



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

**DRAFT MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC)
held on Thursday 10th July 2025 at 7:30pm in the Turner Hall**

Councillors Present: Andy Clements (Chair), Councillors Kevin Swann (KS), Carol Frost (CF), Sarah Veasey (SV and District Councillor), David Harris (DH), Malcolm Shead (MS) and Julie Minch (JM)

In attendance: Allison Leigh, Clerk, County Councillor Liam Walker,

71/25. Apologies for absence: Robert Gunn (RG) and Fran Jeffes (FJ)

72/25. Declarations of interest/Dispensation requests: None

73/25. Minutes of the following meetings: The Council agreed and signed the minutes from Parish Council meeting of the 12th June 2025.

74/25. Public Forum: No members of the public were present.

75/25. Reports from the County Councillor and District Councillor:

West Oxfordshire District Council (WODC)

The District Councillor reported the following:

- The MUGA will need planning permission as the permitted development rights on the site were removed in 1971.
- It was noted a meeting of the Planning Committee or NLPC will need to take place in August.
- Two groups have applied for funding from the Community Action Grant.
- SV has asked for an update on the Lioncourt development. It is not on the agenda for the Lowlands Planning Committee meeting in July.
- Estelle Manor is not renewing parking at the football club as employees are parking on site. CF noted that she understands Estelle Manor can use football club when there are large events.
- She attended a recent Nor'Lye Notes Choir event which was very nice.



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Oxfordshire County Council (OCC)

The County Councillor reported the following:

- The Oxfordshire congestion charge consultation is live on the “Lets’ Talk Oxfordshire” site.
- He has been told that the Eynsham Park and Ride is due to open in 2027 but has had no update as to the access.
- KS asked about resurfacing. The County Councillor noted that there is a surface dressing programme. LW will check into the programme for NL parish.

76/25. Action items and Clerk’s Report: The following updates were provided:

Village Map: KS and JM have spoken to a resident about 3 maps in the following locations: Cuckamus Green, Roman Villa, Wilcote. They are investigating an OS type map.

Schedule of Condition at the Adventure Playground: WODC will carry out the Schedule of Condition with DH present.

Children’s Playground repairs: The Clerk has contacted Proludic, but no date has been scheduled for the works as of yet. The Clerk has communicated this to the village so residents are aware and will follow up with Proludic.

77/25: Finance:

i. Finance report:

- a. The payments were authorised, receipts noted and the bank reconciliation agreed. See Attachment 1.
- b. **Budget against actual:** NLPC noted the budget against actual and accompanying budget notes for 2025 2026 through 30 6 25 which can be found on the NLPC website.

- ii. **Training:** The next meeting Oxfordshire Association of Local Councils (OALC) Councillors’ Forum will take place on the 12th August at 10am. If



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councillors are interested, they should contact the clerk. If any councillor is interested in attending the OALC's Talking Tables session on the 18th July, they should contact the Clerk.

- iii. **Conference:** NLPC resolved for the Clerk to attend the SLCC conference in October 2025 with a cost of £330 + mileage, if needed. This cost takes into account 2 nights and the sharing of costs between 2 councils.
- iv. **Paper/Ink plan:** NLPC resolved to proceed with the cost of a paper/ink plan with another council with a cost of approximately £40/month until the September meeting. However NLPC would like to look at the plan and re-consider this at the next meeting. KS will investigate as well.

78/25: Bollards: NLPC confirmed two locations for bollards. See Attachment 2.

79/25: Newsletter: NLPC agreed a revised draft of MP Calum Miller's submission and resolved to send it back to the MP's office for consideration.

80/25: Review Risk Management:

- a. **Playground inspections:** The Clerk noted that she has contacted Proludic twice for an update and is waiting for a date of works to be carried out.
- b. **Trees:**
 - i. It was noted that a survey of the trees owned by NLPC and those in the Churchyard has been carried out. Next steps will be considered at the September meeting. The Clerk will forward the survey of the Churchyard trees to the PCC.
 - ii. **Tree near the Adventure Playground:** It was noted that the County Council does not own the tree in question. NLPC will wait until planning permission has been sorted and then remove the necessary branch.

81/25: Vandalism: It was noted that the bus shelter has had another slat broken. In addition, there have been 2 fires in North Leigh Common which were left unattended. The Clerk has reported both incidents to the PCSO who will step up patrols.



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NLPC would like to report incidents to the village when they occur.

MS noted it might be an idea to significantly reduce the height of the hedge on Park Road at the Children's Playground.

SV will enquire with WODC about a no fires sign at North Leigh Common.

82/25: Tree lighting:

- NLPC asked the Clerk to send a save the date out to the village.
- NLPC asked the Clerk to write to local organisations for engagement. NLPC asked the Clerk to write to Estelle Manor asking if they might like to sponsor the event.
- It was noted that the expenditure needed would be for the tree and refreshments. NLPC asked the Clerk to investigate lights in other trees on Cuckamus Green.
- NLPC resolved to set up a working group which will consist of the Chairman, CF and the Clerk.
- CF will speak to local businesses about how they might assist.
- It was noted that NLPC could speak to Witney Round Table about Santa's sleigh being at the event.

83/25: Car parking: KS reported that the lack of car parking has arisen at the last Memorial Hall Committee meeting and in various Neighbourhood Plan meetings. DH reported he has been in touch with a landowner about parking and he and the Chairman are due to meet with them.

84/25: Speed signs: NLPC resolved for the speed signs to show a positive message, such as a thumbs up, for those driving within the speed limit. NLPC resolved to use the speed limits in setting the data, but noted that perhaps an amber warning for speeds between 21-23 and red above that would be a consideration.

JM and the Chairman will work on this together.

NLPC would like the Clerk to put the data on the website.



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85/25: Children's Playground Lease:

DH reported that there appears to be a disconnect between NLPC and OCC's legal department with regards to the Children's Playground lease. LW will contact the legal department and DH will provide him with a letter of background information.

86/25: Fly posting: NLPC resolved to report any fly posting issues to FJ. If any need reporting to the District Council, FJ will email the Clerk who will report them.

87/25: Neighbourhood Plan: NLPC resolved to support Policies to be presented at the public meeting on the 11th July.

88/25: Committees:

- i. Neighbourhood Plan (NP) Committee. See Attachment 3.
- ii. Staffing Committee: The Staffing Committee is scheduling the Clerk's appraisal.
- iii. Planning Committee: See minute reference 89/25.

89/25: Planning: NLPC considered the following planning applications:

25/01290/FUL

Field Farm, Church Road, North Leigh

Demolition of barns, extensions to bakehouse to form link to farmhouse and provision of ancillary residential accommodation.

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

25/00927/LBC

Everards Washhouse, 1A Chapel Lane, North Leigh

Reinstatement of derelict washhouse building for use as ancillary accommodation to serve Windmill House. Including partial demolition and rebuilding of existing structure, reinstatement of 1st floor, alterations for new windows and door and insertion of 4 x conservation rooflights.



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25/00926/FUL Everards Washhouse, 1A Chapel Lane, North Leigh
Reinstatement and refurbishment of derelict washhouse building for use as ancillary accommodation to serve Windmill House.

North Leigh Parish Council requests that a condition be imposed requiring a Traffic Management Plan to be submitted.

25/01417/FUL

Bridewell Farm, Wilcote Road, North Leigh
Conversion of existing agricultural building to commercial/light industrial unit

North Leigh Parish Council requests that an operating hours restriction is considered in view of its proximity to a residential area.

25/01465/HHD

6 Bridewell Close, North Leigh
Addition of a porch, front dormer and alterations to the fenestration

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

90/25: Correspondence:

An email was received regarding the fires at North Leigh Common. See minute reference 81/25.

91/25. Matters for report:

CF reported that the Garden Society would like more information on what is needed to maintain the planters. NLPC will send a spec to them.

It was noted that rubbish bins (specifically food waste bins) – when emptied – have been scattered on pavement. SV will raise this with WODC.

NLPC would like the Correspondence policy on the September agenda.

SV reported there is a social housing back up in the area and she and CF working with Shakenoak on any progress that can be made.



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The Chair noted that there has been increase in emails in between meetings involving discussion which should be brought to a Council meeting. He also reminded Councillors to be mindful of the Civility and Respect Pledge in all communication.

The date and time of next meeting were confirmed as the Thursday the 11th September 2025 at 7.30pm, Turner Hall.

The deadline for items for the September agenda is Thursday the 28th August 2025.

92/25: Confidential items: The Council resolved to exclude members of the public from agenda item 93/25 due to its confidential nature.

93/25: Quotes:

- i. **Solicitor for the completion of the Adventure Playground lease:** The Council resolved to proceed with Lee Chadwick's quote of £3195.20.
- ii. **Maintenance of flowerpots:** The Council would like to approach the Garden Society prior to resolving quotes.
- iii. **Bollards:** The Council resolved to proceed with G. Hill and Sons' quote of £2950 for 10 bollards. If less are needed, the cost will come down.

The meeting closed at 21:42.



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Attachment 1

Payments authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
06/06/2025	Pension contribution	NEST	66.10
27/05/2025	Council mobile phone	Lebara	6.95
27/05/2025	Postage	Post Office Ltd	1.70
27/05/2025	Office supplies	WH Smith	10.99
27/05/2025	Mailchimp	Mailchimp	23.85
27/05/2025	Lloyds monthly fee	Lloyds Bank	3.00
31/07/2025	Clerk salary	Allison Leigh	1,159.83
31/08/2025	Clerk salary	Allison Leigh	1,159.83
10/07/2025	Clerk PAYE	HMRC	1,270.45
10/07/2025	Bin emptying 2 playgrounds and Cuckamus Green	WODC	783.43
27/06/2025	Pension contribution	NEST	66.10
10/07/2025	Speakerphone	Amazon EU S.a.r.L.	59.49
30/06/2025	Unity Bank service charge	Unity Bank	6.00
10/07/2025	Web hosting and WordPress updates	Dark White Digital	35.00
10/07/2025	Clerk mileage and home allowance	Allison Leigh	101.50
10/07/2025	Cemetery bin management	Grundon	69.22
10/07/2025	Bark for Children's Playground	AWBS	850.50
10/07/2025	Tree Survey	Boward Tree Surgery Ltd	360.00
10/07/2025	Installation of noticeboard	Broadleaf Services	135.00
10/07/2025	Bus Shelter repair	Broadleaf Services	57.00
10/07/2025	Adventure Playground Mowing	BGG	264.00
10/07/2025	Grass cutting - Cemetery and Churchyard	BGG	336.00
10/07/2025	Grass cutting - play area and Church Road seat	BGG	64.80
10/07/2025	Windmill Heights Shrubs and Hedges	BGG	264.00
10/07/2025	Extra payment to be refunded	BGG	10.00
Total			7,164.74

Receipts from June 2025

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
03/06/2025	Cemetery fees	Jerrams Brothers	150.00
30/06/2025	Cemetery fees	Peter Smith and Son	300.00
30/06/2025	Bank interest	Unity Bank	330.09
Total			780.09



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**Bank Reconciliation at
30/06/2025**

Cash in Hand 01/04/2025 69,142.93

ADD

Receipts 01/04/2025 - 30/06/2025 41,910.40

111,053.33

SUBTRACT

Payments 01/04/2025 - 30/06/2025 16,531.99

A Cash in Hand 30/06/2025 94,521.34
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	30/06/2025	0.00
Unity Bank	30/06/2025	36,788.42
Lloyds	30/06/2025	0.00
Unity Instant Access Ac- count	27/06/2025	57,732.92

94,521.34

Less unrepresented payments

94,521.34



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Plus unpresented receipts

B	Adjusted Bank Balance	94,521.34
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A = B Checks out OK



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Attachment 2:

Bollard locations





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Attachment 3

North Leigh Neighbourhood Plan Committee

Update for Parish Council Meeting of 10th July 2025

Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 16th June. There were also informal workshop sessions with our consultants on the 23rd and 27th June, and a follow up informal meeting of the committee on 4th July.
- 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 have been 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 were two 2-hour Teams calls between the Committee and CFO on 23rd and 27th June at which we worked through our comments on the draft policies. The Policies will be presented to the Parish



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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. We are expecting CFO to deliver the first draft Design Guide shortly.

We have sought advice on the timing of our Reg 14 submission in view of WODC hoping to issue the first draft of the WODC Local Plan 2041 early in 2026. On balance we have decided to go ahead with our Reg 14 submission before the draft 2041 plan is published. WODC have published a draft of their “Selected Options” for the 2041 plan, against which we will align our Neighbourhood Plan. The main piece of the 2041 Local Plan that is currently not known is the set of “Preferred Sites” that WODC will select for major developments. We are hoping that none of the sites in North Leigh that were proposed following the WODC Call for Sites consultation will be selected for the 2041 plan.

Finances

We have received the maximum Locality grant available, totalling £18,000. We have heard that the government has decided to cease funding future Neighbourhood Plans. Luckily this decision has not affected our plan since we obtained full funding before the change in policy.

Early in 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.