



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 Annual Parish Council Meeting of North Leigh Parish Council (NLPC)  
held on Thursday 8<sup>th</sup> May 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) and Fran Jeffes (FJ)

**In attendance:** Allison Leigh, Clerk

**20/25. Election of Chair:** KS proposed and SV seconded Andy Clements as Chair. Andy Clements accepted the nomination.

**21/25. Election of Vice Chair:** The Council resolved not to have a Vice Chair.

**22/25. Signing of Declaration of Acceptance forms:** Andy Clements signed the Declaration of Acceptance form.

**23/25. Apologies for absence:** Councillors Malcolm Shead (MS), Julie Minch (JM) and Carol Frost (CF) and Liam Walker (County Councillor)

**24/25. Declarations of interest/Dispensation requests:** KS declared an interest in agenda item 48/25: Planning Application 25/00913/HHD.

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

Parish Council meeting of the 10<sup>th</sup> April 2025

Neighbourhood Planning Committee meeting of the 7<sup>th</sup> April 2025

**26/25. Public Forum:** No members of the public were in attendance.

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

The County Councillor was not present and did not send a report.

**West Oxfordshire District Council (WODC)**

The District Councillor reported the following:



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- Congratulations to Liam Walker being elected as County Councillor to the Hanborough and Hailey Electoral Division.
- She wrote to the County Council regarding their grant for flood water management asking if the NLPC could apply for funding for a study on the springs in North Leigh. They will consider and send more details.
- She had attended one of the recent defibrillator courses.
- The WODC staff working on the Adventure Playground lease are leaving WODC. SV is following up with their replacement.
- There is a Preliminary Botley West meeting on 13<sup>th</sup> May about process.
- The WODC Local Plan 2041 may be released as a general document at the beginning of June.

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

- Financial Regulations
- Code of Conduct
- Equality Policy
- Complaints Procedure
- Vacancy Procedure
- Vacancy Co-option Application
- Councillors' Expense Policy
- Civility and Respect Pledge
- Communication Policy
- Grant/Donation Awarding Policy



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- Grant/Donation Application
- Request for Information Policy
- Protocol for Pre-Application Meetings on Developments
- Biodiversity Policy
- Privacy Notice

The following policies were agreed with minor changes:

- Risk Management Policy
- Document Retention Policy
- Internal Financial Controls Policy
- Publication Scheme
- Scheme of Delegation
- Cemetery Fees
- Sexual and General Harassment Policy and Procedure
- Cemetery Regulations

**29/25. Policies for consideration:**

- **Standing Orders:** The Council resolved to adopt the Standing Orders.
- **Health and Safety Policy:** The Council resolved to adopt the Health and Safety Policy.

**30/25. Committees/Working Groups:**

- a. The Council resolved membership to the Planning, Neighbourhood Plan and Staffing Committees. See Attachment 1.



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- i. The Council resolved to inspect the Children's Playground every Friday starting the 16<sup>th</sup> May. The Clerk will email the Council to determine which Councillor will start this inspection.
- b. The Council considered the following terms of reference and agreed them with minor edits:
  - 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:** The Council resolved to meet with the 3 young people who have expressed interest in a Youth Council. The Chair, KS, DH and the Clerk will attend a meeting in the Committee Room once scheduled.

**31/25: Review of the Council's and/or staff subscriptions to other bodies:** The Council resolved its membership of the following:

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

**32/25. Bank signatories:** The Council confirmed the following as bank signatories: Chair, KS, MS and RG.

**33/25. Meeting dates:** The Council resolved to hold meetings for 2025/2026 on the second Thursday of the month at 7:30pm with no regular meeting being held in August.

**34/25. Leases:** The Council had an update from SV and DH on the status of the following leases:

- Adventure Playground: see minute reference 27/25



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- Children's Playground: DH is waiting for a response from Pellmans.

**35/25: General Power of Competence:** The Council noted 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:** The Council resolved to adopt the 2025/2026 Risk Assessment.

**37/25. Asset Register:** The Council agreed the Asset Register as of 31/3/25 with minor changes as to the location of the speed signs.

**38/25: Statement of Variance:** The Council had one minor change in verbiage to the Statement of Variance from 2023/2024 to 2024/2025.

**39/25: Reserves:** SV would like to look at the reserves more closely and come back to the Clerk with comments. The agreement of the reserves position as of 31/3/25 was deferred to the June 2025 meeting.

**40/25: 2024/2025 Internal Auditor Report:** The Council considered the final 2024/2025 Detailed Internal Auditor's Report and noted the following recommendations:

1. Photographs of assets: The Council does not feel this is necessary at this time.
2. The Council will consider adopting a Reserves Policy and a reserve for elections.
3. The Council resolved to include the 2026/2027 budget as an attachment to the minutes where the precept and budget are determined.
4. The Chairman approved and signed the 24/25 end of year accounts.
5. A Review of Effectiveness was carried out.

**41/25: 2024/2025 Annual Internal Audit Report:** The Council noted the 2024/2025 Annual Internal Audit Report.

**42/25: 2024/2025 Annual Governance Statement:** The Council resolved to agree the questions on the Annual Governance Statement and the Chairman signed it.



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**43/25: 2024/2025 Annual Account Statements:** The Council resolved to agree the 2024/2025 Annual Account Statements and the Chair signed them. The Clerk had signed them prior to the meeting.

**44/25: 2024/2025 Notice of Public Rights:** Due to the possible change in reserves, the Council resolved to defer the dates for the Notice of Public Rights until the June meeting.

**45/25. Action items and Clerk's Report:** The Council considered the councillor action items and the Clerk's Report. The following were noted:

- SV will provide the name of a contractor to quote for bollards to the Clerk and liaise with the County Council as to how many may be needed/what distance apart they should be placed.
- **Moving of bins:** The Council resolved to move the bin on Church Road to the same side as the bench and one of the bins on Park Road to Common Road. FJ will provide the clerk on a what3words location for the bin on Church Road. The Council resolved to move the bin from Park Road to Common Road next to the salt bin.
- DH noted that there is a bin which appears not to be emptied by Marlborough Gardens. The District Councillor will follow up with WODC on this.

**46/25: Finance:**

i. **Finance report:**

- a. The Council agreed the payments and bank reconciliation and noted the receipts from April. See Attachment 2.

ii. **Training:** No training courses were requested. The Clerk will follow up with ICCM as to registration for the cemetery training.

iii. **Insurance:** The Clerk noted that she has asked Zurich to confirm that what is on the asset register is insured, but this is proving difficult. She will continue to work on this. It was noted that the Council has a long-term agreement through 1/6/27.



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**47/25: Committees:** The Council considered reports from the following committees

- i. Neighbourhood Plan (NP) Committee: See Attachment 3
- ii. Staffing Committee: There was no report.
- iii. Planning Committee: There was no report.

**48/25: Planning:** The Council considered the following application:

- o [25/00913/HHD](#)  
Ingleside, East End, North Leigh  
Erection of a single storey front extension  
The Council had no comments on this planning application.

It was noted that 2 further applications have been received since the publishing of the agenda. The Council may submit responses in between meetings in accordance with the Scheme of Delegation or have these on the next agenda.

**49/25: Newsletter:** The Chair thanked KS and all involved in the recent newsletter.

The Council resolved to have 2 further newsletters for 2025: July and mid-November. For the July edition, the production schedule is as follows:

- Copy to KS by 30th of June
- Newsletter to the printer by 3<sup>rd</sup> week in July
- Printed by last week in July

**50/25: Correspondence:** The Council noted the correspondence.

**51/25. Matters for report:**

It was noted the Council has provided approval for the Gospel Hall to put a marquee on Cuckamus Green on the dates previously agreed.

It was noted that the defibrillator courses were well attended. The Council would like to consider more of these in the future.



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It was noted that a VE Day service at the Church will be held Sunday the 11<sup>th</sup> May. The Council was unaware of this and would have laid a wreath had they been aware.

The Chair noted that he has learned that the staff from Estelle Manor will no longer be able to park at the car park at the football ground. The District Councillor was unaware of this and will look into it.

Date and time of next meeting: Thursday the 12<sup>th</sup> June 2024 at 7.30pm, Turner Hall.

David Harris sent his apologies for the 12<sup>th</sup> June.

**The deadline for items for the June agenda is Thursday the 29<sup>th</sup> May 2025.**

**52/25: Confidential items:** No members of the public were in attendance, so a resolution was not needed.

**53/25: MUGA Quotes:** The Council considered the three quotes received for a MUGA at the Adventure Playground. The Council resolved to proceed with Charles Lawrence Tennis Courts for the MUGA at the Adventure Playground at a total cost of £59,370.

DH asked the Clerk to send the specification to him without the costing which he would like to send to WODC prior to proceeding.

The meeting closed at 9:20pm.



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## **MINUTES of the Annual Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 8<sup>th</sup> May 2025 at 7:30pm in the Turner Hall**

### **Attachment 1**

North Leigh Parish Council meets the 2<sup>nd</sup> Thursday of every month in the Turner Hall. There is no meeting in August. Members of the public are always welcome! Agendas will be on the noticeboards on Cuckamus Green and in East End three clear days in advance of the meeting. The agendas will also be on our website.

North Leigh Parish Council has 9 seats. Contact for the current Council is as follows:

### **Councillors**

Chair, Andy Clements  
[andy.clements@northleighparishcouncil.gov.uk](mailto:andy.clements@northleighparishcouncil.gov.uk)

Carol Frost (Staffing Committee)  
[carol.frost@northleighparishcouncil.gov.uk](mailto:carol.frost@northleighparishcouncil.gov.uk)

Robert Gunn (Planning Committee)  
[robert.gunn@northleighparishcouncil.gov.uk](mailto:robert.gunn@northleighparishcouncil.gov.uk)

David Harris (Chair, Planning Committee)  
[david.harris@northleighparishcouncil.gov.uk](mailto:david.harris@northleighparishcouncil.gov.uk)

Fran Jeffes (Staffing Committee)  
[fran.jeffes@northleighparishcouncil.gov.uk](mailto:fran.jeffes@northleighparishcouncil.gov.uk)

Julie Minch (Chair, Staffing Committee, Planning Committee)  
[julie.minch@northleighparishcouncil.gov.uk](mailto:julie.minch@northleighparishcouncil.gov.uk)

Malcolm Shead (Neighbourhood Plan Committee)  
[malcolm.shead@northleighparishcouncil.gov.uk](mailto:malcolm.shead@northleighparishcouncil.gov.uk)

Kevin Swann (Planning Committee, Vice Chair Neighbourhood Plan Committee, Staffing Committee, WING representative)  
[kevin.swann@northleighparishcouncil.gov.uk](mailto:kevin.swann@northleighparishcouncil.gov.uk)



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Sarah Veasey (Councillor and District Councillor)

[sarah.veasey@northleighparishcouncil.gov.uk](mailto:sarah.veasey@northleighparishcouncil.gov.uk)

[Sarah.veasey@westoxon.gov.uk](mailto:Sarah.veasey@westoxon.gov.uk)

**Staff**

Allison Leigh, Clerk

[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)

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**Neighbourhood Plan Committee**

Sherard Veasey, Chair

Kevin Swann, Vice Chair

David Harris

Malcolm Shead

Steve Legg

Adrian Watts

Paul Evans

Suzanne Millar

David Painter

Judith Wardle



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### **Attachment 2**

#### **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<br>Charity | 220.00          |
| 30/04/2025   | Unity Bank service charge              | Unity Bank                         | 6.00            |
| 08/05/2025   | Web hosting and WordPress up-<br>dates | Dark White Digital                 | 35.00           |
| 08/05/2025   | Memorial Hall Notice Board             | Notice Board Company<br>(UK)Ltd    | 382.80          |
| 08/05/2025   | Cemetery mapping                       | Pear Technology                    | 108.00          |
| 08/05/2025   | Cemetery bin management                | Grundon                            | 69.22           |
| 08/05/2025   | Bark for Children's Playground         | AWBS                               | 522.35          |
| 08/05/2025   | Neighbourhood Plan grant               | Groundwork UK R/C                  | 180.00          |
| <b>Total</b> |                                        |                                    | <b>8,772.71</b> |



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**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           |
| <b>Total</b> |                    |                     | <b>38,830.31</b> |

**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 Account | 30/04/2025 | 57,402.83 |

**104,022.15**

Less unrepresented payments

104,022.15



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Plus unpresented receipts

|          |                              |                   |
|----------|------------------------------|-------------------|
| <b>B</b> | <b>Adjusted Bank Balance</b> | <b>104,022.15</b> |
|----------|------------------------------|-------------------|

**A = B Checks out OK**



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### **Attachment 3**

#### North Leigh Neighbourhood Plan Committee

#### Update for Parish Council Meeting of 8<sup>th</sup> May 2025

### **Meetings**

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 28<sup>th</sup> April.
- 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.

CFO are currently working with the Neighbourhood Plan committee to draft the Policies section of the Neighbourhood Plan. It is hoped that CFO will complete drafting of the Policies by 23<sup>rd</sup> May, and that there will be a half day review meeting with them in the week of the 23<sup>rd</sup> June to finalise the text of the Policies. These will be presented to the Parish at a public meeting in the Memorial Hall on the evening of Friday 11<sup>th</sup> July.

The committee is working on preparing a set of proposed Local Green Spaces within the parish, along with a set of “Key Views” that characterise the attractiveness of our surroundings.



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

Some concern has been expressed by committee members that CFO may not be able to allocate our Neighbourhood Plan as much time as we might like due to commitments with other local Neighbourhood Plans and work that is more remunerative than the Neighbourhood Planning work.

### **Finances**

We have now received the maximum Locality grant available, totalling £18,000.

The committee would like the Parish Council to consider making a grant to the committee to commission a document designer to take the basic MSWord draft of the plan and reformat it to make it look more attractive and professional in appearance. The committee believe that this the most effective way to engage the interest of parishioners and thereby to encourage the best possible level of feedback on the draft plan. The committee is in the process of obtaining quotes for the work but estimate that the cost might be up to £2,000.

Later on, in early 2026, 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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