



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: 4th April 2025

To all members of the Council: You are hereby summoned to attend the
North Leigh Parish Council Meeting on Thursday the 10th April 2025 at **7:30pm** in
Turner Hall for the purpose of transacting the following business.

Allison Leigh, Parish Clerk

1/25. Apologies for absence: Councillor Julie Minch

2/25. Declarations of interest

3/25. Minutes of the following meetings: To sign and approve the minutes from the following meetings:

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

Note: Minutes of the informal meeting of the Neighbourhood Plan from the 10th March 2025 are on the website: [INFORMAL-NLNP-Committee-Meeting-Minutes-10th-March-2025.v2.pdf](#)

[Minutes from the Neighbourhood Plan meeting of the 3rd March 2025](#)

4/25. Public Forum

5/25: Gospel Hall: To consider the Gospel Hall placing a 6 x 12m tent on Cuckamus Geen to be set up on the 8th June and dismantled on the 14th June

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

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

- i. Update on bollards and yellow lines
- ii. Update on the Adventure Playground lease
- iii. To note the letter to the Parochial Church Council confirming grounds maintenance arrangements agreed at meeting of NLPC of the 13th March 2025 (See attachment 1)



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8/25: Finance:

a. **Recurring payments:** To consider 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
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



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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
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



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- b. **Finance report:** To consider payments for authorisation, receipts and bank reconciliation since the last meeting (see attachment 2)
- c. **Training:** To consider proposed training courses and designate a councillor for the Oxfordshire Association of Local Council's Councillor Forum
- d. **Budget against spend:** To consider/Chairman to sign the budget against spend 31/3/25
 - i. [Budget against spend 2024 2025](#)
 - ii. [Budget notes](#)
- e. **Transfer to savings:** To consider transferring the remaining S106 funds for the village sign to the instant access account and creating a reserve
- f. **Interim Internal Audit Report:** To consider the [Interim Internal Audit Report](#)

9/25: Correspondence handling: To consider adopting the correspondence procedure as proposed by the Staffing Committee

10/25: Annual Parish Meeting: To confirm arrangements

11/25: Events

- VE Day: To have an update and consider any needed expenditure
- Tree lighting: To confirm a date
- Other: To consider any other events for 25/26

12/25: Stonesfield Neighbourhood Plan: To consider making a comment:
[Neighbourhood Plan - Stonesfield Parish Council](#)

13/25: Financial Regulations: To consider the updates to the Financial Regulations

14/25: Committees: To consider reports from the following committees

- a. Neighbourhood Plan (NP) Committee



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- b. Staffing Committee
- c. Planning Committee

15/25: Planning:

- a. **Planning applications:** To consider the following planning applications: (for planning applications, see the [WODC planning portal](#))
 - i. **25/00700/HHD**
Field Farm Church Road North Leigh
- b. **Botley West Solar Farm:** To consider sending a NLPC representative to speak at the upcoming Preliminary Meeting

16/25: Correspondence: To consider any correspondence since the last meeting

17/25. Matters for report: To raise matters for discussion without decision or items for next meeting.

Date and time of next meeting: Thursday, 8th May at 7.30pm, Turner Hall. This will be the Annual Parish Council Meeting.

The deadline for items for the May agenda is the 25th April 2025.

18/25: Confidential items: To resolve to exclude the public from agenda item 19/25 due to its confidential nature

19/25: MUGA Quotes: To consider the quotes



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Attachment 1

3rd April 2025
North Leigh Parochial Church Council
Church Road
North Leigh, Oxfordshire

Dear all,

Many thanks for your time at our meeting on the 19th 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 13th March 2025:

- 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.

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 10th April 2025 in order to act as 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 for authorisation in 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
31/03/2025	Unity Bank service charge	Unity Bank	6.00
Total			6,033.59

Payments for authorisation in 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



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10/04/2025	Web hosting and WordPress up-dates	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
Total			2,507.35

Receipts from March 2025

<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
Total			9,244.02

Bank Reconciliation at 31/03/2025

Cash in Hand 01/04/2024 55,084.53

ADD

Receipts 01/04/2024 - 31/03/2025 100,451.60

155,536.13

SUBTRACT

Payments 01/04/2024 - 31/03/2025 86,393.20

A Cash in Hand 31/03/2025 69,142.93
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	31/03/2025	0.00
Unity Instant Access Account	31/03/2025	49,870.83
Lloyds	31/03/2025	0.00
Unity Bank	31/03/2025	19,272.10

69,142.93



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Less unrepresented payments

69,142.93

Plus unrepresented receipts

B Adjusted Bank Balance

69,142.93

A = B Checks out OK