



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

**MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 13<sup>th</sup> March 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), Malcolm Shead (MS) and Carol Frost (CF)

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

**225/24. Apologies for absence:** Fran Jeffes (FJ)

**226/24. Declarations of interest:** None

**227/24. Minutes of the following meetings:** The minutes from the Parish Council meeting of the 13<sup>th</sup> February 2025 were agreed and signed as a true record.

**228/24. Public Forum:** Members of the public were in attendance to make the following representations:

- ***Threads of North Leigh Life:*** The Threads of North Leigh Life proposed a thread textile artwork to chronicle North Leigh life past and present. This would be an artist-led project to bring the community together for the purpose of creating this piece. They noted that they would like to use S106 funding for public art. The estimated cost of this project is £6 – 7,000.
- ***North Leigh Youth Project:*** Members of NLYP were in attendance to present their donation application noted in minute reference 232/24 c.
- ***Other:*** A member of the public was in attendance to raise the following issues:
  - Estelle Manor: They noted the minibus scheme is still in existence despite being told that by this point in time the scheme would no longer be operating. They noted that the same issues with the minibuses are still present.
  - S7 bus: He noted the buses are too big for a small village road. He noted that there is a speed issue. He asked if a speedwatch session could be implemented for the buses. The Chairman indicated this is a possibility and asked him to sign up to speedwatch if he'd like to assist with this.



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- **Gospel Hall:** Members from the Gospel Hall were in attendance. They noted that they had spoken to residents around Cuckamus Green about putting up a 6 x 12m tent. The feedback was either positive or neutral.

**229/24: Gospel Hall:** The Council resolved in principle for the Gospel Hall to put up the tent on Cuckamus Green on a Sunday night and take it down on a Saturday morning. They are considering the 2<sup>nd</sup> week in June and the confirmation of date will be put on agenda for next month.

## **232/24: Finance:**

### **a. Finance:**

#### **i. Payments authorised**

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
13/03/2025	NP Meeting Room Hire	North Leigh Parochial Church Council	120.00
10/02/2025	Paper	Appleton Community Shop	5.15
10/02/2025	Council mobile phone	Lebara	6.95
10/02/2025	Office supplies	WH Smith	6.49
10/02/2025	Bench materials	Orbital Fasteners	47.40
10/02/2025	Mailchimp	Mailchimp	25.91
10/02/2025	Lloyds fee	Lloyds Bank	3.00
19/02/2025	Donation to NL Community Cafe	NL Community Cafe	300.00
28/02/2025	Unity Bank service charge	Unity Bank	6.00
19/02/2025	Timber for benches	AK Timms	757.75
31/03/2025	Clerk salary	Allison Leigh	1,174.03
13/03/2025	Clerk PAYE	HMRC	1,049.19
13/03/2025	Web hosting and WordPress updates	Dark White Digital	35.00
13/03/2025	Design of Village Sign	Jane Tomlinson	500.00
13/03/2025	Cemetery bin management	Grundon	68.76
13/03/2025	Clerk mileage and home allowance	Allison Leigh	79.10
13/03/2025	Zip wire repair	Wicksteed	1,904.99
13/03/2025	Wood protector	AK Timms	44.87
13/03/2025	Website domain renewal	Dark White Digital	24.00
<b>Total</b>			<b>6,158.59</b>

#### **ii. Receipts**

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
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28/02/2025	Cemetery fees	Peter Smith and Son	1,200.00
<b>Total</b>			<b>1,200.00</b>

### iii. Bank reconciliation

#### **Bank Reconciliation at 28/02/2025**

Cash in Hand 01/04/2024	55,084.53
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#### **ADD**

Receipts 01/04/2024 - 28/02/2025	91,207.58
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146,292.11

#### **SUBTRACT**

Payments 01/04/2024 - 28/02/2025	75,359.67
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<b>A</b>	<b>Cash in Hand 28/02/2025</b>	<b>70,932.44</b>
	(per Cash Book)	

#### Cash in hand per Bank Statements

Petty Cash	28/02/2025	0.00
Unity Bank	28/02/2025	21,373.63
Lloyds	28/02/2025	0.00
Unity Instant Access Account	28/02/2025	49,558.81

**70,932.44**

Less unrepresented payments

70,932.44

Plus unrepresented receipts

<b>B</b>	<b>Adjusted Bank Balance</b>	<b>70,932.44</b>
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## A = B Checks out OK

b. **Training:** The Clerk noted the cemetery memorial safety training course will be held on the 11<sup>th</sup> July and the Chair asked for another councillor to consider attending. The Chair asked for any councillor interested in attending the Oxfordshire Association of Local Council's Councillor Forum to inform the Clerk.

c. **Donation requests:**

- i. **North Leigh Youth Project (NLYP):** The Council resolved to donate £2500 to NLYP. The Council asked for NLYP to provide feedback on how their numbers of attendees are increasing throughout the year.

d. **Confirmation of recurring expenses for 2024/2025:** The Council confirmed the following services for 2024/2025:

<u>Organisation</u>	<u>Function</u>	<u>Duration/Review date</u>	<u>Approximate Cost (exclusive of VAT)</u>
Nest	Clerk pension	Will review in April 2025 for 25/26	£68/month
Public Works Loan Board	Loan	Will review in April 2025 for 25/26	Per schedule from PWLB
Moore	External Audit	Will review in April 2025 for 25/26	£420
Information Commissioner's Office	Membership	Will review in April 2025 for 25/26	£35.00
Cloudy	Microsoft Outlook	Will review in April 2025 for 25/26	£103.20



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- e. **Internal Financial Control Checklist:** The Council agreed the checklist from 31/1/25 which was signed by JM.
- f. **Review of effectiveness:** The Council considered and completed the Review of Effectiveness of the Council's internal controls<sup>1</sup>.

## **230/24. Reports from the County Councillor and District Councillor**

**Yellow lines and bollards:** The District Councillor reported that she met with Oxfordshire County Council (OCC) with regards to the possibility of yellow lines and/or bollards. The areas reviewed were front of the school, back of the school, outside number one Oak Tree Close and both sides of the junction at the Masons Arms. The District Councillor will look at quotes for bollards by Oak Tree Close and the junction at the Masons Arms. It was noted that work outside the school would need to be first discussed and agreed with the school and that it is best to wait for the Thames Water work to be completed on Windmill Road prior to agreeing any work in that area.

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

The District Councillor reported the following:

- A Botley West development control meeting was held, and a relevant representation has been sent to the Planning Inspectorate. The District Councillor has not seen a copy of what has been sent.
- The District Councillor has raised a question to the Executive Member for Planning of WODC regarding how delays to the Salt Cross Development at Eynsham are impacting the 5 year land supply and this among other things is leading to excessive planning in the villages such as North Leigh.
- The District Councillor has put in a motion with the District Councillor for Freeland and Hanborough asking them to oppose the Botley West application.

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

The County Councillor reported the following:

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<sup>1</sup> The Accounts and Audit Regulations 2015 s 6 (1) a.



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- There is a Great Western Railway meeting on Tuesday the 18<sup>th</sup> March 8am – 10am to talk about future of Hanborough station.
- OCC will be improving the junction at Barnard Gate from the A40.
- New Yatt Lane will be closed from the 12-15<sup>th</sup> May for resurfacing.
- Thank you to CF for litter pick for North Leigh on the 9<sup>th</sup> March.

**231/24. Actions and Clerk's Report:** The Council reviewed the actions and Clerk's Report, and the following were noted:

*Councillor Actions:*

- KS noted that he will be circulating a draft of the next newsletter.
- KS will be circulating a communication regarding a youth council.
- The Children's Playground lease is in progress.

*Clerk's Report:*

- The Clerk is working on the advertising for the Annual Parish Meeting.
- The Clerk is arranging 2 Wednesday evenings for defibrillator awareness training sessions.

**233/25: Churchyard:**

- a. The Council resolved to continue with the current grounds maintenance arrangements for the Church which are to cut the grass at the Churchyard, cut the wildflower meadow annually and cut the hedge of the Turner Hall car park.
- b. The Council resolved to include the trees in the Churchyard in any future tree surveys it is carrying out. The Church would carry out any tree works needed.
- c. The Council resolved to consider applications for any additional grounds maintenance from the churchyard as they arise.
- d. The Council resolved to arrange a skip for the soil from grave digging.



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The Council asked the Clerk to write a letter to the Parochial Church Council confirming these arrangements.

**234/24: State of the Cemetery car park:**

- The Council resolved for the Clerk to obtain quotes for gravel of the paths in the cemetery and ask those contractors for advice on the state of the Cemetery car park.

**235/24: VE Day:**

KS reported that he and CF met with the Memorial Hall Committee regarding VE Day commemorations. The Hall is booked for the 9<sup>th</sup> May for an event which will run from 5pm – 9pm to include a presentation by the History Society with local residents' experiences of the war, a swing band from Wood Green School, 40s dress competition, buffet. The cost will be £5/ticket for under 80s and the maximum number of attendees will be around 120 – 130.

The Council resolved to spend £500 on items needed for the event.

**236/24: Committees:** The Council considered the following reports:

- Neighbourhood Plan (NP) Committee – See Attachment 1. It was noted that a public meeting will be held in June/July which will be followed by consultations.
- Staffing Committee: The Staffing Committee circulated a report. The Council resolved to put the handling of correspondence on the April agenda with a view to adopt a policy for handling future correspondence.
- Planning Committee: The Planning Committee report is part of the planning section of the agenda.

**237/24: Planning: *Planning applications for consideration:***

- i. **25/00216/HHD**  
24 Common Road North Leigh  
Erection of an outbuilding



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North Leigh Parish Council resolved to object to this planning application. DH will send comments to the Clerk for submission.

**ii. 25/00315/HHD**

71 Park Road North Leigh

Demolition conservatory and erection of single storey front, rear and side extensions and addition of dormer windows

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

**b. Planning Updates**

- i. Lioncourt: The District Councillor reported that the S106 list has been submitted but told that the items on the list may not be what the developer provides. WODC noted that the Council could seek to meet with the developer, but this is not something the PC would like to do at this stage. DH noted that the application will likely go before the WODC planning committee this summer.

The Council discussed the s106 list and resolved for SV to contact the Webb Family about any land the PC could lease/purchase for a playing field/car park.

**S106:**

1. **Adventure Playground lease:** DH reported that an email has been received with Heads of Terms to the lease; he will contact WODC regarding this. JM noted that tenders have been send out for a MUGA. The Council discussed the possibility of carrying out a schedule of conditions survey on the Adventure Playground for £100.

**238/24. Matters for report:**

- CF reported that the litter pick was successful. 58 people and two councillors were in attendance. 10 large bags were collected, and it was an enjoyable event for those who were involved.



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- A new bin by Common Road as well as the moving of bins was discussed. JM will contact the Clerk about which bins could be moved.
- The Council asked the Clerk to look into the cleaning of the top of bus shelters.
- SV thanked MS for his work on the Community Café.
- MS noted the bench refurbishments at Cuckamus Green and Church Road have been done.
- It was noted that should there be any s106 funds for public art remaining following the conclusion of the village map project, the Council would consider whether or not to investigate the Threads of North Leigh Life project further.

**239/24: Correspondence:** The Council considered the correspondence since the last meeting.

The date and time of next Parish Council Meeting were confirmed as the Thursday, 10<sup>th</sup> April at 7.30pm in the Turner Hall.

**The deadline for items for the April agenda is the 28<sup>th</sup> March 2025.**

**240/24: Confidential items:** The Council resolved to exclude members of the public from agenda item 241/24 due to the confidential nature.

**241/24: Confidential item:**

- i. The Council resolved to create a spec for a village map. KS will contact the resident who had initially put forward the idea and JM and KS will work on a tender for the work.

The meeting closed at 9:30pm



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## Attachment 1

# North Leigh Neighbourhood Plan Committee Update for Parish Council Meeting of 13<sup>th</sup> March 2025

## Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 3<sup>rd</sup> March.
- The committee meeting agendas and minutes are being posted on the North Leigh Parish Council website.

## Membership

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 draft the “Character Assessment” and “Issues and Concerns” sections of the Neighbourhood Plan. CFO provided a revised draft of the North Leigh Neighbourhood Plan document to the committee in February, incorporating the new material.

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

CFO have also been appointed as consultants by the Long Hanborough Neighbourhood Plan Committee, and our committee chairman attended their launch event.

## 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 31<sup>st</sup> March 2025. The CFO invoice for £7,700 has already been paid by the parish council, and a further invoice of £120 for the use of the Turner Hall has been sent to the Parish Council.

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.