



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 the 9th October 2025 at 7:30pm in the Turner Hall

Councillors Present: Andy Clements (Chair), Councillors Kevin Swann (KS), Robert Gunn (RG), Sarah Veasey (SV), Fran Jeffes (FJ) and David Harris (DH)

In attendance: Allison Leigh, Clerk, County Councillor Liam Walker, District Councillor Sarah Veasey

134/25. Apologies for absence: Councillors Carol Frost (CF) and Malcolm Shead (MS)

135/25. Declarations of interest/Dispensation requests: None.

The Chairman moved the Public Forum to this point in the agenda.

138/25. Public Forum

- **Graham Slaven: SSE: Are You Ready for Winter?** SSE would like to inform residents out about the Priority Service Register which is a free and safe service to help vulnerable adults, families with children under 5 and pension age in the event of a power cut. The Council resolved to communicate this widely as well as pass it onto the Community Café and put it in the next newsletter.

136/25: Co-option of Councillor vacancy: Paul Kitchin was nominated. The Council voted - there were 4 votes for Paul Kitchin and 2 councillors abstained. The Clerk will inform the candidates.

137/25. Minutes of the following meetings: The Council agreed and the Chairman signed 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: This was signed with one correction.

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

West Oxfordshire District Council (WODC)

The District Councillor reported the following:



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- Local Plan 2041: No sites have been allocated in North Leigh. North Leigh will be categorised as a Tier 3 village in the Plan. As a Tier 3 village, North Leigh will not be subjected to planning applications involving more than 50 houses. The 5-year housing supply will be demonstrated in the 2041 Plan.
- She has spoken to the primary school governors about parking who are not in favour of the car park being used. She will investigate any S106 funds which may alleviate the parking issues.
- Estelle Manor's Traffic Plan was not well received by WODC's planning department.
- Lioncourt: The application is imminent.

Oxfordshire County Council (OCC)

The County Councillor reported the following:

- The Oxford congestion charge comes into force on the 29th October. Residents who wish to travel into Oxford City are encouraged to apply online.
- Highways has approved the Barnard Gate scheme. A traffic order will be in place for 18 months as an experiment to gather data.
- OCC and the social care team have been rated as good. The inspection for children's services is ongoing.

140/25. Action items: See Attachment 1.

(There was no item 141/25.)

142/25. Finance:

- External Audit:** The Council received the 2024 2025 External Audit report. There were no actions.
- Finance report:**



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- a. The Council approved the payments, agreed the bank reconciliation as of 30/9/25 and noted the receipts since the last meeting. See Attachment 2.
- iii. **Training:** There were no requested training courses.
 - a. The next OALC Councillors' Forum is OALC on Monday the 10th November at 6:30pm.
 - b. The Council resolved for the Clerk to inform MS and RG about any upcoming planning training.
- iv. **Budget against actual:** The Council reviewed the budget against actual through 30/9/25 and there were no comments.
- v. **2026/2027 Budget:** The Council resolved to send any initial budget items for 26/27 to the Clerk by Thursday the 30th October. A draft of the budget will be reviewed at the November meeting.

143/25: Tree lighting:

- The Clerk provided the following update on the tree lighting:
 - The time is TBD based on the availability of the Hall.
 - The music at the lighting is being explored.
 - The next meeting will be held on the 21st October and all village organisations have been contacted.
- The Council resolved to an expenditure up to £750 for this, including the tree, refreshments and the pianist for the Nor'Lye Notes.

144/25: Committees: The Council considered the following reports:

- i. Neighbourhood Plan (NP) Committee: See Attachment 3.
- ii. Staffing Committee: There was no report.



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- iii. Planning Committee: The Planning Committee had a meeting on the 9th September and NLPC had held a separate meeting to consider a planning application on the 16th September. It was noted that any residents interested in putting The Woodman forward as an Asset of Community Value does so as an individual, or group of individuals, rather than as a Parish Council initiative.

145/25: Planning:

Planning Matters for consideration:

- a. The Council considered the following planning applications:

- 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.

NLPC has concerns on point 2 above and resolved to ask the District Council to send the supporting documents to make a considered response.

The Council resolved to comment noting they have a reservation about point 2 above subject to viewing the documents. DH will prepare a response for the Clerk to submit.

- ii. **EN010147 – Botley West Solar Farm:** The Council considered 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.



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The Council noted there is no need for response.

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 has been 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.

NLPC resolved for DH to request a discussion with the developer about the moving of the recreation facility from its current location as well as the possibility of a different usage.

146/25: WING: The Council considered 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?

The Council resolved to reserve comment as they believe the questions are too open ended and that this is an inappropriate method of consultation.

147/25: Signage at East End: The Council resolved for KS to pursue options for signage for the North and South entrances to East End.



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148/25: Nor'Lye News: The Council resolved to advertise for volunteers to take on the resurrecting of the Nor'Lye News and for this to be on the November agenda.

149/25: Updates:

- i. Planning Consultant for the planning application for the MUGA at the Adventure Playground: There is a no update.
- ii. Damaged bus shelter: The Clerk reported that she is working through insurance process. SV writing to Stagecoach about the ongoing issues of damage in the village.

150/25: Correspondence: The Council considered the correspondence since the last meeting including:

- i. Letter from the Woodman: See Attachment 4.
- ii. Email regarding uncontrolled dogs being off leads: The District Councillor reported she had correspondence with a resident who raised the issue of dogs being under control. The Parish Council supports that dog walkers must always ensure their dogs should be under control. The Council resolved to put this in the next edition of the newsletter.

151/25. Matters for report:

- Newsletter content is due to KS by the end of October.
- There have been cans of drink in play area in Marlborough Gardens and Adventure Playground. People should be using the bins provided.
- Two groups have successfully applied to WODC's community fund – The Communicate café was awarded £850 and Threads of North Leigh has been awarded £1000.
- The planters have been placed.

152/25: Confidential: No members of the public were present. So there was not a need to exclude them.



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153/25: Cemetery path: The Chairman reported that two quotes have been received and NLPC is working on obtaining one more. This will be on the November agenda.

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.

Meeting closed at 9:25pm



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Attachment 1

Action List from the meeting of the 9th October 2025

<u>Action</u>	<u>Meeting date</u>	<u>Minute Reference</u>	<u>Responsible</u>	<u>Date Due</u>	<u>Update</u>
Publicise SSE Information	9/10/25	138/25	Clerk		
Email Community Café with SSE details with a view to have them attend	9/10/25	138/25	Clerk		
Inform the councillor vacancy candidates about the outcome from the meeting	9/10/25	136/25	Clerk		
Email planning training courses to the Planning Committee	9/10/25	142/25 iii b	Clerk		
Send any items for consideration in the 26/27 budget to the Clerk	9/10/25	142/25 v	Council		
Planning responses to the Clerk for submission	9/10/25	145/25 a i	DH	21/10/25	
Speak to the developer of 25/01905/RES) regarding the sport provision	9/10/25	145/25 c i	DH		
Provide WING response to WING	9/10/25	146/25	KS		
Investigate options for signage in East End	9/10/25	147/25	KS		



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Advertise Nor'Lye News volunteers and put it on the November agenda	9/10/25	148/25	Clerk		
Liaise with Community First Oxfordshire on the planning application for the Adventure Playground	11/9/25 and 9/10/25	128/25 and 149/25	DH		
Make insurance claim for the damaged bus shelter on Park Road	9/10/25	149/25 ii	Clerk		In progress
Put a notice in the next newsletter about keeping dogs under control	9/10/25	150/25 ii	KS		
Newsletter content to KS	9/10/25	151/25	Council		
Quotes for cemetery path on November agenda	9/10/25	153/25	Clerk		
Investigate any appropriate training courses for the Council to take as a whole	11/9/25	114/25 ii a	FJ		
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.
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. The Clerk will monitor progress.
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		
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.
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 access points.
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



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					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.
Provide the County Councillor with a letter regarding the Children's Playground lease background	10/7/25	85/25	DH		
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



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					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.
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.



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



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Attachment 2

Payments authorised

<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 playgrounds 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 Commissioners Office	47.00
30/09/2025	Unity Bank service charge	Unity Bank	6.00
09/10/2025	Web hosting and WordPress up- dates	Dark White Digital	35.00
09/10/2025	Clerk mileage and home allow- ance	Allison Leigh	44.00
09/10/2025	Cemetery bin management	Grundon	69.22
09/10/2025	Playground repairs	Proludic Ltd	2,182.56
09/10/2025	Adventure Playground Mowing	BGG	264.00
09/10/2025	Windmill Heights Shrubs and play- ground s	BGG	264.00
09/10/2025	Playground repairs	ARD Playgrounds	2,526.00
09/10/2025	Bus shelter cleaning	Multi Hands	250.00
Total			14,481.63



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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**

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 116,645.62
(per Cash Book)

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



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Plus unrepresented receipts

B	Adjusted Bank Balance	116,645.62
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A = B Checks out OK



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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.



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CFO will meet with the NP committee on 8th September to discuss the committee's comments on the draft Design Guide.

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

Letter from James Collins from The Woodman

Whilst the objection is very disappointing I do understand that no one wants to see pubs close. (I do own a couple of other pubs that were bought in similar distressed circumstances and where we were able to get a tenant in - The Bell in Buckland Dinham near Bath, and the Prince of Wales in Holcombe Rogus).

That said I have tried to get a tenant for the Woodman and on review I just don't think that anyone could make a profitable pub from it. The key issues are the size of kitchen which is small and the lack of parking. There are only 4/5 car spaces. Of which 1-2 would be taken by the owner/tenant. Therefore it would be highly likely that should the pub somehow miraculously attract a number of visitors enough to be viable and make a profit, this would entail many cars parking on the street, something which I imagine would create huge issues for local residents.

If there is someone either from the council or known to them who would like to take on the tenancy or indeed purchase the property I'd be very happy to speak to them if you could pass on my details.