



26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
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07796 039 496

**MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 12<sup>th</sup> June 2025 at 7:30pm in the Turner Hall**

**Councillors Present:** Andy Clements (Chair), Councillors Kevin Swann (KS), Robert Gunn (RG), Sarah Veasey (SV and District Councillor), Malcolm Shead (MS), Julie Minch (JM) and Fran Jeffes (FJ)

**In attendance:** Alison Leigh, Clerk, County Councillor Liam Walker, representative from Witney Buttercross Scouts, one other member of the public

**54/25. Apologies for absence:** David Harris (DH), Carol Frost (CF)

**55/25. Declarations of interest/Dispensation requests:** None.

**56/25. Minutes of the following meetings:** The minutes from the following meetings were agreed and signed as a true record:

Parish Council meeting of the 8<sup>th</sup> May 2025

Neighbourhood Plan Committee Meeting of the 28<sup>th</sup> April 2025

**57/25. Public Forum:**

a. **Witney Buttercross Scouts:** A representative from Witney Buttercross Scouts was in attendance to provide an update on the purchase of land of the field beyond allotments and reported the following:

- The Chair, Clerk and District Councillor visited the site in early June along with the Head of the Primary School. The Scouts are happy to host a viewing for any other interested Councillors. The Scouts will offer the space to the school during the school day at no charge.
- Some work is required such as tree works and work on the stables. Temporary toilets will be installed. There is a CCTV camera recording the field only and there is a sign informing people of this.
- He has had positive comments from the people he has met in the village.
- In the Autumn the scouts will employ a consultant to assist with change of use of the site.



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- One of the next steps is to design a building for welfare facilities and proper toilets/showers.
  - They will be applying for grants.
- b. One member of the public was present representing elderly neighbours on Common Road. They noted the problem of speed has increased in recent months. There have been many vans and buses on the road in the early hours of the morning.

They wondered if NLPC would consider installing another speed sign coming down the hill on Common Road or some sort of traffic calming, but not speed bumps.

They also noted that it has been one year since Estelle Manor was to propose a solution to the issue with the staff bus in the village within 9 months, but residents have not had any information on this after 12 months. The District Councillor noted that Estelle Manor has been trying to find a better location for the minibus to meet the S7 bus. Estelle Manor's final travel plan has yet to be finalised.

**58/25. Reports from the County Councillor and District Councillor:**

**West Oxfordshire District Council (WODC)**

The District Councillor reported the following:

- At the May Lowlands Meeting, she had successfully argued for the traffic from the University Solar farm to follow a different route and not go through North Leigh.
- Development control met to consider the local impact report for Botley West. The response that has been put forth proposed to reduce the size by 50%.
- The "Preferred Policies" for the WODC Local Plan 2041 will be made public at the end of June but the proposed sites for development have still not been put forward.
- The District Councillor attended the North Leigh VE Day event at the Memorial Hall and noted it was a good event.

**Oxfordshire County Council (OCC)**



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The County Councillor reported the following:

- He addressed the traffic plan for University Solar farm which Hailey Parish Council is not happy with. He will be meeting with the landowner.
- Local government reorganisation proposals: There are 3 proposals and residents will be consulted. Bids will not be accepted before November.
- OCC is proposing to implement an Oxford congestion charge. There will be a public consultation.

**59/25: 2024/2025 Remaining audit documents deferred from the May meeting:**

- a. **Reserves:** The Council would like to move the S106 funds for the village sign into the reserves as of 31/3/25. The Clerk will make this change and circulate for agreement via email.
- b. **Notice of Public Rights:** The dates of the Notice of Public Rights 2024/2025 were agreed as follows:
  - i. Date of notice: Friday, 20<sup>th</sup> June 2025
  - ii. Commencement: Monday, 23rd June 2025
  - iii. End: Friday, 1<sup>st</sup> August 2025

**60/25. Action items and Clerk's Report:** The Council considered the councillors' action items and Clerk's Report. The following was noted:

- SV has sent information on bollards for the Clerk to obtain quotes. The Council would also like a quote from ODS. The Council asked for this to be on the July agenda. The Council confirmed they would like the bollards to be sited around the corner on Park Road coming off of the A4095 and around corner by the windmill on Park Road.
- JM and KS will contact the resident who had requested the village map.



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- The Council would like to add the cleaning of the roofs of the bus shelters to the quarterly cleaning programme.

**61/25: Finance:**

i. **Finance report:**

- a. The Council agreed the payments and bank reconciliation and noted the receipts since the last meeting. See Attachment 1. Payments highlighted in yellow were made in between meetings under the Scheme of Delegation.

- ii. **Training:** It was noted that the Clerk will be attending the upcoming Talking Tables session held by the Oxfordshire Association of Local Councils (OALC) and this will be paid for by another of the Clerk's councils. The Chair may also wish to attend and the Council agreed this cost. JM will try to attend OALC's Councillor Forum on Wednesday the 9<sup>th</sup> July at 6:30pm.

iii. **2025/2026 Reserves:**

- a. **Reserves Policy:** The Council resolved to adopt the policy with one change.

The Council resolved to move the following within reserves:

b. **S106 funding for planters and village sign:**

- i. **Village sign:** £7,532. This will have already been done in the 24/25 accounts per minute reference 59/25 a.
- ii. **Planters:** The Council resolved not to move the S106 monies for the planters into the reserves as it will most likely be spent in late June/early July 2025.

- c. **Past rent due on the Children's Playground:** £2000. This is to be paid once the lease is completed.



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d. **Speed sign:** The Council resolved to leave remaining £5,616.72 of this reserve and consider an additional speed sign on Common Road at the July meeting. The Chair will look to do a speedwatch session on Common Road.

**62/25: Committees:** The Council considered the following reports:

- i. Neighbourhood Plan (NP) Committee. See Attachment 2.
- ii. Staffing Committee: JM noted the Committee will be scheduling the Clerk's annual appraisal.
- iii. Planning Committee: There was no report.

**63/25: Planning:** The Council considered the following planning applications:

**25/01094/HHD**

Rose Cottage, Chapel Lane, North Leigh  
Erection of a front porch

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

**25/01016/FUL**

Holbrook Farm, East End, North Leigh  
Retention of single storey building for temporary staff accommodation along with erection of a single storey extension to create additional living space (part retrospective)

North Leigh Parish Council has no comments on the planning application, but asks for a condition that the accommodation be for employees only.

**64/25: Maintenance of planters:** The Council considered the maintenance of the planters to be placed at the entrances to the village off of the A4095 at Common Road and Park Road:

- i. Soil: The Council resolved for Broadleaf to fill the planters with soil upon installation.



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- ii. Ongoing maintenance: The Council resolved to obtain quotes for maintenance from a horticulturalist.

**65/25: Adventure Playground:**

- a. **Lease:** SV noted she and DH are working with WODC on an addendum to the Adventure Playground lease for the installation of a MUGA. The next step is to complete the lease and then the addendum can be done.
- b. **MUGA:** The Clerk has informed Charles Lawrence they have been awarded the contract. SV noted that WODC needs to know the height of the fence. The Clerk noted this has been sent to WODC, but will re-send it. The Council resolved to book the contractor for January and then proceed if NLPC is in a legal position to do so earlier.  
SV will ask WODC to come out for a Schedule of Condition. The Clerk will come to the village to photograph the tree needing cutting for access and put it one Fix My Street.
- c. **Access:** It was reported that people are trying to access the Adventure Playground and surrounding land via Marlborough Gardens SV will ask WODC about the possibility of a permanent access between the land and Marlborough Gardens.

**66/25: Weekly playground checks:**

The Clerk has circulated a rota for the weekly checks of the Adventure Playground and Children's Playground for the remainder of the calendar year. CF is unable to do the check on 13/6/25, so AC will carry out this week's check.

It was noted that the following needs to be fixed in the Children's Play area and the Clerk and JM will contact Proludic:

- Roundabout: The bearings need to be checked.



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- There is a large hole in the wet pour which is a trip hazard.

The Clerk will look into more bark for the zip wire.

The Clerk will contact Multi-Hands about cleaning bird droppings on equipment. BGG will sweep the wet pour when they come to do the grass.

**67/25: Correspondence:** The Council considered the correspondence since the last meeting. JM and the Chair have a correspondence policy draft for the July meeting.

**68/25. Matters for report:**

- RG reported that the Botley West formal examination started 30<sup>th</sup> May. WODC has submitted a representation.
- MS reported the following:
  - He has been in touch with the War Memorial Trust and ascertained that the War Memorial is the responsibility of the Memorial Hall Committee.
  - He is recording the names of those who have trees in memory at Sheperds Walk.
  - Residents of Shepherds Walk are asking for a toddler swing on the play park at Shepherds Walk. He asked for this to be on the July agenda. SV will ask if S106 funding can be used for this.
  - The Community Café is on week 14 and doing well.

The date and time of next meeting were confirmed as Thursday the 10th July 2024 at 7.30pm, Turner Hall.

**The deadline for items for the July agenda is Thursday 26<sup>th</sup> June 2025.**

**69/25: Confidential item:** The Council resolved to exclude members of the public from agenda item 70/25 due to its confidential nature.

**70/25: Quotes:**



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- a. **Play inspections:** The Council considered quotes for annual and quarterly operational inspections of the Children's Playground and Adventure Playground and resolved to proceed with The Play Inspection Company for the 25/26 annual inspection and ODS for 3 further operational inspections.
- b. **Solicitor for the Adventure Playground lease:** The Council resolved to defer this to the July agenda and asked the Clerk to ask for itemised quotes as well as ask for quotes from Bower Bailey and Lee Chadwick in Witney.

The meeting closed at 9:37pm.



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**Attachment 1**

**Finance Report**

*Payments for authorisation*

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
19/05/2025	Pension contribution	NEST	66.10
12/05/2025	Mailchimp	Mailchimp	24.70
12/05/2025	Postage	Post Office Ltd	4.25
12/05/2025	Council mobile phone	Lebara	6.95
12/05/2025	VE Day bunting	Royal British Legion Industries	114.49
12/05/2025	VE Day supplies	Amazon EU S.a.r.L.	59.74
12/05/2025	VE Day supplies	Amazon EU S.a.r.L.	62.48
12/05/2025	VE Day supplies	Amazon EU S.a.r.L.	22.56
12/05/2025	VE Day supplies	Amazon EU S.a.r.L.	22.57
12/05/2025	Refreshments for APM	North Leigh Memorial Hall Shop	3.77
12/05/2025	Refreshments for APM	Tesco	64.11
12/05/2025	Office supplies	Plastoreg Eastlight Limited	19.99
12/05/2025	Mailchimp	Mailchimp	24.08
12/05/2025	Ink	Currys PC World	27.99
12/05/2025	Lloyds fee	Lloyds Bank	3.00
31/05/2025	Unity Bank service charge	Unity Bank	6.00
30/06/2025	Clerk salary	Allison Leigh	1,159.83
12/06/2025	Microsoft 360	Cloudy IT	116.64
12/06/2025	Playground maintenance	Broadleaf Services	300.00
12/06/2025	Bus shelter cleaning	Multi Hands	40.00
12/06/2025	Web hosting and WordPress updates	Dark White Digital	35.00
12/06/2025	Hire of Memorial Hall	North Leigh War Memorial Hall	75.60
12/06/2025	Cemetery bin management	Grundon	97.16
12/06/2025	Cemetery and church grass cutting	BGG	648.00
12/06/2025	Grass cutting - play area and Church Road seat	BGG	120.00
12/06/2025	Windmill Heights Shrubs and Hedges	BGG	252.00
12/06/2025	Clerk mileage and home allowance	Allison Leigh	44.00
06/06/2025	Defibrillator battery	Imperative Training	286.20
<b>Total</b>			<b>3,707.21</b>



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*Receipts since the late meeting*

<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Total</b>
01/05/2025	S106 Monies	WODC	2,000.00
01/05/2025	Cemetery fees	Greens Funeral services	300.00
<b>Total</b>			<b>2,300.00</b>

**Bank Reconciliation at  
31/05/2025**

Cash in Hand 01/04/2025 69,142.93

**ADD**

Receipts 01/04/2025 - 31/05/2025 41,130.31

110,273.24

**SUBTRACT**

Payments 01/04/2025 - 31/05/2025 13,172.87

**A Cash in Hand 31/05/2025 97,100.37**  
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	31/05/2025	0.00
Unity Bank	31/05/2025	39,697.54
Lloyds	31/05/2025	0.00
Unity Instant Access Account	31/05/2025	57,402.83
		<b>97,100.37</b>

Less unpresented payments



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97,100.37

Plus unpresented receipts

<b>B</b>	<b>Adjusted Bank Balance</b>	<b>97,100.37</b>
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**A = B Checks out OK**



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## **MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday 12<sup>th</sup> June 2025 at 7:30pm in the Turner Hall**

### **Attachment 2**

#### North Leigh Neighbourhood Plan Committee

#### Update for Parish Council Meeting of 12<sup>th</sup> June 2025

### **Meetings**

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met informally on the 27<sup>th</sup> May.
- 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.

Tony Chan has recently volunteered to take the final MSWord draft of the Neighbourhood Plan and reformat it using Desk Top Publishing software in order to give it an attractive and accessible appearance. We hope that this will help to improve the feedback we receive from the parish. Tony has generously offered to do this work on a voluntary basis, at no cost to the Parish Council.

### **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



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section of the Neighbourhood Plan. CFO provided an initial draft of the Policies on 14<sup>th</sup> May and the committee met on 27<sup>th</sup> May to review the draft. There will be two 2-hour Teams calls between the Committee and CFO on 23<sup>rd</sup> and 25<sup>th</sup> June at which we will work through our comments on the draft policies. The Policies 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.

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.

## **Finances**

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

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.