



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: 6th June 2025

To all members of the Council: You are hereby summoned to attend the
North Leigh Parish Council Meeting on Thursday 12th June 2025 at **7:30pm** in
Turner Hall for the purpose of transacting the following business.

Allison Leigh, Parish Clerk

54/25. Apologies for absence: David Harris (DH)

55/25. Declarations of interest/Dispensation requests

56/25. Minutes of the following meetings: To sign and approve the minutes from the following meetings:

[Parish Council meeting of the 8th May 2025](#)

[Neighbourhood Plan Committee Meeting of the 28th April 2025](#)

57/25. Public Forum

a. **Witney Buttercross Scouts:** Update on the purchase of land

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

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

a. **Reserves:** To agree the [reserves balance as of 31/3/25](#)

b. **Notice of Public Rights:** To agree the dates of the Notice of Public Rights

60/25. Action items and Clerk's Report

61/25: Finance:

i. **Finance report:**

a. To consider payments for authorisation, receipts since the last meeting and bank reconciliation. See Attachment 1. Payments highlighted in



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yellow were made in between meetings under the Scheme of Delegation.

- ii. **Training:** To consider proposed training courses and designate a councillor for the Oxfordshire Association of Local Council's Councillor Forum
- iii. **2025/2026 Reserves:** To consider moving some funds within reserves:
 - a. **Reserves Policy:** To consider the draft policy
 - b. **S106 funding for planters and village sign**
 - c. **Past rent due on the Children's Playground:** To be paid once the lease is completed
 - d. **Speed sign:** To consider removing the remainder of this reserve

62/25: Committees: To consider reports from the following committees

- i. Neighbourhood Plan (NP) Committee. See Attachment 2.
- ii. Staffing Committee
- iii. Planning Committee

63/25: Planning: To consider the planning applications below. To view these applications, please visit [WODC planning portal](#).

25/01094/HHD

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

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)

64/25: Maintenance of planters: To consider 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:** To consider the installation contractor filling the planters with soil upon installation



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- ii. Ongoing maintenance: To consider an ongoing maintenance plan

65/25: Adventure Playground:

- a. **Lease:** To have an update on the lease
- b. **MUGA:** To resolve next steps for the MUGA
- c. **Access:** To note the recent boards placed in between the land and Marlborough Gardens and consider future access issues

66/26: Weekly playground checks: To have an update and note any needed maintenance

67/25: Correspondence: To consider the correspondence since the last meeting

68/25. Matters for report: To raise matters for discussion without decision or items for next meeting.

Date and time of next meeting: Thursday the 10th July 2024 at 7.30pm, Turner Hall

The deadline for items for the July agenda is Thursday 26th June 2025.

69/25: Confidential item: To resolve to exclude members of the public from agenda item 71/25 due to its confidential nature

70/25: Quotes:

- a. **Play inspections:** To consider quotes for annual and quarterly inspections of the Children's Playground and Adventure Playground
- b. **Solicitor for the Adventure Playground lease:** To consider quotes for the completion of the Adventure Playground lease



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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
Total			3,707.21

Receipts since the late meeting

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



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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 Ac- count	31/05/2025	57,402.83

97,100.37

Less unrepresented payments

97,100.37

Plus unrepresented receipts

B Adjusted Bank Balance 97,100.37

A = B Checks out OK



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Attachment 2

North Leigh Neighbourhood Plan Committee

Update for Parish Council Meeting of 12th June 2025

Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met informally on the 27th 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 section of the Neighbourhood Plan. CFO provided an initial draft of the Policies on 14th May and the committee met on 27th May to review the draft. There will be two 2-hour Teams calls between the Committee and CFO on 23rd and 25th June at which we will work through our comments on the draft policies. The Policies will be presented to the



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Parish at a public meeting in the Memorial Hall on the evening of Friday 11th 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.