



26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
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07796 039 496

**MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday the 11<sup>th</sup> December 2025 at 7:30pm in the Turner Hall**

**Councillors Present:** Councillors Kevin Swann (KS), Sarah Veasey (SV), David Harris (DH), Malcolm Shead (MS), Robert Gunn (RG), Paul Kitchin (PK)

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

**174/25: Chairman of the meeting:** NLPC elected Robert Gunn as the Chair for the meeting.

**175/25. Apologies for absence:** Chairman Andy Clements, Councillors Carol Frost (CF), Fran Jeffes (FJ), County Councillor Liam Walker

**176/25. Declarations of interest/Dispensation requests:** None.

**177/25. Minutes of the following meeting:** NLPC approved and signed the minutes from the Parish Council meeting of the 13<sup>th</sup> November 2025.

RG resolved to move the planning section to this point in the meeting.

**181/25: Planning:**

- a. **Land (E) 438356 (N) 212268 Common Road (ref. 24/03100/OUT)** on behalf of Lioncourt Strategic Land Limited
  - i. A representative from Lioncourt, was in attendance. She reported that a planning application has not yet been submitted. The scheme has been reduced to 80 units. A representative from SPB Broadway who had organised the public consultation from the summer of 2024 was in attendance. In August 2024 the consultation website was launched and has now been updated with latest plans. Consultations letters were sent to all residents of NL. 29 responses were received.

An associate planner at Savills noted that the plan is still an outline with all matters reserved except access.

DH noted that West Oxfordshire District Council (WODC) has an emerging Local Plan. DH noted that the parish would be looking at sustainable developments.



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The following issues were raised:

Traffic on Common Road is dangerous and the fear is that the planned access in and out will increase the issues.

The housing density has increased.

There is a concern among councillors and residents about the increase of cars and parking provision.

Thames Water – The developers must be aware of the Grampian clause and sewage issues the village has been facing.

NLPC's Neighbourhood Plan (NP) will be imminently going to the pre-submission consultation. DH noted that residents wish less development and the NP reflects the views of the residents.

This is backland development.

NLPC resolved to wait until an application is in to discuss S106.

**b. 25/02701/FUL**

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.

DH reported on the new application which is proposing affordable units for the over 55s and noted that WODC needs to be clear about the height. DH recommends NLPC requests planning agreements vs conditions.

The District Councillor noted it would be useful to have Shakenoak prioritised as social housing for local residents.

A resident is concerned with the bins at the front on the property and the proximity to their front door. They are concerned about the risk of fire, smell and pests.

It was noted that NLPC could ask for a bin store to be at the rear of the property.



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A resident noted that there are currently no windows which overlook their property. The new plans have a window that overlooks their toilet and bathroom.

DH noted that residents should also submit their own comments.

It is noted this application is quite a substantial change, especially with the balconies which look over into their back gardens.

NLPC will back up residents' comments in its comment. DH will prepare a comment for the Clerk to submit.

**178/25. Public Forum:** Several members of the public were in attendance.

RG resolved to move the following agenda item to this point in the meeting.

**180/25: Committees:**

i. NP Committee:

- a. The NP Committee sent a report. See Attachment 1.
- b. NLPC received the minutes of the meeting of the 10<sup>th</sup> November 2025. These are available on the website.
- c. KS noted that the pre-submission document will be reviewed and then sent to NLPC for their agreement. NLPC resolved have a separate meeting to consider the NP on the 15<sup>th</sup> January.

ii. Staffing Committee: There was no update.

iii. Planning Committee: See agenda item 181/25.

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

**Oxfordshire County Council (OCC)**

The County Councillor sent a report which the District Councillor presented. The County Councillor has concerns about the possible closing of Eynsham and Woodstock Fire Stations and provided a link for councillors to respond. (This link can be found on the NLPC



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website: [Consultation on proposals to improve Oxfordshire's Fire and Rescue Service – North Leigh Parish](#))

**WODC**

The District Councillor reported the following:

The shortlisted sites in WODC's Local Plan are now available.

North Leigh is listed as a tier 3 village in WODC's Local Plan and future housing development is limited to 50 houses.

WODC's Preferred Spatial Options consultation closes on the 22<sup>nd</sup> December.

WODC's budget consultation is open until the 19<sup>th</sup> December.

The Buttercross Scout Group is working on a pre-planning application for the change of use of their site. They have named the site The Old Oak.

Congratulations to the Clerk and all of the village organisations who came together to put on the first-ever tree lighting event in North Leigh. It was very well attended and has received much positive feedback.

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

- a. S106: Public art: KS reported he has investigated the cost of 3 maps which are approximately £1200 – 1500 each. There is approximately £6300 in the S106 fund for public art. These funds must be spent by August 2026.
- b. NLPC resolved to proceed with Broadleaf's cost of approximately £200 for plants in the planters.

**183/25: Finance:**

i. **Finance report:**

- a. NLPC agreed the payments and bank reconciliation from 30/11/25 and noted the payments. See Attachment 3.



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**ii. Donation Request:**

- a. **Citizens Advice:** NLPC resolved to donate £500 to Citizens Advice.
- iii. **Training:** The Clerk will look into courses for PK as well as a planning session for MS and KS.
- iv. **26/27 Budget:** NLPC resolved to consider the 26/27 budget and precept as the only agenda item at the meeting on the 8<sup>th</sup> January barring any other urgent items that arise. Also see minute reference 188/25.
- v. **26/27 Precept:** NLPC resolved to consider the 26/27 budget and precept as the only agenda item at the meeting on the 8<sup>th</sup> January barring any other urgent items that arise. Also see minute reference 188/25.

**184/25: Review Risk Management:**

- a. NLPC agreed the updated Risk Assessment, resolving to change the newsletter delivery to low risk. This will be put on the website.
- b. NLPC noted the Risk Assessment conducted for the Tree Lighting

**185/25: Playgrounds**

**i. Adventure Playground**

- a. Planning application: DH and SV will be meeting with the planning consultant, CFO, before Christmas. It was noted that not much progress has been made.
- b. To have an update on next steps: NLPC noted the urgency to get the Planning Application in to WODC as soon as possible. (ideally before Christmas) .

- ii. **Inspections:** NLPC noted that the annual inspection report for the Adventure and Children's Playgrounds has been received/circulated to all councillors and all items are low risk. The Clerk will review the report and advise of any repairs needed.



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**186/25: Update on Village Sign:** The Clerk noted that the village sign is ready and is working on organising the installation.

**187/25: Correspondence:** It was noted that there has been much communication about the issues at North Leigh Common which involve fires, BMX bike, ramps being erected, etc.

The District Councillor is working on this with WODC and will communicate to residents who have raised issues.

**188/25. Matters for report:** The issue of the upcoming changes at the waste recycling centres was raised and it is feared that fly tipping will increase.

MS reported he is seeing daily reports from residents via Fix My Street relating to potholes and other highways matters. He has to prioritise these, assessing whether a pothole is dangerous, as he would otherwise be overwhelmed.

SV asked that a consideration as to the S106 agreement for Rectory Rise be on the January agenda. The three options for consideration are:

- A payment for the cost of a MUGA
- Remain with the current agreement of another MUGA in the village
- Consider another type of play provision for the over 12s

The next meeting was confirmed as Thursday the 8<sup>th</sup> January 2026 at 7.30pm, Turner Hall. It was noted that the only agenda items will be the budget/precept and the Rectory Rise consideration unless an urgent matter arises.

The meeting closed at 9:25pm



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## **MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday the 11<sup>th</sup> December 2025 at 7:30pm in the Turner Hall**

### **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.



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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 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 11<sup>th</sup> December 2025**

Action	Meeting date	Minute Reference	Responsible	Date Due	Update
Submit Shakenoak planning response to the Clerk	11/12/25	181/25 b	DH		
Schedule a PC meeting the 15 <sup>th</sup> January to consider the NP	11/12/25	180/25 i c	Clerk		
Make donation to Citizens Advice Oxfordshire	11/12/25	183/25 ii	Clerk		
Look into introductory training courses for PK and planning training course for KS and RG	11/12/25	183/25 iii	Clerk		
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		
Update Risk Assessment to note the newsletter delivery as low risk	11/12/25	184/25 a	Clerk		
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	
Review play inspection report	11/12/25	185/25 ii	Clerk		
Arrange installation of village sign	11/12/24	186/25	Clerk		The Clerk is waiting to hear from ODS.



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Work on SID pole at Common Road	13/11/25	157/25	Chairman		The Clerk is working with OCC as to the location for the pole and what the next steps are to ensure utilities are not affected.
Update bank mandate	13/11/25	160/25 v	Clerk		The Clerk now has all the signatures needed and will submit to the bank.
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 will follow up with PK as to the rota.
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 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		This will be on the January agenda.
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	128/25, 149/25 and 167/25	DH		DH and SV will be meeting with CFO before Christmas.



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	13/11/25				
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.
Investigate any appropriate training courses for NLPC 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		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	12/6/25	60/25	KS		KS reported he has investigated the



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quotes	(previously 13/3/25)	(previously) 241/24			cost of 3 maps which are 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		The tree will be removed on 5/1/26.
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. NLPC 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	



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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**

<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Total</b>
19/11/2025 - 31/12/2025	Staff costs	Staff costs	2,733.01
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 allowance	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
11/12/2025	Memorial repair	BANBURY MEMORIALS	0.00
11/12/2025	Play inspection	The Play Inspection Company	0.00
11/12/2025	Hedge trimming - Playground	Boward Tree Surgery Ltd	600.00
11/12/2025	Tree lighting flyers	The Flying Press	146.13
11/12/2025	Printing of newsletters	The Flying Press	664.46
11/12/2025	Tree lighting banner	The Flying Press	42.00
<b>Total</b>			<b>5,572.06</b>

**Receipts from 1/11/25 – 30/11/25**

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



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**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
<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 unpresented payments		
		98,137.62
 Plus unpresented receipts		
 <b>B</b>	<b>Adjusted Bank Balance</b>	<b>98,137.62</b>

**A = B Checks out OK**



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