



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 9th October 2025 at **7:30pm** in **Turner Hall** for the purpose of transacting the following business.

Allison Leigh, Parish Clerk
1st October 2025

134/25. Apologies for absence: Carol Frost

135/25. Declarations of interest/Dispensation requests

136/25: Co-option of Councillor vacancy: To consider the applications

137/25. Minutes of the following meetings: To sign and approve the minutes from the following meetings:

[Planning Committee meeting of the 9th September](#)

[Parish Council meeting of the 11th September](#)

[Parish Council meeting of the 16th September](#)

138/25. Public Forum

- **SSE: Are You Ready for Winter?**

139/25. Reports from the County Councillor and District Councillor

140/25. Action items: See Attachment 1

142/25: Finance:

- External Audit:** [To note the 2024 2025 External Audit report.](#) There were no actions.
- Finance report:**
 - To consider payments for authorisation and receipts since the last meeting. See Attachment 2.



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- iii. **Training:** To consider proposed training courses
- iv. **Budget against actual:** To review the [budget against actual through 30/9/25](#)
- v. **2026/2027 Budget:** To report any initial budget items for 26/27. Draft to be reviewed at the November meeting

143/25: Tree lighting: To consider the following for the Council's tree:

- Update
- Consider expenditure up to £750

144/25: Committees: To consider reports from the following committees

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

145/25: Planning:

Planning Matters for consideration:

- a. To consider the following planning applications: To view applications, please visit [West Oxfordshire District Council's Planning Portal](#)
- i. **W/25/01035/PRMV**
Estelle Manor
The application proposes to:
 - 1. Update the labelling of building names on individual building licence plans and associated site plan. There are no proposed changes to the buildings themselves - just the names.
 - 2. Include part of the grounds to the north-west side of the main building and main driveway as shown on the appended site plan within the licence demise.

The application does not propose any changes to the existing licensed buildings (other than naming system), permitted hours or licensable activities



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- ii. **EN010147 – Botley West Solar Farm:** To consider the request from the Examining Authority for further information from all Interested Parties in relation to comment, as necessary, upon any aspect of the Change Request accepted into the Examination

b. Planning Decisions:

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)

Permission granted.

c. Other: To consider the following:

- i. **25/01905/RES:** To consider the recreation facilities to be requested as part of the S106 agreement for planning application 25/01905/RES, Land (E) 438738 (N) 212506 Witney Road North Leigh, Reserved matters application for 55 dwellings pursuant to outline permission (22/02498/OUT) providing details of layout, scale, appearance, and landscape.

146/25: WING: To consider the following:

- i. 1. Does the Council fundamentally oppose or support the North Witney Development?
- ii. 2. Does the Council fundamentally oppose or support large-scale development to support infrastructure improvements?

147/25: Signage at East End: To consider providing funds for purchase and installation of two road signs for the North and South entrances to East End

148/25: Nor'Lye News: To consider advertising for volunteers to take on the resurrecting of the Nor'Lye News

149/25: Updates:



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- i. Planning Consultant for the planning application for the MUGA at the Adventure Playground
- ii. Damaged bus shelter

150/25: Correspondence: To consider the correspondence since the last meeting including:

- i. Letter from the Woodman
- ii. Email regarding uncontrolled dogs being off leads

151/25. Matters for report: To raise matters for discussion without decision or items for next meeting.

152/25: Confidential: To resolve to exclude members of the public from the discussion of the following agenda item due to its confidential nature

153/25: Cemetery path: To consider any quotes received

Date and time of next meeting: Thursday the 13th November 2025 at 7.30pm, Turner Hall

The deadline for items for the November agenda is Thursday the 30th October 2025.



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Attachment 1

Action List from the meeting of the 11th September 2025

<u>Action</u>	<u>Meeting date</u>	<u>Minute Reference</u>	<u>Responsible</u>	<u>Date Due</u>	<u>Update</u>
Advertise councillor vacancy once determined whether there has been a call for election	11/9/25	113/25	Clerk	15/9/25	Done
Investigate any appropriate training courses for the Council to take as a whole	11/9/25	114/25 ii a	FJ		
Draft a correspondence handling policy	11/9/25 (initially 10/4/25)	115/25 (initially 9/25)	Chair		Done and on the website.
Investigate quotes for tree works	11/9/25	116/25	Clerk	30/9/25	As the Clerk was unwell, this has not been started as of 30/9/25.
Expenditure for the tree lighting on the October agenda	11/9/25	117/25	Clerk	1/10/25	Done
Clerk to invite the MP, County Councillor and District Councillor to the tree lighting	11/9/25	117/25	Clerk	30/9/25	Done
Follow up on new salt bin requested and top up of all salt bins	11/9/25	1198/25	Clerk	30/9/25	The Clerk has had confirmation from OCC that the salt requests are being handled.
Quotes for Cemetery path	11/9/25 (initially 13/3/24)	120/25 (initially 234/24)	Chair and Clerk	1/10/25	In progress



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Quotes for reducing the height of the hedge (as part of the quotes for the tree works)	11/9/25	122/25	Clerk	30/9/25	As the Clerk was unwell, this has not been started as of 30/9/25.
Investigate market value for suggested land for a village car park	11/9/25	124/25	DH		
Speak to Chair of Governors regarding the use of the school car park	11/9/25 (initially 21/8/25)	124/25 (initially 104/25)	SV		SV has spoken to the Chair of Governors who will speak to the Governors and report back.
Have the litter pick on the October agenda	11/9/25	126/25	Clerk	1/10/25	The Clerk will put this on the November agenda as CF will not be in attendance at the October meeting.
Liaise with Community First Oxfordshire on the planning application for the Adventure Playground	11/9/25	128/25	DH		
Proceed with gate repair at the Children's Playground	21/8/25	106/25	Clerk		The gate is on order and ARD is working to get it done within 6 weeks (from 27/8/25), but believes it will be sooner.
Arrange contractors to come and look at fencing area by Adventure Playground	21/8/25	99/25 a	Clerk		The Clerk has contacted 2 companies. The Clerk and Chair are meeting with one company on 6/10/25. The Clerk is waiting to hear from the other company.
Signs at the Adventure Playground	21/8/25	99/25 c	Clerk		The Clerk is investigating the best way to install these at the



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					access points.
Investigate lights in additional trees on Cuckamus Green	10/7/25	82/25	Clerk		The Clerk spoke to the Chair about this and due to resources has asked the Clerk not to pursue this.
Witney Round Table re Santa's Sleigh	10/7/25	82/25	Clerk		At the tree lighting meeting on the 10 th September the North Leigh Scout group noted that they can provide this. The Clerk informed Witney Round Table of this.
Bollards	10/7/25 and 21/8/25	78/25 and 93/25iii	Clerk	17/9/25	The Chair and Clerk met with the contractor who is ready to proceed. The Clerk had an email from one resident and wishes to clarify with the council as to whether to proceed. The Council would like to proceed and the Clerk has informed the contractor.
Investigate ink plans	10/7/25	77/25 iv	KS		KS and the Clerk have been investigating laser printers which may have be more cost effective. KS will provide the Clerk with dimensions to ascertain whether this is appropriate for home working. If so this will be on a future agenda.



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Provide the County Councillor with a letter regarding the Children's Playground lease background	10/7/25	85/25	DH		
Schedule a speedwatch session on Common Road	12/6/25	61/25 d	Chair		Done
Craft a spec for the village map artists for quotes	12/6/25 (previously 13/3/25)	60/25 (previously) 241/24	KS		In progress – KS has spoken to a resident about 3 maps in the following locations: Cuckamus Green, Roman Villa, Wilcote. They are investigating an OS type map.
Clarify the asset register is correct on the insurance schedule	8/5/25	46/25 iii	Clerk		Zurich has sent an update, but it still not the same. The Clerk has followed up again.
Ask BGG about putting up/taking down the Christmas Tree	10/4/25	11/25	Clerk		Done. However, the Clerk is waiting to ascertain whether there will be a cost and to set dates. BGG has said they will provide this closer to the event.
Ask A H Cornish about a Christmas Tree	10/4/254	11/25	Clerk		Done. The Clerk has circulated a cost on 30/9/25.
Quotes for clearing greenery for a MUGA at the Adventure Playground	13/2/25	222/24	Clerk		With regards to any other greenery other than the tree branch noted above, the Clerk thought it best to ask the supplier once the lease is sorted. The Council has not requested any immediate action.



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Submit edits to the letter written by Pellmans to OCC re the Children's Playground	10/10/24	136/24	DH		See above (85/25)
Village consultation and parish meeting regarding the Adventure Playground	10/10/24	129/34	Council	Once the Adventure Playground lease is sorted	
Review a map of the bins in the village	11/7/24	85/24	Council		
Refurbishment of noticeboards	2023		Clerk		The Clerk has not had time to research this following the contractors contacted not being able to carry out works.
Compile a list of landowners	13/7/23	66/23	Chair and Clerk		The Chair and Clerk will work on this but have not had a chance yet as there have been more pressing priorities.

Note: The Clerk works part time for North Leigh Parish Council.



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Attachment 2

Payments for authorisation

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
22/09/2025 - 31/10/2025	Confidential		2,786.17
09/10/2025	Bin emptying 2 play- grounds and Cuckamus Green	WODC	783.43
09/10/2025	NP Meeting Room Hire	North Leigh War Memorial Hall	37.80
09/10/2025	Planters	Broxap	2,995.20
09/09/2025	Council mobile phone	Lebara	6.95
09/09/2025	Postage	Post Office Ltd	6.30
09/09/2025	Lloyds monthly fee	Lloyds Bank	3.00
30/09/2025	Loan payment	PWLB	2,175.00
23/09/2025	ICO payment	Information Commission- ers Office	47.00
30/09/2025	Unity Bank service charge	Unity Bank	6.00
09/10/2025	Web hosting and Word- Press updates	Dark White Digital	35.00
09/10/2025	Clerk mileage and home allowance	Allison Leigh	53.00
Total			8,934.85

Receipts from 1/9/25 – 30/9/25

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
25/09/2025	Precept	WODC	35,553.00
30/09/2025	Bank interest	Unity Bank	327.42
Total			35,880.42

**Bank Reconciliation at
30/09/2025**



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	Cash in Hand 01/04/2025	69,142.93
	ADD	
	Receipts 01/04/2025 - 30/09/2025	79,316.68
		148,459.61
	SUBTRACT	
	Payments 01/04/2025 - 30/09/2025	31,813.99
A	Cash in Hand 30/09/2025 (per Cash Book)	116,645.62
	Cash in hand per Bank Statements	
	Petty Cash 30/09/2025	0.00
	Unity Bank 30/09/2025	58,585.28
	Lloyds 30/09/2025	0.00
	Unity Instant Access Ac- count 30/09/2025	58,060.34
		116,645.62
	Less unrepresented payments	
		116,645.62
	Plus unrepresented receipts	
B	Adjusted Bank Balance	116,645.62
	A = B Checks out OK	