



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: 1st May 2025

To all members of the Council: You are hereby summoned to attend the
North Leigh Annual Parish Council Meeting on Thursday 8th May 2025 at **7:30pm** in
Turner Hall for the purpose of transacting the following business.

Allison Leigh, Parish Clerk

20/25. Election of Chair

21/25. Election of Vice Chair (should the Council resolve to have one)

22/25. Signing of Declaration of Acceptance forms

23/25. Apologies for absence: Councillor Malcolm Shead (MS)

24/25. Declarations of interest/Dispensation requests

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

[Parish Council meeting of the 10th April 2025](#)

[Neighbourhood Planning Committee meeting of the 7th April 2025](#)

26/25. Public Forum

27/25. Reports from the County Councillor and District Councillor

28/25. Review and adoption of the following Council policies with no change:

- [Financial Regulations](#)
- [Risk Management Policy](#)
- [Document Retention Policy](#)
- [Code of Conduct](#)
- [Equality Policy](#)



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- [Complaints Procedure](#)
- [Vacancy Procedure](#)
- [Vacancy Co-option Application](#)
- [Councillors' Expense Policy](#)
- [Civility and Respect Pledge](#)
- [Communication Policy](#)
- [Internal Financial Controls Policy](#)
- [Grant/Donation Awarding Policy](#)
- [Grant/Donation Application](#)
- [Publication Scheme](#)
- [Request for Information Policy](#)
- [Scheme of Delegation](#)
- [Protocol for Pre-Application Meetings on Developments](#)
- [Biodiversity Policy](#)
- [Privacy Notice](#)
- [Sexual and General Harassment Policy and Procedure](#)
- [Cemetery Regulations](#)
- [Cemetery Fees](#)

29/25. Policies for consideration: To consider the following

- **Standing Orders**
- **Health and Safety Policy**

30/25. Committees/Working Groups:



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- a. To consider the membership for the Planning, Neighbourhood Plan and Staffing Committees and other groups
- b. Terms of Reference to consider the Terms of Reference for the following committees:
 - i. [Terms of Reference for Planning Committee](#)
 - ii. [Terms of Reference for Neighbourhood Plan Committee](#)
 - iii. [Terms of Reference for the Staffing Committee](#)
- c. **Youth Council:** To consider the responses to the advertisement for a Youth Council and next steps

31/25: Review of the Council's and/or staff subscriptions to other bodies:

- Oxfordshire Association of Local Councils
- Society of Local Council Clerks
- Institute of Cemetery and Crematorium Management
- Oxfordshire Playing Fields Association

32/25. Bank signatories: To confirm the bank mandate

33/25. Meeting dates: To consider the meeting schedule as the second Thursday of the month at 7:30pm with no regular meeting being held in August

34/25. Leases: To consider the status of the playground leases

35/25: General Power of Competence: To note that NLPC has the General Power of Competence in place until its review at the Annual Parish Council Meeting in May 2028

36/25: Risk Assessment: To consider the draft 2025/2026 Risk Assessment

37/25. Asset Register: To consider the [Asset Register as of 31/3/25](#)

38/25: Statement of Variance: To consider the [Statement of Variance from 2023/2024 to 2024/2025](#)

39/25: Reserves: To consider the [Reserves balance as of 31/3/2025](#)



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40/25: 2024/2025 Internal Auditor Report: To consider the [final 2024/2025 Detailed Internal Auditor Report](#)

41/25: 2024/2025 Annual Internal Audit Report: To consider the [2024/2025 Annual Internal Audit Report](#)

42/25: 2024/2025 Annual Governance Statement: To consider the questions and respond accordingly

43/25: 2024/2025 Annual Account Statements: To consider and agree the accounting statements

44/25: 2024/2025 Notice of Public Rights: To note the dates for the Notice of Public Rights

45/25. Action items and Clerk's Report

- **Moving of bins:** To consider the moving of 2 bins at the cost of £45/bin with a possibly reduction in cost for moving 2 bins

46/25: Finance:

i. Finance report:

- a. To consider payments for authorisation and receipts since the last meeting. See Attachment 1.

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

iii. Insurance: To confirm adequate insurance is in place and note the long-term agreement through 1/6/27

47/25: Committees: To consider reports from the following committees

- i. Neighbourhood Plan (NP) Committee
- ii. Staffing Committee
- iii. Planning Committee



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48/25: Planning: To consider the following planning application

- [25/00913/HHD](#)
Ingleside, East End, North Leigh
Erection of a single storey front extension

49/25: Newsletter: To consider the next newsletter with a view to agree the following: copy deadline, draft for review deadline, printers copy deadline and dates by which newsletters will be delivered.

50/25: Correspondence: To consider the correspondence since the last meeting

51/25. Matters for report: To raise matters for discussion without decision or items for next meeting.

Date and time of next meeting: Thursday the 12th June 2024 at 7.30pm, Turner Hall

The deadline for items for the June agenda is Thursday the 29th May 2025.

52/25: Confidential items: To resolve to exclude the public from agenda item 53/25 due to its confidential nature

53v/25: MUGA Quotes: To consider the quotes



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Attachment 1

Payments for authorisation

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
24/04/2025	Mailchimp	Mailchimp	25.30
24/04/2025	Office supplies	WH Smith	22.47
24/04/2025	Office supplies	Ryman Stationery	19.99
24/04/2025	Council mobile phone	Lebara	6.95
24/04/2025	Office supplies	Currys PC World	37.99
24/04/2025	Office supplies	Currys PC World	-3.00
24/04/2025	Office supplies	Currys PC World	-34.99
24/04/2025	Lloyds monthly fee	Lloyds Bank	3.00
31/05/2025	Clerk salary	Allison Leigh	1,159.83
08/05/2025	Payroll accountant	Tetbury Accounting Limited	318.00
08/05/2025	Internal audit fee	WTG Consultants	150.00
08/05/2025	Printing of Newsletter	The Flying Press	541.86
08/05/2025	Printing of VE Day tickets	The Flying Press	46.75
08/05/2025	Bus shelter cleaning	Multi Hands	110.00
08/05/2025	Library payment	OCC	3,274.00
08/05/2025	Windmill Height and tree works	BGG	180.00
08/05/2025	Windmill Height and tree works	BGG	252.00
08/05/2025	Clerk mileage and home allowance	Allison Leigh	53.00
08/05/2025	Insurance premium	Zurich Municipal	1,086.19
08/05/2025	Defibrillator training	South Central Ambulance Char- ity	220.00
30/04/2025	Unity Bank service charge	Unity Bank	6.00
08/05/2025	Web hosting and WordPress up- dates	Dark White Digital	35.00
Total			7,510.34

Receipts from April 2025

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
17/04/2025	Precept	WODC	35,553.00
29/04/2025	VAT Refund	HMRC	2,977.31
30/04/2025	Cemetery fees	Peter Smith and Son	300.00
Total			38,830.31



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Bank Reconciliation as of 30 4 25

	Cash in Hand 01/04/2025	69,142.93
	ADD	
	Receipts 01/04/2025 - 30/04/2025	38,830.31
		107,973.24
	SUBTRACT	
	Payments 01/04/2025 - 30/04/2025	3,951.09
A	Cash in Hand 30/04/2025	104,022.15
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash 30/04/2025	0.00
	Unity Bank 30/04/2025	46,619.32
	Lloyds 30/04/2025	0.00
	Unity Instant Access Ac- count 30/04/2025	57,402.83
		104,022.15
	Less unrepresented payments	
		104,022.15
	Plus unrepresented receipts	
B	Adjusted Bank Balance	104,022.15
	A = B Checks out OK	