



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: 4th July 2025

To all members of the Council: You are hereby summoned to attend the
North Leigh Parish Council Meeting
on Thursday 10th July 2025 at 7:30pm in Turner Hall
for the purpose of transacting the following business.

Allison Leigh, Parish Clerk

71/25. Apologies for absence

72/25. Declarations of interest/Dispensation requests

73/25. Minutes of the following meetings: To sign and approve the minutes from the following meeting:

Parish Council meeting of the 12th June 2025

74/25. Public Forum

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

76/25. Action items and Clerk's Report: To consider the documents

77/25: Finance:

i. **Finance report:**

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

b. **Budget against actual:** To consider the [budget against actual](#) and accompanying [budget notes](#) for 2025 2026 through 30 6 25

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

iii. **Conference:** To consider the Clerk attending 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.



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- iv. **Paper/Ink plan:** To consider sharing the costs of a paper/ink plan with another council with a cost of approximately £40/month

78/25: Bollards: To confirm the locations of the bollards. See Attachment 2

79/25: Newsletter: To resolve the content of the newsletter, including a piece from MP Calum Miller

80/25: Review Risk Management: To consider any developments or issues per the Risk Management Policy

- a. **Playground inspections:** To have an update and consider and action needed
- b. **Trees:**
- i. To update that a tree survey in the village is being conducted
 - ii. To update that OCC has noted that tree near the Adventure Playground is not theirs. To confirm that the Council would like the branch removed for access for the MUGA.

81/25: Vandalism: To have an update on the recent vandalism and consider any further next steps

82/25: Tree lighting: To consider the following for the Council's tree lighting event:

- Sending a save the date
- Engaging local organisations
- Any expenditure needed
- Setting up a working group

83/25: Car parking: To have an update on the need for car parking and considering furthering the Council's strategic objective to provide more car parking in the village

84/25: Speed signs: To consider the speed at which they are set and the displays shown

85/25: Children's Playground Lease: To have an update and consider any involvement from the County Councillor



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86/25: Fly posting: To consider the Council's position on fly posting in the village

87/25: Neighbourhood Plan: To consider the Policies to be reviewed at the public meeting on the 11th July

88/25: Committees: To consider reports from the following committees

- i. Neighbourhood Plan (NP) Committee. See Attachment 3.
- ii. Staffing Committee
- iii. Planning Committee

89/25: Planning: To consider the following planning applications. To view these applications, please visit [WODC planning portal](#).

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.

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.

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.

25/01417/FUL

Bridewell Farm, Wilcote Road, North Leigh

Conversion of existing agricultural building to commercial/light industrial unit

25/01465/HHD

6 Bridewell Close, North Leigh

Addition of a porch, front dormer and alterations to the fenestration



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90/25: Correspondence: To consider the correspondence since the last meeting

- North Leigh Common: To consider an action needed with the recent reports of unattended fires and litter

91/25. Matters for report: To raise matters for discussion without decision or items for next meeting.

Date and time of next meeting: 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: To resolve to exclude members of the public from agenda item 93/25 due to its confidential nature

93/25: Quotes: To consider quotes for the following:

- Solicitor for the completion of the Adventure Playground lease**
- Maintenance of flower pots**
- Bollards**



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Attachment 1

Payments for authorisation

<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	Staff Costs	Staff Costs	1,159.83
31/08/2025	Staff Costs	Staff Costs	1,159.83
10/07/2025	Staff Costs	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
Total			4,823.44

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

Plus unrepresented receipts

B **Adjusted Bank Balance** **94,521.34**

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 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



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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.