



**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 10<sup>th</sup> April 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), Fran Jeffes (FJ), Malcolm Shead (MS)

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

**1/25. Apologies for absence:** Councillors Julie Minch (JM) and Carol Frost (CF)

**2/25. Declarations of interest:** None

**3/25. Minutes of the following meetings:** The minutes from the following meetings were approved and signed.

- Parish Council meeting of the 13th March 2025
- Neighbourhood Plan meeting of the 3<sup>rd</sup> March 2025

The Council noted the minutes of the informal meeting of the Neighbourhood Plan from the 10<sup>th</sup> March 2025.

**4/25. Public Forum:** A representative from the Community Café was in attendance and provided an update. The café is on its 6<sup>th</sup> session and is working well. They have an average of 45 attendees per week. Drinks, hot cross buns and sausage roll are among the items served. A good cross section of the community is in attendance. The cost is approximately £80/week, and the turnover is around £100 in donations. They are aiming to have this run 52 weeks/year. They have spoken to the school and the Headmaster is willing to get involved at some point, such as having the choir sing. The Café thanked the Parish Council for its donation.

**5/25: Gospel Hall:** The Council resolved for the Gospel Hall to place a 6 x 12m tent on Cuckamus Geen to be set up on the 8<sup>th</sup> June and dismantled on the 14<sup>th</sup> June subject to DH confirming Planning Inspectorate agreement.



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**6/25: Reports from the County Councillor and District Councillor:**

**Oxfordshire County Council (OCC)**

The County Councillor reported that New Yatt Lane will be closed from 12-15 May for resurfacing.

**West Oxfordshire District Council**

The District Councillor reported the following:

- The Lowlands Planning Committee met on Monday the 7th April. RG spoke in opposition to the Quarry Solar Farm. The application was refused if/until OCC has a different route of delivery.
- Residents had expressed concern about works taking place on Common Road. The District Councillor has investigated this and learned that it was an archaeology team looking into Grimms Ditch.
- David Mason has died; the District Councillor has sent condolences from herself and NLPC.

**7/25. Councillor action items, Clerk's Report and the following updates:**

- i. Update on bollards and yellow lines: SV is carrying out further investigations and will come back to the Clerk once locations are determined and NLPC is in a position to obtain quotes (NLPC will be funding this). It was noted that NLPC is looking at bollards at the moment as double yellow lines require consultation.
- ii. Update on the Adventure Playground lease: DH has emailed the Estates Team at WODC. There has been no response. The District Councillor is chasing this as well.



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- iii. The Council noted the letter to the Parochial Church Council confirming grounds maintenance arrangements agreed at meeting of NLPC of the 13<sup>th</sup> March 2025 (See attachment 1).

**8/25: Finance:**

- a. **Recurring payments:** The Council agreed the following recurring payments for 25/26:

<u>Organisation</u>	<u>Function</u>	<u>Duration/Review date</u>	<u>Approximate Cost</u>
Edge	Cemetery database/mapping	Annually/April 2026	£340
Mailchimp	Mailing list	Monthly/April 2026	£22
Parish Online	Mapping software	Annually/April 2026	£100
SLCC	Annual Membership	Annually/April 2026	£96.00
OALC	Annual Membership	Annually/April 2026	£456.41
Dark White Digital	Webhosting and WordPress Updates	Annually/April 2026	£35/month
WODC	Bin emptying (4 bins)	Bi-annually/April 2026	£655



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Multi-Hands	Bus shelter cleaning	Quarterly/April 2026	£110 per visit
Turner Hall or North Leigh Youth Project, Memorial Hall	Room Hire	Monthly/April 2026	£25 per hire
Tetbury Accounting	Payroll Accountant	Annually/April 2026	£250
Grundon	Cemetery bin emptying	Monthly/April 2026	£60
Scribe	Accounting software	Annually/April 2026	£345.60
Institute of Cemetery and Cremation Management	Membership	Annually/April 2026	£105
The Flying Press	Printing needs:  Newsletter, Neighbourhood Plan, Consultations	Monthly and as needed/April 2026	£500 per newsletter  Other printing costs agreed via quote with The Flying Press as agreed supplier for projects up to £500
Public Works Loan Board	Loan for the building of the Memorial Hall	Per the schedule through 2035/April 2026	£2175: 30/9/25 £2141.25: 31/3/26



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Lebara	Council mobile phone	Monthly/April 2026	£6.95
Moore	External Audit fee	Annually/April 2026	£420
ICO	Membership fee	Annually/April 2026	£52
Lloyds	Card fee	Monthly/April 2026	£3.00
Oxfordshire Playing Fields Association	Membership fee	Annually/April 2026	£61.00
Unity Trust Bank	Service charge	Monthly/April 2026	£6.00

- b. **Finance report:** The Council authorised the payments, noted the receipts and agreed the bank reconciliation. See attachment 2.
- c. **Training:** The Council resolved for MS to attend the Cemetery training session on the 11<sup>th</sup> July. KS will act as a reserve for the course. The Council resolved for any councillor interested in the Oxfordshire Association of Local Council's Councillors' Forum to make the Clerk aware.
- d. **Budget against spend:** The Council agreed, and the Chairman signed the budget against spend for 24/25:
  - i. [Budget against spend 2024 2025](#)
  - ii. [Budget notes](#)
- e. **Transfer to savings:** The Council resolved to transfer the remaining S106 funds for the village sign to the instant access account and creating a reserve. The amount is £7,532.
- f. **Interim Internal Audit Report:** The Council noted the Interim Internal Audit Report. The following notes were dealt with:



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- i. It was noted that the Council agreed the Review of Effectiveness of its 24/25 internal controls at the March meeting.
- ii. The accounts were signed at the meeting of the 10<sup>th</sup> April, minute reference 8 d.
- iii. The Clerk will look at including photos of assets in the Asset Register.

**9/25: Correspondence handling:** The Council resolved for JM to work with the Chair to draft a revised policy. The Council would like to have the May correspondence list include:

- Communication from residents
- Communication from elected officials
- Communication from local businesses

The Clerk noted that she will ask for this to be raised as an issue with the staffing committee.

**10/25: Annual Parish Meeting:** The Council asked the Clerk to purchase double the amount of refreshments to 2024 as a flyer has gone out to the whole village.

It was noted that NLPC might change the format a bit for 2026.

**11/25: Events:**

- VE Day: KS report the following:
  - The band has been booked; ticket printing is underway; décor is being purchased.
- Tree lighting: The Council resolved for the tree lighting to take place on Saturday 6<sup>th</sup> December 2025. The Council would like the Clerk to ask BGG to put up and take down the tree and to use AH Cornish to supply the tree. The event will be on the June agenda.



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- Other: The Council considered consider the following event for 25/26:
  - A possible unveiling/dedication of the village sign

**12/25: Stonesfield Neighbourhood Plan:** The Council resolved not to make a comment on the Stonesfield Neighbourhood Plan. The Clerk will send this minute to the Stonesfield Parish Council clerk.

**13/25: Financial Regulations:** The Council resolved to adopt the updated Financial Regulations.

**14/25: Committees:**

- a. Neighbourhood Plan (NP) Committee: KS reported the Committee had recently met. Community First Oxfordshire and the Committee and working through the policies.
- b. Staffing Committee: There was no report.
- c. Planning Committee: There was no report.

**15/25: Planning:**

**a. Planning applications:**

- **25/00700/HHD**  
Field Farm Church Road North Leigh

North Leigh Parish Council has no comments on the above planning application.

- b. **Botley West Solar Farm:** The Council resolved not to send a NLPC representative to speak at the upcoming Preliminary Meeting as it will be largely procedural and not necessary at this time.

**16/25: Correspondence:** The Council noted the correspondence since the last meeting.



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**17/25. Matters for report:**

- It was noted that once the planters are installed the Gardening Society is happy to assist. The Council asked for the maintenance of planters to be on an agenda once they are ordered.
- MS noted that the grass by the Church Road bench needs cutting along with nettles. The Clerk will speak to BGG.
- The Clerk will look into moving the bin on Church Road to the same side of the road as the bench on Church Road.
- The District Councillor noted that a resident had inquired as to a tree which was felled at Windmill Heights. It was noted that NLPC was not involved with this.
- The Council is happy for SV to express interest to OCC with regards to their grant-funded flood schemes.

Date and time of next meeting: Thursday, 8<sup>th</sup> May at 7.30pm, Turner Hall. This will be the Annual Parish Council Meeting. MS sent apologies for the May meeting.

**The deadline for items for the May agenda is the 25<sup>th</sup> April 2025.**

**18/25: Confidential items:** The Council resolved to exclude the public from agenda item 19/25 due to its confidential nature.

**19/25: MUGA Quotes:** The Council resolved to defer this to the May meeting. DH noted that there is no security with the Adventure Playground lease. He noted that we need to get approval from WODC in order to proceed with the installation of a MUGA.

The meeting closed at 20:50.





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**Attachment 1**



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3<sup>rd</sup> April 2025

North Leigh Parochial Church Council  
Church Road  
North Leigh, Oxfordshire

Dear all,

Many thanks for your time at our meeting on the 19<sup>th</sup> February 2025. At that meeting we discussed various maintenance elements. The PCC agreed that a written request had not been served on the Parish Council regarding maintenance in accordance with s215 of the Local Government Act upon the closing of the Churchyard.

However, based on grounds maintenance since the closure along with our discussion at the recent meeting, the Parish Council resolved the following at its meeting on the 13<sup>th</sup> March 2025:

- a. The Council resolved to continue with the current grounds maintenance arrangements for the Church in accordance with the agreed Churchyard Management Plan 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.

If you have any questions as to the above, please feel free to let the Council know. This letter will form part of the minutes of the meeting on the 10<sup>th</sup> April 2025 in order to act as



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a record of this agreement going forward.

Many thanks for your time at our recent meeting and we look forward to continuing our working relationship.

Best regards,

Allison Leigh  
Clerk, North Leigh Parish Council



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**Attachment 2**

Payments agreed from the 24/25 accounts

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
05/03/2025	Pension contribution	NEST	66.10
12/03/2025	Paper	Appleton Community Shop	5.15
12/03/2025	Defibrillator battery	Imperative Training	286.20
12/03/2025	Council mobile phone	Lebara	6.95
12/03/2025	Postage	Post Office Ltd	7.80
12/03/2025	Office supplies	Appleton Community Shop	5.15
12/03/2025	Postage	Post Office Ltd	5.20
12/03/2025	Paper	The Midcounties Co-operative	5.00
12/03/2025	Ink	Argos	25.19
12/03/2025	Lloyds fee	Lloyds Bank	3.00
17/03/2025	Donation to NYLP	North Leigh Youth Project	2,500.00
31/03/2025	Grass cutting - Cuckamus Green	David Green	288.00
31/03/2025	Grass cut Park Road, Common Road, Perrots Close	David Green	96.00
31/03/2025	Dark Alley Strim grass	David Green	210.00
31/03/2025	Grass cutting Windmill Close	David Green	75.00
31/03/2025	Grass cutting - bus shelters	David Green	128.00
31/03/2025	Weeding bordering Windmill field	David Green	40.00
31/03/2025	Loan payment	PWLB	2,208.75
31/03/2025	Pension contribution	NEST	66.10



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31/03/2025	Unity Bank service charge	Unity Bank	6.00
<b>Total</b>			<b>6,033.59</b>

**Payments agreed from the 25/26 accounts**

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
10/04/2025	Internal audit fee	WTG Consultants	150.00
10/04/2025	Speed gun and case	Andy Clements	155.01
10/04/2025	Web hosting and WordPress updates	Dark White Digital	35.00
10/04/2025	Web hosting and WordPress updates	OALC	547.69
10/04/2025	Scribe annual license	Starboard Systems Limited	414.72
10/04/2025	Children's Playground hedge	BGG	384.00
10/04/2025	Children's Playground hedge	BGG	270.00
10/04/2025	SLCC membership	Society of Local Council Clerks	96.00
10/04/2025	Cemetery bin management	Grundon	69.44
10/04/2025	OPFA Subscription	OPFA	61.00
10/04/2025	Clerk mileage and home allowance	Allison Leigh	60.20
10/04/2025	ICCM Membership	ICCM	105.00
10/04/2025	Printing of flyers	The Flying Press	159.29
30/04/2025	Clerk salary	Allison Leigh	1,160.03
10/04/2025	Election fees	WODC	200.00
<b>Total</b>			<b>3,867.38</b>

**Receipts from 1/3/25 – 31/3/25**

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
31/03/2025	Cemetery fees	Peter Smith and Son	900.00
31/03/2025	S106 Monies	WODC	8,032.00
31/03/2025	Bank interest	Unity Bank	312.02
<b>Total</b>			<b>9,244.02</b>

**Bank Reconciliation 31/3/25**

**Bank Reconciliation at  
31/03/2025**



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	Cash in Hand 01/04/2024	55,084.53
	<b>ADD</b>	
	Receipts 01/04/2024 - 31/03/2025	100,451.60
		155,536.13
	<b>SUBTRACT</b>	
	Payments 01/04/2024 - 31/03/2025	86,393.20
<b>A</b>	<b>Cash in Hand 31/03/2025</b> (per Cash Book)	<b>69,142.93</b>
	Cash in hand per Bank Statements	
	Petty Cash 31/03/2025	0.00
	Unity Bank 31/03/2025	19,272.10
	Lloyds 31/03/2025	0.00
	Unity Instant Access Ac- count 31/03/2025	49,870.83
		<b>69,142.93</b>
	Less unrepresented payments	
		69,142.93
	Plus unrepresented receipts	
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>69,142.93</b>
	<b>A = B Checks out OK</b>	