



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

MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday the 15th January 2026 at 7:30pm in the Turner Hall

Councillors Present: Chairman Andy Clements, Councillors Kevin Swann (KS), Sarah Veasey (SV), Malcolm Shead (MS), Carol Frost (CF)

In attendance: Allison Leigh, Clerk, District Councillor Sarah Veasey

195/25. Apologies for absence: Councillor Robert Gunn (RG), Fran Jeffes (FJ) and David Harris (DH) and County Councillor Liam Walker. Councillor Paul Kitchin (PK) was not in attendance and no apologies were received.

196/25. Declarations of interest/Dispensation requests: None.

197/25. Minutes of the following meeting: The Council approved and signed the minutes of the NLPC meeting of the 11th December 2025.

198/25. Public Forum:

Seven members of the public were in attendance to make representations with regards to 26/00003/SCREEN. The District Councillor provided background on the planning application.

The members of the public asked if Hailey Parish Council, Charlbury Town Council and NLPC could come together to consider the route. They were advised to raise these issues with their own Parish Councils.

203/25: Planning:

26/00003/SCREEN

University Farm, Hailey Witney OX29 9UH

Screening Opinion (Environmental Impact Assessment (EIA) for proposed solar farm and Battery Stations together with all associated works, equipment and necessary infrastructure

NLPC resolved object to this application on the grounds that it is too late in the process to consider an environmental screening and there is no new information that would require the current route (enshrined in a condition of the Planning Approval) to be revisited

199/25. Reports from the County Councillor and District Councillor:

West Oxfordshire District Council (WODC)



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The District Councillor reported the following:

- There has been positive engagement with Estelle Manor on their travel plan. They are making good progress working with WODC's planning department, especially regarding issues with the minibuses and traffic backing up on the A4095.
- There was a meeting of the WODC Planning Committee on the 12th January where a planning application for 350 houses in Carterton, with the inclusion of a proposed private sewerage plant, was approved – this would get round the reliance on Thames Water supplying sewerage treatment facilities in the short term and so a Grampian Clause would not be needed. This is a new precedent for West Oxfordshire and may be a model for other planning applications.
- Fire station consultation: Oxfordshire County Council's Scrutiny Committee met and noted that there needs to be further modelling of the data to conclude on the safety to residents of the existing plans.
- The District Councillor reported it was National Pothole Day and that potholes are a big issue everywhere in West Oxfordshire which needs to be addressed, not least in North Leigh.

Oxfordshire County Council (OCC)

The County Councillor was not in attendance but sent the following report:

Hanborough Station:

There has been some positive progress locally. The new café at Hanborough Station is now open, which is great news, and from Monday there will be 30 additional parking spaces available following the end of a permit agreement with a local business. There is still more to do, but this is a welcome step forward.

Memorial Hall Parking:



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I have briefed the County Council's property team regarding the land discussions around the potential for additional parking for the Memorial Hall. I am currently awaiting an update on this.

Highways and Potholes:

Potholes continue to blight our roads and there is clearly a backlog in reports and repairs. As Chair of the County Council's Scrutiny Committee, I have asked for a review of the defects process, from reporting through to repair. The ongoing poor road surface issue in Wilcote has rightly been attracting attention on social media and highlights the wider problem. My thanks to Malcolm for his work as a SuperUser and to note I've asked for the team that manages this programme to be involved in our scrutiny work.

Fire Station Consultation:

A reminder that the consultation on the proposed closure of Woodstock and Eynsham fire stations closes next Tuesday. I would strongly encourage residents and parish councillors to submit a comment, as these closures could have serious implications for our community.

Road Closures on the A4095:

The County Council will shortly begin the surface dressing programme. Ahead of this, the A4095, which is due to be resurfaced, will be closed overnight from 20:00 on 27 January until 06:00 on 28 January, from Witney to North Leigh, and also from Cuckoo Lane to Long Hanborough. This work will remove potholes and poor sections of road ahead of surface dressing.

200/25: Neighbourhood Plan:

- a. The Council considered the Neighbourhood Plan (NP) documentation for submitting to West Oxfordshire District Council (WODC) for the pre-submission consultation.
 - i. The District Councillor thanked the NP Committee for a wonderful piece of work. She noted that following the pre-submission consultation, there may need to be changes made to ensure the NP is in line with the Local Plan 2043.



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- ii. The Council resolved for the NP to go to pre-submission consultation. The Council thanked the NP Committee for the work they have done on this project.

- b. The Council noted the report: See Attachment 1.

201/25: Action items and Clerk's Report:

See Attachment 2.

A conversation was had about the possibility of the land behind the Memorial Hall being considered for car parking. NLPC will look to the County Councillor as to an update on potential car parking solutions at the Memorial Hall.

MS reported that ODS had begun the installation of the Village Sign. They will need to leave 5 – 10 days from the 9th January before the sign can be put in.

202/25. Finance:

- a. **Finance Report:** The Council agreed the bank reconciliation as of 31/12/25, authorised the payments and noted the receipts as of 31/12/25. See Attachment 3.
- b. **Budget against actual through 31/12/25:** NLPC noted the budget against actual through 31/12/25.

204/25: Adventure Playground:

- a. **Application:** SV noted that WODC indicated biodiversity net gain (BNG) must be addressed in the planning application for the new MUGA at the Adventure Playground. The Council resolved for the Clerk to ask the planning consultant whether they can write the BNG piece needed.

It was noted that there may be a cost for anything needed to do to comply with the BNG proposed, but this will be costed once planning permission is granted.

SV noted that she and DH are waiting for confirmation on the cost of the planning application from WODC depending on the size of the area.



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- b. **Lease:** SV reported that the lease is nearly complete. There is still a question as to the ownership of the access off of the A4095. If this is not resolved by the end of January, NLPC is happy for the lease to complete without that piece of knowledge, but will strive to ascertain this information following completion.

205/25: Correspondence: The Council considered the correspondence since the last meeting and the following was noted:

- i. There were several emails from residents about empty salt bins. The Clerk contacted OCC as to why they were not topped up based on the Clerk's request in September, but there has not been a response. OCC was unable to commit to a time as to when they would be topped up, so NLPC secured a contractor to carry this out. The salt is nearly depleted and this will be addressed in the Autumn 2026 unless needed before.
- ii. There is a new Parish Path Warden for North Leigh operating on behalf of the Cotswold National Landscape. NLPC would like to invite him to attend a future NLPC meeting.

206/25. Matters for report:

- The Council would like to investigate applying to the Councillor Priority Fund to assist in funding the cost of the bollards.
- The Council would like the Clerk to contact the Highways Engagement Team regarding the repair to the VAS on Park Road.
- CF asked the Clerk to purchase gloves for the litter pick which will be on the February agenda.

Date and time of next meeting: Thursday the 12th February 2026 at 7.30pm, Turner Hall

207/25: Confidential: The Council resolved to exclude members of the public from the following agenda item.

208/25: Quotes for installation of SIDs pole on Common Road: The Council resolved to proceed with ODS for the installation of a SIDs pole on Common Road at a cost of £916.01 + VAT. It was noted that the Clerk will investigate the cost of a pole.



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The deadline for items for the February agenda is Thursday the 29th January 2026

The meeting closed at 9:15pm.



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Attachment 1

North Leigh Neighbourhood Plan Committee

Update for Parish Council Meeting of 15th January 2026

Meetings

- Since the last Parish Council meeting, the North Leigh Neighbourhood Plan (NLNP) Committee met informally on the 15th 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.

Progressing the “Reg14” Draft 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.

The first “Reg 14” draft of the Plan was provided to the Parish Council on December 18th. 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 Parish Council will discuss this at its meeting on 15th January.



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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.

Later 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.



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Attachment 2

Action List from the meeting of the 15th January 2026

<u>Action</u>	<u>Meeting date</u>	<u>Minute Reference</u>	<u>Responsible</u>	<u>Date Due</u>	<u>Update</u>
Send comment on 26/00003/SCREEN to the Clerk	15/1/26	203/25	SV		
Contact the planning consultant as to whether they can write the biodiversity net gain piece of the MUGA application	15/1/26	204/25	Clerk	ASAP	
Put the consideration of salt for winter provision on the September agenda	15/1/26	205/25	Clerk	September agenda	
Invite the Parish Path Warden to a future meeting	15/1/26	205/25	Clerk		
Email the County Councillor with regards to applying to the Councillor Priority Fund	15/1/26	206/25	Clerk	ASAP	
Email the Highways Engagement Team about the VAS repair on Park Road	15/1/26	206/25	Clerk		
Purchase gloves for the litter pick in March	15/1/26	206/25	Clerk	Prior to the litter pick	
Respond to WODC regarding the S106 agreement for 25/01905/RES	8/1/26	194/25 e	SV		Done
Submit precept form to WODC	8/1/26		Clerk		Done
Complete application for the MUGA and lease for the Adventure Playground	8/1/26	193/26	DH	End of January	In progress



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Submit Shakenoak planning response to the Clerk	11/12/25	181/25 b	DH		Done
Schedule a PC meeting the 15 th January to consider the NP	11/12/25	180/25 i c	Clerk		Done
Make donation to Citizens Advice Oxfordshire	11/12/25	183/25 ii	Clerk		Done
Look into introductory training courses for PK and planning training course for KS and RG	11/12/25	183/25 iii	Clerk		The Clerk has looked and there are not any at the moment. She will continue to check.
Create an agenda for the 8th January for the budget, precept and Rectory Rise	11/12/25	183/25 iv and v and 188/25	Clerk		Done
Update Risk Assessment to note the newsletter delivery as low risk	11/12/25	184/25 a	Clerk		Done
Schedule a meeting with CFO re the Adventure Playground planning application before Christmas	11/12/25	185/25 i a	DH and SV	Before Christmas	Done
Review play inspection report	11/12/25	185/25 ii	Clerk		In progress.
Arrange installation of village sign	11/12/24	186/25	Clerk		ODS began installation of the sign on 9/1/26 and are due to come back to finish the project 5-10 days from then.
Work on SID pole at Common Road	13/11/25	157/25	Chairman		The Council resolved to proceed with ODS per minute reference 208/25 on 15/1/26. The Clerk is investigating the cost of a pole.
Update bank mandate	13/11/25	160/25 v	Clerk		The form has been submitted and the



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					Clerk is waiting for identity documentation.
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.
Check with PK and RG re playground rota	13/11/25	167/25 i	Clerk		The Clerk has circulated a rota. The Clerk has emailed PK as to whether he can be on the rota but has not had a reply.
Speak to Broadleaf re planters	13/11/25	171/25	CF		Broadleaf will be planting imminently.
Speak to Boward re tree works	13/11/25	173/25 i	Clerk		The Clerk has been advised these will be carried out in March and is waiting for a date.
Speak to Trentwood Fencing regarding works at the Adventure Playground	13/11/5	173/25 ii	Clerk		The fencing has been completed.
Speak to G. Hill and Sons re the paths in the Cemetery	13/11/25	173/25 iii	Clerk		The Clerk has been in touch and they have advised the work will be completed by the end of the financial year.
Speak to the developer of 25/01905/RES regarding the sport provision	9/10/25	145/25 c i	DH		This was discussed at the meeting on the 8 th January and the District Councillor will communicate with WODC's planning department.
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	11/9/25, 9/10/25	128/25, 149/25 and	DH		In progress. See action from minute reference 204/25 from 15/1/26).



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Playground	and 13/11/25	167/25			
Make insurance claim for the damaged bus shelter on Park Road	9/10/25	149/25 ii	Clerk		In progress. The Clerk has sent several emails since October to Externiture. She has spoken to them on 9/1/26 and they have advised they will be looking at the damage on 15/1/26 and come back to us.
Investigate any appropriate training courses for the Council to take as a whole	11/9/25	114/25 ii a	FJ		
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		The Clerk has received feedback from Councillors to incorporate into another proof.
Bollards	10/7/25 and 21/8/25	78/25 and 93/25iii	Clerk	17/9/25	The Clerk has been in touch with the contractor and they have advised the work will be completed by the end of the financial year.
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 does not fit the space required, so the Clerk and KS will discuss further.
Provide the County Councillor with a letter	10/7/25	85/25	DH		



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regarding the Children’s Playground lease background					
Craft a spec for the village map artists for quotes	12/6/25 (previously 13/3/25)	60/25 (previously) 241/24	KS		KS reported he has investigated the cost of three maps which is approximately £1200 – 1500 each. There is approximately £6300 in the S106 fund for public art. These funds must be spent by August 2026.
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.
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	



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				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.

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



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Attachment 3

Payments authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
04/12/2025 - 30/01/2026	Confidential		1,261.12
16/12/2025	Wine for tree lighting	Magestic Wine	84.00
10/12/2025	Materials for play repair	Screwfix	12.89
10/12/2025	Materials for play repair	Screwfix	12.89
10/12/2025	Postage	Post Office Ltd	1.70
10/12/2025	Land Registry fee	HMRC Land Registry	7.00
10/12/2025	Land Registry fee	HMRC Land Registry	7.00
10/12/2025	Land Registry fee	HMRC Land Registry	7.00
10/12/2025	Land Registry fee	HMRC Land Registry	7.00
10/12/2025	Land Registry fee	HMRC Land Registry	7.00
10/12/2025	Land Registry fee	HMRC Land Registry	7.00
10/12/2025	Land Registry fee	HMRC Land Registry	7.00
10/12/2025	Land Registry fee	HMRC Land Registry	7.00
10/12/2025	Land Registry fee	HMRC Land Registry	7.00
10/12/2025	Land Registry fee	HMRC Land Registry	7.00
10/12/2025	Council mobile phone	Lebara	6.95
10/12/2025	Postage	Post Office Ltd	6.30
10/12/2025	Postage	Post Office Ltd	5.75
10/12/2025	Batteries for Christmas lights	Sainsburys	37.50
10/12/2025	Directional wands for Tree Lighting	Amazon EU S.a.r.L.	33.98
10/12/2025	Lloyds fee	Lloyds Bank	3.00
31/12/2025	Unity Bank service charge	Unity Bank	6.00
23/12/2025	Payment for band travel for tree lighting	Ian Lovell Meade	50.00
15/01/2026	Grounds maintenance	BGG	396.00
15/01/2026	Grounds maintenance	BGG	264.00
15/01/2026	Grounds maintenance	BGG	792.00
15/01/2026	Bus shelter cleaning	Multi Hands	250.00
15/01/2026	Website design and development	Dark White Digital	35.00
15/01/2026	Fencing at Adventure Playground	Trentwood Fencing	1,980.00
15/01/2026	Cemetery bin management	Grundon	69.44
15/01/2026	Clerk mileage and home allowance	Allison Leigh	58.00



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15/01/2026	Donation to Citizens Advice	Citizens Advice Oxfordshire	500.00
15/01/2026	Village Sign creation	The Village Sign People	6,412.00
Total			12,348.52

Receipts from 1/12/25 – 31/12/25

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
02/12/2025	Cemetery fees	Private	50.00
16/12/2025	Cemetery fees	BANBURY MEMORIALS	50.00
31/12/2025	Bank interest	Unity Bank	319.97
Total			419.97

Bank Reconciliation at 31/12/2025

Cash in Hand 01/04/2025	69,142.93
ADD	
Receipts 01/04/2025 - 31/12/2025	81,370.20
	150,513.13
SUBTRACT	
Payments 01/04/2025 - 31/12/2025	57,523.42
A Cash in Hand 31/12/2025	92,989.71
(per Cash Book)	

Cash in hand per Bank Statements

Petty Cash	31/12/2025	0.00
Unity Bank	31/12/2025	34,609.40
Lloyds	31/12/2025	0.00



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Unity Instant Access Account	31/12/2025	58,380.31	
			92,989.71
Less unrepresented payments			
			92,989.71
Plus unrepresented receipts			
B Adjusted Bank Balance			92,989.71

A = B Checks out OK