



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto: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 11<sup>th</sup> December 2025 at **7:30pm**  
**in Turner Hall** for the purpose of transacting the following business.

*Allison Leigh*, Parish Clerk  
4<sup>th</sup> December 2025

**174/25: Chairman of the meeting:** To elect a Chair for the meeting

**175/25. Apologies for absence:** Chairman Andy Clements

**176/25. Declarations of interest/Dispensation requests**

**177/25. Minutes of the following meeting:** To sign and approve the [minutes from the Parish Council meeting of the 13<sup>th</sup> November 2025](#)

**178/25. Public Forum**

**179/25. Reports from the County Councillor and District Councillor**

**180/25: Committees:**

- i. Neighbourhood Plan (NP) Committee:
  - a. See Attachment 1.
  - b. To receive the [minutes of the meeting of the 10<sup>th</sup> November 2025](#)
  - c. To have an update on the draft Neighbourhood Plan and consider a date for the Parish Council to approve submitting to West Oxfordshire District Council for the pre-submission consultation
- ii. Staffing Committee
- iii. Planning Committee



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

**181/25: Planning:**

- a. **Land (E) 438356 (N) 212268 Common Road (ref. 24/03100/OUT)** on behalf of Lioncourt Strategic Land Limited
  - i. To have an update from Lioncourt and the planning agents at Savills
- a. **25/02701/FUL** (Planning applications can be viewed on the District Council's website: [Planning and building - West Oxfordshire District Council](#))  
Shakenoak Home Windmill Road North Leigh  
Demolition of the existing one and two-storey elderly residential complex and construction of a new, two-storey elderly residential building comprising 21 self contained flats together with associated works, car parking and amenity.

**182/25. Action items and Clerk's Report:** See Attachment 2.

- a. To have an update on the S106 funds for the map/public art and consider any next steps
- b. To consider Broadleaf's cost of approximately £200 for plants with additional costs for the planters

**183/25: Finance:**

- i. **Finance report:**
  - a. To consider payments for authorisation, receipts since the last meeting and the bank reconciliation from 30/11/25. See Attachment 3.
- ii. **Donation Request:** To consider the following donation request:
  - a. **Citizens Advice:** £1000
- iii. **Training:** To consider any proposed training
- iv. **26/27 Budget:** To consider the 26/27 budget
- v. **26/27 Precept:** To consider a precept for 26/26 based on the budget



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

**184/25: Review Risk Management:** To consider any developments or issues per the Risk Management Policy

- a. To consider the updated Risk Assessment. See Attachment 4.
- b. To note the Risk Assessment carried out for the Tree Lighting

**185/25: Playgrounds**

**i. Adventure Playground**

- a. To have an update on the planning application
- b. To have an update on next steps

- ii. **Inspections:** To consider the annual inspection report for the Adventure and Children's Playgrounds and any repairs needed

**186/25: Update on Village Sign:** To have an update on the completion of the sign and the delivery

**187/25: Correspondence:** To consider the correspondence since the last meeting

**188/25. Matters for report:** To raise matters for discussion without decision or items for next meeting.

Date and time of next meeting: Thursday the 8<sup>th</sup> January 2026 at 7.30pm, Turner Hall

**The deadline for items for the January agenda is Monday the 29<sup>th</sup> December 2025.**



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

## **Attachment 1**

### North Leigh Neighbourhood Plan Committee

### Update for Parish Council Meeting of 11<sup>th</sup> December 2025

## **Meetings**

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 10<sup>th</sup> November and 1<sup>st</sup> December.
- 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.

The committee have been working with CFO on the draft Neighbourhood Plan and the draft Design Guide and other appendices to the Plan.

It is hoped to submit the first “reg 14” draft of the Plan to the Parish Council for their comments by the end of the year. A proposed schedule has been shared with the Parish Clerk outlining the process by which the Parish Council will subsequently conduct the consultation process of the draft Plan.

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.



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

## 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 work with the Committee to produce the subsequent “reg 16” draft of the Plan.



North Leigh Parish Council  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

## Attachment 2

### Action List from the meeting of the 13<sup>th</sup> November 2025

<u>Action</u>	<u>Meeting date</u>	<u>Minute Reference</u>	<u>Responsible</u>	<u>Date Due</u>	<u>Update</u>
Work on SID pole at Common Road	13/11/25	157/25	Chairman		The Chairman has met with a resident and determined the location. OCC has confirmed that the recommended location will be acceptable barring any issues with utilities. The Clerk will explore costs.
Update reserves	13/11/25	160/25 ii	Clerk		Done
Update the budget	13/11/25	160/25 iii	Clerk		Done and on the December agenda
Update bank mandate	13/11/25	160/25 v	Clerk		The form requires one more signature and the Clerk will bring this to the December meeting.
Get a rough estimate for the cost of a car park by the allotments	13/11/25	163/25	Clerk		The Clerk has emailed a contractor on 25/11 to arrange to meet with a view to get a rough estimate.
Report overflowing dog bins to WODC and enquire about a QR code on the bins for ease of reporting	13/11/25	166/25	Clerk		Done – The Clerk has circulated information to the Council making them aware that WODC is not considering QR codes at this time due to the uncertainty of the Local Government



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

					Reorganisation. They are investigating the emptying of the bins noted.
Check with PK and RG re playground rota	13/11/25	167/25 i	Clerk		The Clerk has emailed both. RG is happy to continue, but the Clerk has not heard from PK.
Speak to The Play Inspection Company re-the operational inspections	13/11/25	167/25 ii			Done and planned for February/March 2026.
Speak to Broadleaf re planters	13/11/25	171/25	CF		The Clerk has circulated information on 4/12 with regards to Broadleaf proceeding.
Speak to Boward re tree works	13/11/25	173/25 i	Clerk		Done. The Clerk is waiting for a date for the works to be carried out.
Speak to Trentwood Fencing re works at the Adventure Playground	13/11/5	173/25 ii	Clerk		Done and they will be coming to carry out the works on 5/1/26.
Speak to G. Hill and Sons re the paths in the Cemetery	13/11/25	173/25 iii	Clerk		Done, but waiting to hear back.
Speak to the developer of 25/01905/RES regarding the sport provision	9/10/25	145/25 c i	DH		There was a Planning Committee meeting on the 25 <sup>th</sup> November where this was discussed and a response submitted to WODC in line with NLPC's previous comments. A Planning Committee update is on the December agenda.
Provide WING with NLPC's	9/10/25	146/25	DH		Done



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Willcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

response					
Investigate options for signage in East End	9/10/25	147/25	KS		
Liaise with Community First Oxfordshire on the planning application for the Adventure Playground	11/9/25, 9/10/25 and 13/11/25	128/25, 149/25 and 167/25	DH		
Make insurance claim for the damaged bus shelter on Park Road	9/10/25	149/25 ii	Clerk		In progress. The Clerk has another email into Externiture for a quote which the insurers are waiting for. The Clerk is also now exploring other companies to quote/carry out repairs.
Put a notice in the next newsletter about keeping dogs under control	9/10/25	150/25 ii	KS		Done
Newsletter content to KS	9/10/25	151/25	Council		Done
Investigate any appropriate training courses for the Council to take as a whole	11/9/25	114/25 ii a	FJ		
Follow up on new salt bin requested and top up of all salt bins	11/9/25	1198/25	Clerk	30/9/25	The bin has been placed.
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 has been informed that the works were carried out on 3/12.
Investigate market value for suggested land for a village car park	11/9/25	124/25	DH		
Signs at the Adventure Playground	21/8/25	99/25 c	Clerk		This is in progress.





**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

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. This is on the December agenda.
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		The tree and lights were installed on 3/12. The Clerk will work with BGG as to a removal date before 5/1/26, if possible.
Quotes for clearing greenery for a	13/2/25	222/24	Clerk		With regards to any other



**North Leigh Parish Council**

Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village

Eaton, Oxfordshire OX13 5PR

[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)

07796 039 496

MUGA at the Adventure Playground					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.
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.



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

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



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

### Attachment 3

#### Payments for authorisation

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
11/12/2025 - 31/12/2025	Confidential		2,643.92
10/11/2025	Mailchimp	Mailchimp	24.00
10/11/2025	Council mobile phone	Lebara	6.95
10/11/2025	Cemetery banding machine	Tidmas Townsend	149.00
10/11/2025	Poppy wreath	Royal British Legion	24.49
10/11/2025	Mailchimp	Mailchimp	24.06
10/11/2025	Lloyds monthly fee	Lloyds Bank	3.00
17/11/2025	Defibrillator pads	First Rescue Training and Supplies Ltd	77.94
11/12/2025	Play area inspection	The Play Inspection Company	310.80
11/12/2025	Clerk mileage and home al- lowance	Allison Leigh	80.00
30/11/2025	Unity Bank service charge	Unity Bank	6.00
11/12/2025	Web hosting and WordPress updates	Dark White Digital	35.00
11/12/2025	Cemetery bin management	Grundon	69.22
11/12/2025	Memorial repair	BANBURY MEMORIALS	576.00
<b>Total</b>			<b>4,030.38</b>

#### Receipts from 1/11/25 – 30/11/25

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
20/11/2025	VAT Refund	HMRC	1,033.55
27/11/2025	Cemetery fees	BANBURY MEMORI- ALS	150.00
27/11/2025	Cemetery fees	BANBURY MEMORI- ALS	150.00
<b>Total</b>			<b>1,333.55</b>



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

## Bank Reconciliation at 30/11/2025

	Cash in Hand 01/04/2025	69,142.93
	<b>ADD</b>	
	Receipts 01/04/2025 - 30/11/2025	80,950.23
		150,093.16
	<b>SUBTRACT</b>	
	Payments 01/04/2025 - 30/11/2025	51,955.54
<b>A</b>	<b>Cash in Hand 30/11/2025</b>	<b>98,137.62</b>
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash 30/11/2025	0.00
	Unity Bank 30/11/2025	40,077.28
	Lloyds 30/11/2025	0.00
	Unity Instant Access Ac- count 30/11/2025	58,060.34
		<b>98,137.62</b>
	Less unrepresented payments	
		98,137.62
	Plus unrepresented receipts	
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>98,137.62</b>
	<b>A = B Checks out OK</b>	



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

### **North Leigh Parish Council**

**2025/2026 Risk Assessment This is an assessment of risk to the council. The council also has adopted Standing Orders and Financial Regulations to which it adheres.**

<b><u>Risk Area</u></b>	<b><u>Risk identified</u></b>	<b><u>Level of Risk (H/M/L) – Likelihood x impact</u></b>	<b><u>Management of Risk</u></b>	<b><u>Action required</u></b>	<b><u>Review date of Action</u></b>
Precept (Finance)	Not submitted	Low (1 x 1)	Clerk to minute that the precept has been submitted.	Clerk to email District Council with precept amount.	January 2026
Precept (Finance)	Not paid by District Council	Low (1 x 1)	Clerk to note the date it should be received and check the bank statement.	Clerk to check bank statement.	April and September 2025
Precept (Finance)	Adequacy of precept	Low (1 x 2)	Clerk to recommend precept based on budget analysis.	Council to approve precept based on budget.	November 2025 - January 2026
Budget (Finance)	Overage/Omission	Low (1 x 2)	The Council should budget according to need and review a quarterly budget against spend.	Council to act based on budget against spend.	Quarterly
Donations (Finance)	Ability/agreement/power to pay	Low (1 x 1)	The Clerk should ensure the Council has the	The Clerk should include	As donations



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

			ability and power to make the payment and the Council has agreed it.	this as an agenda item and minute decisions.	arise
VAT (Finance)	Analysis, claim within time limit	Low (1 x 2)	The Clerk must ensure the VAT is calculated correctly, submitted in a timely fashion and received from HMRC.	The Clerk will put the VAT return as part of the agenda and minutes.	At least annually.
Income (Finance)	Income is not received	Low (1 x 2)	The Clerk must follow up on any income not received.	The Clerk and Council will take any action as required.	As situations arise.
Banking (Finance)	Errors/loss of cash	Moderate (2 x 2)	The Clerk should conduct a monthly bank reconciliation to ensure there are no errors. The Clerk should also ensure cash and cheques are paid in promptly.	Two councillors must sign off on all payments.	Monthly
			The Council conducts quarterly internal controls in accordance with its policy.	A Councillor to carry out quarterly inspections.	Quarterly
Bank signatories (Finance)	Lack of proper approvals	Low (1 x 2)	The Clerk should ensure that the bank mandate is	The bank mandate must	May 2025



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

			set up with at least 2 signatories, but preferably more in the instance of one not being available for authorisation.	be set up for 2 signatories to authorise payments and transfers.	
Debit card use (Finance)	Inappropriate expenditure	Low (1 x 2)	The Council must have a maximum transaction spend and maximum monthly spend on a debit card.  In addition the Council will review the debit card statement monthly.	The Council will adhere to a debit card procedure.	Monthly
Reserves Adequacy (Finance)	Adequate funds are not available for intended projects.	Low (1 x 2)	The Clerk must review the reserves with the council to ensure reserves are correct and reserved for what the council needs.	The Council must consider the reserves when establishing the budget and when reviewing the budget monitoring document	Ongoing throughout the financial year.





**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

				quarterly.	
Direct Costs/Expenses (Finance)	Goods not supplied as invoiced to the PC, invoice not correctly calculated/addressed to the correct organisation	Low (1 x 2)	The Clerk should ensure requirements are clearly expressed in writing prior to purchase. The Clerk should check all invoices prior to paying.	The Clerk will follow procedures laid out in the Council's Financial Regulations.	Monthly for all invoices.
Best value (Finance)	Work awarded correctly/overspend on services	Low (1 x 1)	The Council should follow the contracts procedures as set out in its Standing Orders. The Clerk must check all invoices and if there is an overspend, ensure the council is aware prior to the spend/that there are reserves to cover any overspend.	The Clerk will follow procedures laid out in the Council's Standing Orders and Financial Regulations. The Council will also use its contract document in the tendering process.	As needed
Annual Return (Finance)	Annual Return not submitted	Low (1x 1)	The Clerk must ensure the Annual Return is submitted on time and in	The Council must ensure the Clerk has	May/June 2025



North Leigh Parish Council  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

			accordance with the Smaller Authorities' Proper Practices Panel Practitioners' Guide.	this on an agenda prior to 30 <sup>th</sup> June.	
Misue of funds (Finance and reputational)	Loss of funds through theft or dishonesty	Low (1 x 2)	The Clerk will have a quarterly review of the accounts with the council to ensure transparency.	The Clerk will follow procedures laid out in the Council's Financial Regulations.	Quarterly
Insurance (Finance, Reputational, Security)	Adequacy	Low (1 x 2)	Insurance arrangements are reviewed annually or every 3 years depending on the duration of the insurance period.	Review cover annually and in the interim based on any changes occurring.	May 2025
Insurance (Finance, Reputational, Security)	Fraud	Low (1 x 2)	The Council has Fidelity Insurance of £500,000.	Review cover annually and in the interim based on any changes occurring.	May 2025
Insurance (Finance, Reputational, Security)	Libel and slander	Low (1 x 2)	The Council has Libel and Slander insurance of £500,000.	Review cover annually and in the interim	May 2025



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

				based on any changes occurring.	
Insurance (Finance, Reputational, Security)	Employers' Liability	Low (1 x 2)	The Council has Employers' Liability Insurance of £10,000,000.	Review cover annually and in the interim based on any changes occurring.	May 2025
Insurance (Finance, Reputational, Security)	Public and products liability	Low (1 x 2)	The Council has Public and Products Liability Insurance of £12,000,000.	Review cover annually and in the interim based on any changes occurring.	May 2025
Insurance (Finance, Reputational, Security)	Acquisition/Disposal of Assets	Low (1 x 2)	The Councils has sent the Asset Register to the insurers and the Clerk informs them of any changes to this.	Review cover annually and in the interim based on any changes occurring.	May 2025
Employees (Loss of key staff)	Illness	Medium (2 x 2)	The Clerk is to ensure that processes are in place for key elements. The Clerk is to ensure the Chair/Vice Chair have all	The Council should act on areas needed in the Clerk's absence.	As needed.



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

			of the passwords needed.		
Employees (Loss of key staff)	Resignation	Medium (2 x 2)	The council should ensure the Clerk's contract allows for time to source a new Clerk prior to the current Clerk leaving. The Council should ensure processes are in place and that they have all passwords in the case a Clerk is not found in time for the current Clerk to depart. The Council should ensure there is a handover period.	The Staffing Committee must keep current with the contract and processes.	As needed.
Safety (Safety)	Health and Safety	Medium (2 x 2)	All employees, councillors and volunteers to be provided adequate direction and safety equipment needed to undertake their roles.	The Clerk and Council will ensure all staff, councillors and volunteers adhere to the Health and Safety Policy.	Ongoing
Payroll and salary (Finance)	HMRC Real Time Information (RTI) -	Low (1 x 1)	The Clerk should ensure the amount due to HMRC	The Clerk will follow the	Quarterly



North Leigh Parish Council  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

	submit within time limits		is received from payroll accountant and paid.	payroll procedures.	
Payroll and salary (Finance)	HMRC End of year submission/P60 - submit within time limits	Low (1 x 1)	The Clerk should ensure the end of year submission is received from the payroll accountant.	The Clerk will follow the payroll procedures.	March 2026
Payroll and salary (Finance)	Salary paid incorrectly	Low (1 x 1)	The Clerk should keep the Staffing Committee informed on the salary paid and what the salary should be. Payments should be kept in a payroll book available to the Council to review.	The Clerk will follow the payroll procedures.	Monthly
Contractors (Finance, reputational)	Poor performance by suppliers	Medium (2 x 2)	The Clerk must ensure the work carried out by suppliers is completed according to what had been contracted.	The Clerk will ensure there is a written contract where appropriate.	As needed
Data Security (Reputational, legal, IT)	GDPR being breached	Medium (2 x 2)	The Clerk and Council should adhere to its data protection policies.	The Council will adhere to its data protection policies.	Data protection policies will be reviewed in May 2025.



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

Minutes and Agendas (Legal)	Statutory Guidance not followed	Low (1 x 1)	The Clerk must ensure the agendas are published within the prescribed times and available to the public.	The Council will act in accordance with the Council's Standing Orders.	Ongoing
Council Records (IT, reputational, security)	Loss of documentation	Low (1 x 1)	The Council must ensure all documents are kept securely either electronically and backed up regularly or in a fireproof cabinet.	The Clerk will adhere to the Document Retention Policy.	Ongoing
Newsletter delivery	Accidents	Low (1 x 2)	The Council must ensure all volunteers are advised to wear appropriate clothing and take safe routes		Ongoing
Newsletter delivery	Personal safety	Low (1 x 2)	The Council must ensure all volunteers are advised to take care not to deliver if they feel a situation is unsafe, i.e. anti-social behaviour/dogs/etc.		Ongoing



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

#### Assets

<u>Risk Area</u>	<u>Location/Risk</u>	<u>Level of Risk (H/M/L) – Likelihood x impact</u>	<u>Management of Risk</u>	<u>Action required</u>	<u>Review date</u>
<b><u>Adventure Playground/Land off of Windmill Road</u></b>					
Play equipment	Injury	Low (2 x 1)	Councillor	<p>The Parish Council carries out regular inspections itself and contracts out for an annual and 3 quarterly inspections. Action items are brought to the Parish Council, as needed.</p> <p>Phone number displayed for members of the public to report</p>	Regularly , annually and as needed



North Leigh Parish Council  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

				defects.	
				Hazardous equipment removed from use/fenced off/signs erected/taped off, etc.	
				Repairs carried out as soon as possible by a competent person.	
Grass	Injury	Low (2 x 1)	Councillor	The grass is routinely inspected. Action items are brought to the Parish Council, as needed. All mowing and strimming carried out by 3rd party	Regularly and as needed





North Leigh Parish Council  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

				contractor, with their own insurance, risk assessments and method statements.	
Seating area	Injury	Medium (2 x 2)	Councillor	The Parish Council carries out regular inspections itself and contracts out for an annual inspection and quarterly operational inspections. Action items are brought to the Parish Council, as needed.	Regularly, annually and as needed
Bin	Injury	Low (2 x 1)	Councillor	The Parish Council carries out regular inspections itself. Action items are brought to the	Regularly, annually and as needed



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

				Parish Council, as needed.	
				The bin is emptied regularly.	
<b><u>Children's Playground/Park Road next to the school</u></b>					
Play equipment (for detail, see Asset Register)	Injury	High (2 x 3) (Note: The Council actively works to mitigate this risk per its management and actions required.)	Councillor	The Parish Council carries out regular inspections itself and contracts out for an annual inspection and quarterly operational inspections. Action items are brought to the Parish Council, as needed.	Regularly , annually and as needed



North Leigh Parish Council  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

				Phone number displayed for members of the public to report defects.	
				Hazardous equipment removed from use/fenced off/signs erected/taped off, etc.	
				Repairs carried out as soon as possible by a competent person.	
Bins	Injury	Low (2 x 1)	Councillor	The Parish Council carries out weekly inspections itself. Action items are brought to the Parish Council, as needed.	Weekly, annually and as needed



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

				The bins are emptied regularly.	
Grass	Injury	Low (2 x 2)	Councillor	The grass is routinely inspected. Action items are brought to the Parish Council, as needed.	Weekly and as needed
				All mowing and strimming carried out by 3rd party contractor, with their own insurance, risk assessments and method statements.	
Trees	Injury	Moderate (2x2)	The Council will conduct regular tree surveys.	Action will be taken as needed.	Trees are all tagged and monitored according to tree survey
Seating	Injury	Low (2 x 1)	Councillor	Action will be taken as needed.	Trees are all tagged and



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

					monitored according to tree survey
<b><u>Cemetery/Church Road, North Leigh Cemetery</u></b>					
Grass	Injury	Low (2 x 1)	Councillor	<p>The grass is routinely inspected. Action items are brought to the Parish Council, as needed.</p> <p>All mowing and strimming carried out by 3rd party contractor, with their own insurance, risk assessments and method statements.</p>	Routinely
Monuments	Injury	Low (1 x 2)	Councillor and Clerk	The monuments are inspected annually with the	Annually



North Leigh Parish Council  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

				Clerk keeping an inspection list and taking action on any risks, i.e. alerting grave owners of a needed repair.	
Noticeboard	Injury	Low (1 x 1)	Councillor and Clerk	Action items are brought to the Parish Council, as needed.	Routinely
Skips	Injury	Low (2 x 1)	Councillor	Action items are brought to the Parish Council, as needed.	Routinely
				The skips are emptied regularly.	
Car park	Injury	Low (2 x 1)	Councillor	Action items are brought to the Parish Council, as needed.	Routinely
Gates	Injury	Low (2 x 1)	Councillor	Action items are brought to the Parish Council, as needed.	Routinely
Excavations/ground	Injury:	Moderate (2 x 2)	Grave digger	The Parish	As grave works



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

works	Falling, tripping, sprains, cuts and bruises: injuries to members of public and employees of Funeral Directors			Council ensures only competent contractors and Funeral Directors are used.	are contracted.
Trees	Various	Moderate (2x2)	The Council will conduct regular tree surveys.	Action will be taken as needed.	Trees are all tagged and monitored according to tree survey
<b><u>Cuckamus Green</u></b>					
Grass	Common Road	Low (1 x 1)	Councillor	<p>The grass is routinely inspected. Action items are brought to the Parish Council, as needed.</p> <p>All mowing and strimming carried out by 3rd party contractor, with their own</p>	Routinely



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

				insurance, risk assessments and method statements.	
Trees	Various	Moderate (2x2)	The Council will conduct regular tree surveys.	Action will be taken as needed.	Trees are all tagged and monitored according to tree survey
Bin	Injury	Low (2 x 1)	Councillor	The Parish Council carries out weekly inspections itself. Action items are brought to the Parish Council, as needed.	Routinely
				The bin is emptied regularly.	
Benches	Injury	Low (2 x 1)	Councillor	Benches are bolted to the ground or too heavy to move.	Routinely





**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

				Action will be taken as needed.	
<b><u>Other</u></b>					
Council laptop	Clerk's residence	Low (1 x 2)	The Clerk will ensure the laptop has appropriate security in place such as passwords and that material is regularly backed up.	Actions are brought to the PC.	Daily
Filing cabinet	Memorial Hall	Low (1 x 1)	The Clerk will ensure the cabinet is securely locked and keep a key.	Actions are brought to the PC.	Routinely
Mobile phone	Clerk's residence	Low (1 x 1)	The Clerk will monitor the equipment.	Actions are brought to the PC.	Daily
Projector	Memorial Hall	Low (1 x 1)	The Clerk will monitor the equipment.	Actions are brought to the PC.	Routinely
Noticeboards	Cuckamus Green and East End	Low (1 x 1)	The Council and Clerk monitor the	Actions are brought to the PC.	Routinely



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

			condition of the noticeboards.		
Salt bins	Various	Low (1 x 1)	Councillor	Actions are brought to the PC.	Routinely
Benches	Cuckamus Green and Church Road	Low (1 x 1)	Councillor	Benches are bolted to the ground or too heavy to move.	Routinely
				Actions are brought to the PC.	
Bus shelters	Various	Low (1 x 1)	Councillor	Actions are brought to the PC.	Routinely
Speed indicator devices	Ingleside, East End	Low (1x1)	Councillor	Actions are brought to the PC.	Routinely
Speedwatch Road Signs	Non Pareil, East End	Low (1 x 1)	Councillor	Actions are brought to the PC.	Routinely
Speed Gun	Non Pareil, Eat End	Low (1x1)	Councillor	Actions are brought to the PC.	Routinely
Trees	Various	Moderate (2x2)	Councillor	Action will be taken as needed. The Council will conduct regular tree surveys.	Trees are all tagged and monitored according to tree survey
Defibrillators	East End and Memorial Hall	Low (1 x 2)	Clerk	The Councils 2 defibrillators are	Routinely



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto:parishclerk@northleighparishcouncil.gov.uk)  
07796 039 496

				registered with The Circuit.	
				Action will be taken as needed.	

The following risk matrix has been used:

<b>Likelihood</b>	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		<b>Impact</b>		