



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

Date: 6th March 2025

To all members of the Council: You are hereby summoned to attend the **North Leigh Parish Council Meeting** on Thursday 13th March 2025 at **7:30pm in Turner Hall** for the purpose of transacting the following business.

Allison Leigh, Parish Clerk

225/24. Apologies for absence

226/24. Declarations of interest

227/24. Minutes of the following meetings: To sign and approve the minutes from the following meetings:

- [Parish Council meeting of the 13th February 2025](#)

228/24. Public Forum

229/24: Gospel Hall: To consider the usage of Cuckamus Green by the Gospel Hall

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

- To have an update on yellow lines/bollards

231/24. Actions and Clerk's Report

232/24: Finance:

a. **Finance:**

- To consider payments for authorisation, receipts since the last meeting and the bank reconciliation. See Attachment 2.

b. **Training:** To consider proposed training courses and designate a councillor for the next Oxfordshire Association of Local Council's Councillor Forum

c. **Donation requests:** To consider requests for the following donations:

- North Leigh Youth Project**



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d. **Confirmation of recurring expenses for 2024/2025:** To confirm 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 2024 for 25/26	£103.20

e. **Internal Financial Control Checklist:** To consider the checklist from 31/1/25

f. **Review of effectiveness:** To consider the draft Review of Effectiveness of the Council's internal controls¹

233/25: Churchyard:

- a. To consider the continuation of the current grounds maintenance arrangements
- b. To consider future tree surveys to include the trees in the churchyard
- c. To consider applications for any additional grounds maintenance from the churchyard as they arise

¹ The Accounts and Audit Regulations 2015 s 6 (1) a.



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d. To consider a skip for the soil from grave digging

234/24: State of the Cemetery car park:

- To consider the state of the Cemetery car park and any next steps

235/24: VE Day: To consider activities and any related expense to commemorate VE Day

236/24: Committees: To consider reports from the following committees (note: the report from the Planning Committee will be part of the planning section of the agenda):

- Neighbourhood Plan (NP) Committee – See Attachment 1.
- Staffing Committee
- Planning Committee

237/24: Planning: (Planning applications can be found on West Oxfordshire District Council's website: [View and comment on planning applications - West Oxfordshire District Council](#))

a. Planning applications for consideration:

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

b. Planning Updates

- i. Lioncourt: To have an update
- ii. S106:
 1. Adventure Playground lease: To have an update



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238/24. Matters for report: To raise matters for discussion without decision or items for next meeting.

239/24: Correspondence: To consider the correspondence

Date and time of next meeting which will be the Parish Council Meeting: Thursday, 10th April at 7.30pm, Turner Hall

The deadline for items for the April agenda is the 28th March 2025.

240/24: Confidential items: To resolve to exclude members of the public from agenda item 241/24 due to the confidential nature

241/24: Confidential item: Quotes: To consider quotes for the following:

- i. Artist for the village map



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Attachment 1

North Leigh Neighbourhood Plan Committee Update for Parish Council Meeting of 13th March 2025

Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 3rd 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 2nd 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 31st 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.



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Attachment 2

Payments to be 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	Staff costs	Staff	1,174.03
13/03/2025	Clerk PAYE	HMRC	1,049.19
13/03/2025	Web hosting and Word-Press 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
Total			4,184.73

Receipts since the last meeting

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



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

	Cash in Hand 01/04/2024		55,084.53
	ADD		
	Receipts 01/04/2024 - 28/02/2025		91,207.58
			146,292.11
	SUBTRACT		
	Payments 01/04/2024 - 28/02/2025		75,359.67
A	Cash in Hand 28/02/2025		70,932.44
	(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 Ac- count	28/02/2025	49,558.81
			70,932.44
	Less unrepresented payments		
			70,932.44
	Plus unrepresented receipts		
B	Adjusted Bank Balance		70,932.44

A = B Checks out OK