



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 13th November 2025 at **7:30pm**
in Turner Hall for the purpose of transacting the following business.

Allison Leigh, Parish Clerk
6th November 2025

154/25. Apologies for absence: Councillor Fran Jeffes

155/25. Declarations of interest/Dispensation requests

156/25. Minutes of the following meetings: To sign and approve the [minutes from the following Parish Council meeting of 9th October 2025](#)

157/25. Public Forum

158/25. Reports from the County Councillor and District Councillor

159/25. Action items and Clerk's Report: See Attachment 1.

160/25: Finance:

i. **Finance report:**

- a. To consider payments for authorisation, receipts since the last meeting and the bank reconciliation of 31/10/25. See Attachment 2.

ii. **Reserves:** To consider the following:

- a. Using the speed sign reserve for the traffic calming bollards
- b. Using the Cuckamus Green reserve for the land registry administration
- c. Using the speed sign reserve for the speed gun

iii. **Draft budget for 26/27:** To consider the draft budget for 26/27

iv. **Training:** To consider proposed training courses



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v. **Internal Financial Control Checklist:** To look to appoint a councillor to carry out the Internal Financial Control Checklists in accordance with the Internal Financial Control Policy

vi. **Internal audit cost:** To confirm the 26/27 internal audit cost will be £325

161/25: Tree lighting: To have an update and assign roles on the night

162/25: Ground Maintenance: To consider a grounds refurbishment of the area reserved for the village sign

163/25: Car parking: To consider village car parking and any next steps

164/25: Policies: To consider the draft IT policy. See Attachment 3

165/25: Community Action Plan for Zero-Carbon Energy: To consider NLPC joining working groups for this initiative

166/25: Litter pick: To consider a litter pick

166/25: Playgrounds:

- i. **Playground Rota:** To consider the process for weekly inspections
- ii. **Playground inspection company:** To consider alternative provision for the operational playground inspection for 25/26
- iii. **Adventure Playground:** To have an update on the lease and next steps to making a planning application/applying for S106 funds.

167/25: Committees: To consider reports from the following committees

- i. Neighbourhood Plan (NP) Committee
 - a. Minutes: To receive the [minutes from the NP meeting of the 13th October 2025.](#)
 - b. Report: To consider the report. See Attachment 4.
- ii. Staffing Committee
- iii. Planning Committee



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168/25: Planning:

- i. To consider the following planning applications: To view applications, please visit [West Oxfordshire District Council's Planning Portal](#)

25/02362/HHD

3 Kingston Heights, North Leigh

Erection of front and rear single storey extensions, removal of conservatory and part conversion of garage to create additional living area

25/02414/FUL

Land (E) 438738 (N) 212506 Witney Road North Leigh

Construction of footpath

25/02572/FUL

New Yatt Farm Farm Lane New Yatt

Demolition of existing barn and construction of two self build dwellings and associated infrastructure

Salt Cross Area Action Plan (AAP) Policy 2: Main Modifications Consultation: To consider a response

- ii. To note the response made in between meetings to the following application per the Scheme of Delegation:

W/25/01035/PRMV

Estelle Manor

The Council responded that they believe the outdoor licensing time should be midnight and not 2AM for the above application.

169/25: Correspondence: To consider the correspondence since the last meeting

170/25. Matters for report: To raise matters for discussion without decision or items for next meeting.

Date and time of next meeting: Thursday the 11th December 2025 at 7.30pm, Turner Hall

The deadline for items for the December agenda is Thursday the 27th November 2025.



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171/25: Confidential Items: To resolve to exclude members of the public from the following agenda items due to their confidential nature

172/25: Quotes: To consider quotes for the following:

- i. **Tree works identified in the tree survey, reduction of height of the hedge at the Children's Playground and clearance of greenery at the entrances to the Adventure Playground**
- ii. **Fencing at the Adventure Playground**
- iii. **Paths at the Cemetery**



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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		Done
Email Community Café with SSE details with a view to have them attend	9/10/25	138/25	Clerk		Done
Inform the councillor vacancy candidates about the outcome from the meeting	9/10/25	136/25	Clerk		Done
Email planning training courses to the Planning Committee	9/10/25	142/25 iii b	Clerk		Done. RG has taken a course.
Send any items for consideration in the 26/27 budget to the Clerk	9/10/25	142/25 v	Council		The Clerk has received one request.
Planning responses to the Clerk for submission	9/10/25	145/25 a i	DH	21/10/25	Done
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		
Advertise Nor'Lye News volunteers and put it on the November agenda	9/10/25	148/25	Clerk		Done
Liaise with Community First Oxfordshire on the planning	11/9/25 and	128/25 and 149/25	DH		



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application for the Adventure Playground	9/10/25				
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		In progress
Newsletter content to KS	9/10/25	151/25	Council		
Quotes for cemetery path on November agenda	9/10/25	153/25	Clerk		Done
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	The Clerk has one quote and is waiting for 2 more. This is on the November agenda.
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	This is on the November agenda.
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	The Clerk is waiting for 2 quotes. This is on the November agenda.
Investigate market value for suggested land for a village car park	11/9/25	124/25	DH		



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Have the litter pick on the October agenda	11/9/25	126/25	Clerk	1/10/25	This is on the November agenda as CF was not 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 has one quote and is in contact with a second company. This is on the November agenda.
Signs at the Adventure Playground	21/8/25	99/25 c	Clerk		This is in progress.
Bollards	10/7/25 and 21/8/25	78/25 and 93/25iii	Clerk	17/9/25	The contractor is working with OCC on some logistics and will come back to the Clerk with an installation date.
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. The printer identified doesn't fit the space required, so the Clerk and KS will discuss further.
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.



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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. BGG has offered to do this at no charge on 3/12.
Ask A H Cornish about a Christmas Tree	10/4/254	11/25	Clerk		Done. The Clerk will work with AH Cornish as to a delivery now that there is an installation date.
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 action item relating to minute reference 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



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					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. Some of this work has been done as part of the Neighbourhood Plan process.

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>
30/11/2025 - 30/11/2025	Confidential		1,191.73
10/10/2025	Mailchimp	Mailchimp	23.80
10/10/2025	Council mobile phone	Lebara	6.95
10/10/2025	Cemetery book	Amazon EU S.a.r.L.	46.00
10/10/2025	Greeting card	Appleton Community Shop	3.40
10/10/2025	Lloyds fee	Lloyds Bank	3.00
31/10/2025	Unity Bank service charge	Unity Bank	6.00
13/11/2025	Parish Online Subscription	Geosphere Ltd	108.00
13/11/2025	Training course	OALC	78.00
13/11/2025	Property records admin	Land and Property Registra- tion	200.00
13/11/2025	Installation of planters	Broadleaf Services	1,100.40
13/11/2025	Library payment	OCC	3,378.00
13/11/2025	Web hosting and WordPress up- dates	Dark White Digital	35.00
13/11/2025	Cemetery bin management	Grundon	97.16
13/11/2025	Clerk mileage and home allowance	Allison Leigh	67.40
Total			6,344.84

Receipts from 1/10/25 – 31/10/25

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
31/10/2025	Cemetery fees	Peter Smith and Son	300.00
Total			300.00



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Bank Reconciliation at 31/10/2025

Cash in Hand 01/04/2025 69,142.93

ADD

Receipts 01/04/2025 - 31/10/2025 79,616.68

148,759.61

SUBTRACT

Payments 01/04/2025 - 31/10/2025 44,008.32

A Cash in Hand 31/10/2025 104,751.29
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	31/10/2025	0.00
Unity Bank	31/10/2025	46,690.95
Lloyds	31/10/2025	0.00
Unity Instant Access Ac- count	31/10/2025	58,060.34

104,751.29

Less unrepresented payments

104,751.29

Plus unrepresented receipts

B Adjusted Bank Balance 104,751.29

A = B Checks out OK



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Attachment 3

North Leigh Parish Council Information Technology Policy

1. Introduction

North Leigh Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use North Leigh Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

North Leigh Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Access to the Council's email accounts will cease upon employees/councillors leaving the Council.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by



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North Leigh Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential North Leigh Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

North Leigh Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by North Leigh Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

North Leigh Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.



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9. Mobile devices and remote Work

Mobile devices provided by North Leigh Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

North Leigh Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements as well as the Council's Document Retention Policy. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

North Leigh Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and



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further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Parish Clerk.

All staff and councillors are responsible for the safety and security of North Leigh Parish Council's IT and email systems. By adhering to this IT and Email Policy, North Leigh Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

This policy was adopted at the Council's meeting on xxxx and will be reviewed again at the Annual Parish Council Meeting in May 2026 or sooner as legislation/need dictates.



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Attachment 4

North Leigh Neighbourhood Plan Committee

Update for Parish Council Meeting of 13th November 2025

Meetings

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 13th October.
- 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 met with the NP committee on 8th September and discussed the committee's comments on the draft Design Guide.

The committee have since met to consider the CFO comments on the draft Neighbourhood Plan and the draft Design Guide and have been working to update these documents.

It was hoped to submit the first "reg 14" draft of the Plan to WODC for their comments by the end of the year. However, CFO have expressed doubt that it can be completed on that timescale.



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The CFO work to produce the Design Guide and provide support for us to submit the Reg 14 draft 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.