to house one, but the unit/cabinet would need to be funded by NLPC. It was noted that the Masons Arms is also looking to have a defibrillator.

The Council asked the Clerk to investigate a training course and put this on the February agenda.

196/24: Cemetery: The Council considered grave digging arrangements for North Leigh Cemetery and resolved to proceed with Oxford Direct Services as its grave digger going forward.

197/24: Committees:

- a. Neighbourhood Plan (NP) Committee: KS reported that the NP is progressing well and that the application for additional funding of £8000 was successful. The Clerk confirmed that these funds were received on 9/1/25.
- b. Staffing Committee: JM reported that the Staffing Committee is looking to arrange a meeting.
- c. Planning committee: DH noted there is a meeting of the Planning Committee on 10/1/25.

198/24: Correspondence: The Council considered the correspondence since the last meeting.

199/24. Matters for report:

- MS had asked that NLPC put information on Facebook about the diggers at the Manor Oak site. The Clerk noted this had been done.
- It was noted that Openreach is surveying North Leigh with a view to install full fibre in the whole village.
- MS would like to see the speed indicator device in New Yatt on New Yatt Road moved around.
- It was noted that a team of Councillors will be removing the lights and Christmas tree from Cuckamus Green the week of 13/1/25. The Council discussed putting



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lights in the permanent trees on the Green at Christmas 2025 as well and would like this on a future agenda.

- The Council considered whether it would hold any events to commemorate VE day on the 8th May: KS to speak with the Memorial Hall to see if they will be holding any events.

The date and time of next meeting of the next Parish Council Meeting was confirmed as Thursday, 13th February at 7.30pm, Turner Hall.

200/24: Confidential matters: The Council resolved to exclude members of the public from the remaining items on the agenda due to their confidential nature.

201/24: Quotes:

- Wooden slats for the benches:** The Council resolved for MS to see if slats can be removed from benches. If so, the Council resolved to proceed with Timms for Iroko wood on the bench on Cuckamus Green.
- Noticeboard in the memorial Hall:** No resolution was made. The Clerk will look at further quotes.
- MUGA:** See item190/24.

The deadline for items for the February agenda is the 30th January 2025.

The meeting closed at 21:41