



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

To all members of the Council: You are hereby summoned to attend the **North Leigh Parish Council Meeting** on Thursday the 11th September 2025 at **7:30pm in Turner Hall** for the purpose of transacting the following business.

Allison Leigh, Parish Clerk
5th September 2025

107/25. Apologies for absence

108/25. Declarations of interest/Dispensation requests

109/25. Minutes of the following meetings: To sign and approve the minutes from the following meetings:

[Parish Council meeting of the 14th July 2025](#)

[Parish Council meeting of the 21st August 2025](#)

[Neighbourhood Plan Committee Meeting 16th June 2025](#)

[Neighbourhood Plan Committee Meeting 26th August 2025](#)

110/25. Public Forum

111/25. Reports from the County Councillor and District Councillor

112/25. Action items and Clerk's Report

113/25: Councillor Vacancy: To have an update and consider next steps

114/25: Finance:

i. **Finance report:**

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

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



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- a. **Council Courses:** To consider the Council/Clerk taking a joint course the OALC Roles and Responsibilities course and/or the Aquarius Civility and Respect Training Course. See Attachment 2.
- iii. **Paper/Ink plan:** To consider a paper/ink plan
- iv. **Internal Audit Quote:** To consider proceeding with Theresa Goss for the 25/26 internal audit at a cost of £275.00.
- v. **Internal Financial Control Checklist:**
 - a. To note the Internal Financial Control Checklist from July 2025
 - b. To appoint a councillor to carry out the Internal Financial Control checks in accordance with the Internal Financial Control Policy

115/25. Policies for consideration: To consider the following

- Correspondence Policy

116/25: Tree works based on tree survey: To consider the tree works recommended

117/25: Tree lighting: To consider the following for the Council's tree lighting:

- Updated based on the meeting of the 10th September
- An invitation to the MP, County Councillor and District Councillor

118/25: Planters: To consider a plan for the maintenance of the planters

119/25: Salt: To consider the need for any further salt for winter (note: the pallets provided by the County Council are very large)

120/25: Cemetery path: To consider the type of path at the Cemetery with a view to considering quotes at the October meeting

121/25: Remembrance Sunday: To consider a wreath and any other plans for Remembrance Sunday

122/25: Children's Playground: To consider reducing the hedge

123/25: Committees: To consider reports from the following committees



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- i. Neighbourhood Plan (NP) Committee – See Attachment 3.
- ii. Staffing Committee
 - a. To consider a new member/Chair of the Staffing Committee
- iii. Planning Committee
 - a. To consider a new member
 - b. To note planning comments made since the August meeting not reflected in the August minutes. See Attachment 4.

124/25: Village land: To consider land for car parking and a playing field in the village

125/25: Correspondence: To consider the correspondence since the last meeting

126/25. Matters for report: To raise matters for discussion without decision or items for next meeting.

Date and time of next meeting: Thursday the 9th October 2025 at 7.30pm, Turner Hall

127/25: Confidential: To resolve to exclude members of the public from the following agenda items due to their confidential nature

128/25: Planning consultant: To consider quotes for a planning consultant for the Adventure Playground

The deadline for items for the October agenda is Thursday the 25th September 2025.



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Attachment 1

Payments for authorisation

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
05/08/2025	Pension contribution	NEST	66.10
31/08/2025	Unity Bank service charge	Unity Bank	6.00
11/08/2025	Mailchimp	Mailchimp	23.43
11/08/2025	Postage	Post Office Ltd	8.75
11/08/2025	Council mobile phone	Lebara	6.95
11/08/2025	Refreshments for ICCM training	Sainsburys	15.86
11/08/2025	Refreshments for ICCM training	Sainsburys	128.55
11/08/2025	Office supplies	WH Smith	7.99
11/08/2025	Mailchimp	Mailchimp	23.83
11/08/2025	Lloyds monthly fee	Lloyds Bank	3.00
30/09/2025	Clerk salary	Allison Leigh	1,159.83
11/09/2025	Web hosting and WordPress updates	Dark White Digital	35.00
11/09/2025	Training course	National Assoc. Local Councils	42.00
11/09/2025	Children's Playground cleaning	Multi Hands	250.00
11/09/2025	Cemetery and church grass cutting	BGG	336.00
11/09/2025	Mowing of Children's Playground and Church Road Seat	BGG	64.80
11/09/2025	Cemetery bin management	Grundon	69.44
11/09/2025	Clerk mileage and home allowance	Allison Leigh	53.00
11/09/2025	HP Ink and Paper Plan	Appleton with Eaton Parish Council	42.49
Total			2,343.02

Receipts – August 2025

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
11/08/2025	Cemetery fees	Peter Smith and Son	300.00
29/08/2025	Cemetery fees	Peter Smith and Son	100.00
Total			400.00



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Bank Reconciliation at 31/08/2025

Cash in Hand 01/04/2025 69,142.93

ADD

Receipts 01/04/2025 - 31/08/2025 43,436.26

112,579.19

SUBTRACT

Payments 01/04/2025 - 31/08/2025 27,120.98

A Cash in Hand 31/08/2025 85,458.21
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	31/08/2025	0.00
Unity Bank	31/08/2025	27,725.29
Lloyds	31/08/2025	0.00
Unity Instant Access Ac- count	31/08/2025	57,732.92

85,458.21

Less unrepresented payments

85,458.21

Plus unrepresented receipts

B Adjusted Bank Balance 85,458.21

A = B Checks out OK



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Attachment 2

Information on Training Courses

Aquarius Civility and Respect Training

In view of the NALC Civility & Respect Pledge, which Town & Parish Councils have been signing up to, Aquarius have developed the training to cover some of the key areas which are important to the campaign.

The training highlights areas which need to be addressed and adhered to when dealing with fellow councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers, where civility and respect are key.

Cost: £215, The session is 3 hours.

Oxfordshire Association of Local Councils – In-person Roles and Responsibilities

This course is based on an abridged version of the Roles and Responsibilities training, but can be tailored to the needs of the Council. If there are particular topics that the Council would like covered/areas of concern, these can be included.

The standard format is:

Session One

- The council - what is it?
- Powers and duties
- getting and spending money
- Code of conduct
- Who does what? - Councillors, the Chair, the Council, the Clerk - it's a team

Session Two (after a short break)

- Meetings, Committees, Virtual meetings
- Agenda, Minutes
- Governance



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- Your community and engaging with it
- Social media
- FoI, GDPR etc
- Training, keeping up to date

Cost: For a precept over £25,000, the cost is £550. The session lasts for 3 hours.



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Attachment 3

North Leigh Neighbourhood Plan Committee

Update for Parish Council Meeting of 11th September 2025

Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 26th August.
- 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 attended the public meeting in the Memorial Hall on 11th July at which we presented draft policies for the Neighbourhood Plan and obtained feedback from those attending.

Since then, CFO have delivered a draft Design Guide which will accompany the Neighbourhood Plan and add strength to the policies around the design of infill, replacement and new buildings. The committee met on 26th August to review the draft. CFO will meet with the NP committee on 8th September to discuss the committee's comments on the draft Design Guide.



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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.

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.



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Attachment 4

Planning Comments made following the August meeting not referenced in the August minutes

25/01487/OUT

Providence Cottage, New Yatt Road, North Leigh OX29 6TN
Outline application for a single dwelling and access

NLPC Comment: This is a proposed self-build application to be occupied by the owners. There is a letter of support in the application bundle of documents and asking that a condition is imposed requiring the occupation of the new-build. North Leigh Parish Council (NLPC) fully supports this request. NLPC has some concerns about access and the impact of the new-build on adjacent properties and ask WODC to be satisfied as the Access and the impact on nearby properties.

25/01729/HHD

Old Chapel Cottage East End North Leigh OX29 6PX
Conversion of existing home study/office outbuilding to residential annexe ancillary to existing dwelling

NLPC Comment: North Leigh Parish Council believes an occupancy condition should be imposed requiring the property to be only occupied by a single family unit.

25/01758/HHD

Greenacres 32 Park Road North Leigh OX29 6RX
Erection of a single storey rear and two storey side extension and a front porch (Amendment to approved planning permission Ref.24/01029/HHD to include the erection of a front extension and porch enlargement)

NLPC Comment: A permission was granted last year for significant alterations to this property. North Leigh Parish Council (NLPC) is aware this permission has been implemented. The new application again proposes significant further alterations. Although NLPC has no evidence in support NLPC is concerned as to whether this new application should be a retrospective application for works already carried out. Otherwise NLPC has no further comment.