



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 13th February 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), Malcolm Shead (MS) and Carol Frost (CF)

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

202/24. Apologies for absence: None

203/24. Declarations of interest: MS declared an interest in item finance item 209/24 c., the donation to North Leigh Community Café.

204/24. Minutes of the following meetings: The minutes of the following meetings were approved and signed:

- Parish Council meeting of the 9th January 2025
- Planning Committee meeting of the 10th January 2025
- Neighbourhood Plan Committee meeting of the 16th December 2024 and the 27th January 2025

205/24. Public Forum:

- Members from the Gospel Hall were in attendance.
- The artist for the Village Sign was in attendance.

206/24: Gospel Hall: The Council considered the Gospel Hall's request to put a tent on Cuckamus Green and asked the Gospel Hall to come up with a plan including size, frequency, length of time and then consult people that would be immediately affected by it.

The Council asked for this to be on the March agenda.

220/24 d S106: The Chairman moved the following agenda item to this point in the meeting.

ii. **Village Sign:**



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- i. **To have an update:** See items ii and iii.
- ii. **To agree an artist for the Village Sign:** The Council resolved to proceed with Jane Tomlinson (JT) as the artist and The Village Sign People to fabricate the village sign.
- iii. **To have a presentation from an artist for the Village Sign:** JT presented the designs and noted that the Village Sign People have taken her design and worked it into a design that will work with the production.

The Council resolved to proceed with the design barring any comments from councillors once the design is circulated via email.

Once design and installation costs are agreed, the final s106 application can be made to WODC.

207/24. Reports from the County Councillor and District Councillor

Oxfordshire County Council (OCC)

The County Councillor reported the following:

- Elections are proceeding on Thursday the 1st May.
- OCC has set its budget for 2025/2026 and there is an increase of 5%. There is more funding for potholes and drainage.
- The Section 38 agreements for Masons Grove and Breakspear Way should be agreed by OCC soon.
- In early March the County Councillor will be meeting with Great Western Railway about improving the facility of Hanborough Station.

West Oxfordshire District Council (WODC)

The District Councillor reported the following:



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- The PCSO noted there have been several near accidents at the back of the school.
- Botley West Solar Farm: There is a meeting at WODC on 24/2/25. The planning inspector would like the views of WODC on this proposal and there will be a response letter being considered by the Development Control Committee. Stop Botley West will be speaking at this meeting. RG will attend the meeting and will speak on behalf of NLPC, if needed.
- Publica has stated that no orchard or allotments are allowable on the site of the Adventure Playground as they may want to develop the land in the future. The Council asked the Clerk to write back to WODC to note that they will not be able to proceed with a community orchard.
- The District Councillor has raised concerns with WODC regarding the scale of development with no progress on s106 funds due to slow building. She noted that North Leigh has the most planning, but the least facilities.

Yellow lines/bollards installed at the corner by the windmill: The Council considered the recent correspondence with residents regarding parking concerns in the village.

The County Councillor noted that if the Council did wish to investigate double yellow lines, a consultation is needed and there are costs associated with it. He noted that in order to install bollards, a surveyor check would need to be carried out.

The Council resolved to come back to the next meeting with consideration as to the possible placement of yellow lines and bollards.

208/24. Actions and Clerk's Report: The Council considered the councillor actions and Clerk's Report.

- The speed indicator device on New Yatt Road has been reversed and data has been downloaded.



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209/24: Finance:

a. Finance: Payments authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total (inc VAT)</u>
02/01/2025	Pension contribution	NEST	155.96
10/01/2025	Mailchimp	Mailchimp	25.56
10/01/2025	Council mobile phone	Lebara	6.95
10/01/2025	Paper	Currys PC World	7.99
10/01/2025	Mailchimp	Mailchimp	25.57
10/01/2025	Lloyds monthly fee	Lloyds Bank	3.00
30/01/2025	Pension contribution	NEST	66.10
31/01/2025	Unity Bank service charge	Unity Bank	6.00
13/02/2025	Cemetery bin management	Grundon	74.72
13/02/2025	Web hosting and WordPress updates	Dark White Digital	35.00
13/02/2025	Bus shelter cleaning	Multi Hands	110.00
13/02/2025	Bench installation	Broadleaf Services	532.80
13/02/2025	Play area inspection	The Play Inspection Company	300.00
13/02/2025	Meeting room hire	North Leigh Parochial Church Council	80.00
*13/02/2025	NP Meeting Room Hire	North Leigh Parochial Church Council	200.00
13/02/2025	Clerk mileage and home allowance	Allison Leigh	80.00
28/02/2025	Clerk salary	Allison Leigh	1,174.03
13/02/2025	Room hire	North Leigh War Memorial Hall	37.80
13/02/2025	Neighbourhood Plan Consultant	Community First Oxfordshire	9,240.00
13/02/2025	Room hire	North Leigh War Memorial Hall	37.80
Total			12,199.28

Receipts since the last meeting

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
13/01/2025	Neighbourhood Plan grant	Groundwork UK R/C	8,000.00
09/01/2025	Cemetery fees	Cemetery fees	715.00



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Total

8,715.00

*Note: This payment is pending based on information from the Neighbourhood Plan Committee.

- b. **Training:** Any councillors interested in attending the February Councillor Forum held by the Oxfordshire Association of Local Council's will inform the clerk.

The Council resolved to proceed with the following training courses:

- Cemetery Memorial Training course. It was noted that the Clerk and the Chair would attend and be provided free places. There would be a cost of £90 for the hire of Turner Hall. The Council also resolved for another councillor to attend, if possible, for an approximate cost of £150.
- Understanding Precepts - Clerk
- Finance for Councillors for JM, if able to attend.
- See Attachment 1.

c. **Grant Requests:**

i. **North Leigh Community Café:**

i. **To consider a donation:** The Council resolved to donate £300 provided they supply a donation box.

ii. **To consider supporting via the Parish Council's communication platforms:** The Council resolved to communicate the North Leigh Community Café via the website and Mailchimp as information becomes available.

d. **North Leigh Library Contract:** The Council noted the updated charges based on the national salary scale increase.

e. **Gravel on cemetery paths:** The Council resolved to proceed with quotes to gravel the paths in North Leigh Cemetery. The issue of the muddiness of the car park was raised. It was resolved to put both on a future agenda.

210/24: Policies:

a. **Financial Regulations:** The Council resolved to adopt the Financial Regulations.



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b. Contracts Process: The Council resolved to adopt the Contracts Process.

211/24: Newsletter:

- **To have an update on the upcoming newsletter:** It was noted the deadline for content to KS is 28/2/25.
- **To consider an MP piece for the NLPC newsletters:** The Council resolved to invite the MP to submit any content on the basis that it is focused on North Leigh and that the content is subject to editorial control.

212/24: Annual Parish Meeting (APM):

- To consider the format and any expenditure needed for the APM: The Council resolved to follow the same format as last year. The Council resolved for the Clerk to purchase refreshments at a cost of around £50. The Council asked the Clerk to create posters. The Council resolved to have a banner in and outside of the Memorial Hall. The Council asked the Clerk to invite Headteacher of NL primary school.
- To consider attendance by the MP, County Councillor and District Councillor: The Council resolved to invite the County Councillor and District Councillor to the APM. The Council resolved not to invite the MP as it is not the appropriate forum.
- The Council resolved for the Clerk to contact the MP's office, informing them the Council is happy for them to organise their own meeting.

213/24: North Leigh Youth Council:

The Council resolved to send out a communication to the parish asking for expressions of interest in a youth council. KS will send a draft to the Clerk.

214/24: Defibrillator training:

- **To consider additional defibrillators in the village:** MS gave an update on locations for defibrillators. The Council resolved to delay this decision until after the training sessions.



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- **To consider defibrillator training for residents:** The Council resolved to proceed with 2 defibrillator training sessions. The Clerk will contact the village organisations and communicate this via the council's communication channels.

215/24: VE Day: KS met with the Memorial Hall Committee and there is interest in an event to commemorate VE Day. It was noted that there is a swing band at Woodgreen School that would be happy to perform. The Council resolved for KS to ask the Memorial Hall Committee if they would be willing to organise an event jointly with NLPC. This will be on the March agenda.

216/24: Asset Register:

- The Council noted the recent inspection of assets.
- **To consider the minimum amount of an asset for the register:** The Council resolved for a minimum amount for an asset on the asset register to be £100.

217/24: Icy road conditions:

- **To consider any next steps to be taken to tackle icy roads:** The County Councillor reported that OCC has said the North Leigh bus route can't be gritted and there are no plans to increase the gritting map due to budget pressure.
- **To consider any appropriate salt bins:** The Council resolved purchase a salt bin for the junction of Masons Grove and New Yatt Road. This may not be placed until Autumn 2025.

218/24: Committees:

- Neighbourhood Plan (NP) Committee:** See Attachment 2.
- Staffing Committee:** The Staffing Committee reported they will be holding an informal meeting with the Clerk on 21/2/25.
- Planning committee:**
 - a. The Lioncourt response has been submitted (see minute reference 220/24 d i)
 - b. DH and the District Councillor have had meetings with the s106 team and submitted a request should the Lioncourt application be approved. If the application goes to the planning committee, DH will speak, and the Council would welcome any local residents to register to speak.



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219/24: National Highways and Transport Public Satisfaction Survey 2024-25 - Public Representatives: The Council resolved to respond individually.

220/24: Planning:

a.Planning matters for consideration:

i.25/00030/HHD

Oranmore, Sturt Wood, East End
Erection of annexe
NLPC has no comments on this application.

ii.25/00166/HHD

Hazel Cottage Church Road North Leigh
Erection of a two storey extension
NLPC has no comments on this application.

b. Planning applications which arrived in between meetings with no comment:

i. 25/00005/POB

44 Common Road North Leigh
Request to modify planning obligation, to amend the Unilateral Agreement (UU) dated 11.11.22 attached to planning permission 21/03720/FUL and any subsequent S73 approval to include an amended Affordable Housing Plan that allocates Plots 1 and 2 as the affordable housing.

It was noted that permission was granted.

ii. 24/03153/S73

Estelle Manor
Retrospective discharge of condition 12 (full design details) and condition 14 (materials used in construction of external surfaces) of planning permission 23/02033/S73. Variation of condition 2 of planning permission 20/01756/FUL (as varied by planning permission 21/02109/S73) to allow revised detailing of elevations and internal layout of Building 15 to change its use to provide additional private dining space and meeting facilities.

iii. It was noted that the following amendment arrived in between meetings/following the publishing of the agenda:

24/01992/FUL

Common Farm, Common Road
North Leigh Parish Council has no comments on this amendment.



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c. Planning responses from previous meetings:

i. 24/03100/OUT (Lioncourt):

i. [Please visit our website for the Parish Council response to this planning application](#)

ii. **Consider any necessary next steps:** There are no next steps as the Council is waiting for a decision by WODC.

d. S106:

i. Adventure Playground lease: There was no update on the Adventure Playground lease. The Council will proceed with a tender for a MUGA at the Adventure Playground.

iii. Planters:

i. See minute reference 224/24 iii

iv. Village Map

ii. The Council resolved for the Clerk to obtain 2 more quotes for the fabrication of the village map.

e. Botley West Solar Farm:

i. [NLPC's representation submitted to National Infrastructure Planning on 23/1/25 can be found on the NLPC website.](#)

ii. Open day to assist residents in making a representation on the National Infrastructure Planning site: The Council resolved not to hold an open day.

It was noted that RG and SV (in her capacity as a parish councillor) will attend the WODC Community benefits meeting on 17/2/25.

221/24: Correspondence:

The Council asked the Clerk to put all correspondence on the list for future meetings, including items that are elsewhere on the agenda.



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222/24. Matters for report:

- **Update on village benches:** MS noted this is in progress.
- CF noted that the litter pick organisation for the 9th March is proceeding
- The Chairman noted that the trustees of the Witney Buttercross Scouts Group have instructed their solicitor to proceed with the purchase of the field behind the allotments on Park Road. It was noted that the trustees wish to make this an asset for the community as well as the Scouts.
- MS noted that BT Openreach has installed telegraph poles in the village including on Cuckamus Green.
- JM asked the Clerk to obtain quotes for clearing any necessary greenery at the Adventure Playground in order to install a MUGA.

The date and time of the next NLPC Meeting was confirmed as Thursday, 13th March at 7.30pm, Turner Hall.

The deadline for items for the March agenda is the 27th February 2025.

The Council resolved to extend the meeting time until 22:10.

223/24: Confidential items: The Council resolved to exclude members of the public from agenda items 224/24 due to their confidential nature.

224/24: Confidential item: Quotes:

- Artist for the village map:** The Council would like more information on 2 of the artists and resolved to defer this to the March agenda.
- Installation for the village sign:** The Council resolved to proceed with ODS for the installation of the village sign.
- Installation for the planters:** The Council resolved to proceed with Broadleaf if they can meet the utility requirements of Highways. The Council would like to confirm what depth of concrete Broadleaf is suggesting and whether they intend to install any type of reinforcement in the pad.

The meeting concluded at 22:06.



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Attachment 1: Training Courses for 2024 2025

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



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Andy Clements	Leading your Council	09/01/2024	60.00	
Allison Liegh and Andy Clements	Cemetery Memorial Training	TBD	90.00	This cost is approximate. There could be a cost of an additional £150 for another councillor to attend.
Allison Leigh	Understanding Precepts	n/a (video to purchase)	16.00	
Julie Minch	Finance for Councillors	30/04/2025	35.00	JM is unsure if she can attend.
Total			1033.77	
Budget			1500.00	
Difference			466.23	



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Attachment 2

North Leigh Neighbourhood Plan Committee

Update for Parish Council Meeting of 13th February 2025

Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 16th December and the 25th January.
- 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 2nd November, CFO have worked with the Neighbourhood Plan committee to draft the “Character Assessment” and “Issues and Concerns” sections of the Neighbourhood Plan.

It is hoped to submit the first “reg 14” draft of the Plan to WODC for their comments this summer. The CFO work to cover this stage has already been billed and paid using last year’s Locality grant.

Finances

We have received a further grant from Locality for £8,000 which will enable us to commission CFO to assist in preparing the “Village Design Guide” part of the Plan. Locality require that this final £8,000 grant to be invoiced prior to the 31st March 2025. We have now received the maximum Locality grant available, totalling £18,000.

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