



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

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

**Councillors Present:** Andy Clements (Chair), Councillors Carol Frost (CF), Sarah Veasey (SV and District Councillor), Malcolm Shead (MS), Fran Jeffes (FJ) and David Harris (DH)

**In attendance:** Allison Leigh, Clerk, County Councillor Liam Walker

**107/25. Apologies for absence:** Councillor Kevin Swann (KS), Robert Gunn (RG)

**108/25. Declarations of interest/Dispensation requests:** None

**109/25. Minutes of the following meetings:** The minutes from the following meetings were agreed and signed:

Parish Council meeting of the 14<sup>th</sup> July 2025

Parish Council meeting of the 21<sup>st</sup> August 2025

Neighbourhood Plan Committee Meeting 16<sup>th</sup> June 2025

Neighbourhood Plan Committee Meeting 26<sup>th</sup> August 2025

**110/25. Public Forum:** Two members of the public were in attendance to raise the issue of noise from an event at Estelle Manor on the 6<sup>th</sup> September. They objected licensing until 1am and felt that the sound level should be monitored to ensure it complies. The District Councillor reported that she and the County Councillor have met with Estelle Manor and have asked for an apology as well as looked at the terms of their license. West Oxfordshire District Council (WODC) has noted that they will now be monitoring future events. If issues persist, WODC will consider removing their licence. The environmental noise department of WODC will meet with Estelle Manor next week.

**111/25. Reports from the County Councillor and District Councillor:**

**WODC**

The District Councillor reported the following:

- Estelle Manor:
  - Noise: See 110/25.



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- Traffic report: Oxfordshire County Council (OCC) has said it is inadequate and doesn't address the issues.
- Adventure Playground: Planning permission is required for a MUGA.
- Cottsway will be putting in a planning application in the October/November timeframe for Shakenoak to be demolished and replaced.

**OCC**

- The County Councillor met with Estelle Manor on Monday and asked them for a public apology which has not been delivered. There were other actions discussed which were not delivered on.
- Wilcote View is due to be resurfaced 2<sup>nd</sup>/3<sup>rd</sup> October.
- OCC has launched the OxRAIL 2040 plan and the consultation is on Let's Talk Oxfordshire website. One of the proposals is the restoration of double track on the North Cotswold line to Hanborough.

**112/25. Action items and Clerk's Report:** See Attachment 1.

The Council would like dates on the initial action in future reports in addition to the minute reference

**125/25: Correspondence:** The correspondence since the last meeting was moved to this point in the meeting and noted.

**113/25: Councillor Vacancy:** The Council has not had any information on a call for election. The Clerk will advertise the vacancy with a deadline of the 1<sup>st</sup> October at 12:30pm for applications.

**114/25: Finance:**

i. **Finance report:**

- a. The Council agreed the payments for authorisation and receipts since the last meeting. See Attachment 2.



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- ii. **Training:** There were no training courses requested. Any councillors interested in attending Oxfordshire Association of Local Council's (OALC) Councillor Forum should inform the Clerk.
  - a. **Council Courses:** The Council resolved to revisit this in the future if needed. FJ will research what courses could be appropriate. A discussion around email traffic was had. It was noted that decisions must be made at meetings, but Councillors are free to send emails in between meetings.
- iii. **Paper/Ink plan:** To consider a paper/ink plan: This was deferred to the October meeting.
- iv. **Internal Audit Quote:** The Council resolved to proceed with Theresa Goss for the 25/26 internal audit at a cost of £275.00.
- v. **Internal Financial Control Checklist:**
  - a. The Council noted the Internal Financial Control Checklist from July 2025.
  - b. The Council resolved for KS to act as the councillor to carry out the Internal Financial Control checks in accordance with the Internal Financial Control Policy.

**115/25. Policies for consideration:**

- The Council resolved to adopt the Correspondence Policy with some edits which the Chair will make. It was noted that it would be helpful to have the County and District Council sections more prominent on the website.

**116/25: Tree works based on tree survey:** The Council considered the tree works recommended and resolved for the Clerk to investigate quotes for the items in red and amber on the survey. See Attachment 3.

**117/25: Tree lighting:**



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- The Clerk reported that 25 of the village organisations had been invited to attend a meeting regarding the tree lighting and 7 of those groups came together to discuss the tree lighting. A plan of the evening was discussed with a tree lighting taking place followed by refreshments and the Nor'Lye Notes in the Memorial Hall. The Council will consider an expenditure of up to £750 at the October meeting.
- The Council resolved to send an invitation to the MP, County Councillor and District Councillor.

**118/25: Planters:** The Council resolved to consider a plan for the maintenance of the planters once received. Upon initial receipt, Broadleaf will install the planters as agreed and will do the initial planting.

**119/25: Salt:** The Council resolved for OCC to top up the salt bins. The Clerk will follow up on the new salt bin requested. The Council resolved not to request any additional orders of salt.

**120/25: Cemetery path:** The Council resolved to get additional quotes for compacted gravel for the cemetery path. This will be on the October agenda.

**121/25: Remembrance Sunday:** The Council resolved to purchase a wreath for the Chair to lay on Remembrance Sunday.

**122/25: Children's Playground:** The Council resolved to reduce the height of the hedge to 3'/the height of the fence. The Clerk will seek quotes for this along with quotes for the tree works.

**123/25: Committees:** The Council considered reports from the following committees:

- i. Neighbourhood Plan (NP) Committee – See Attachment 4.
- ii. Staffing Committee:
  - a. The Council resolved to not have another member of Staffing Committee. The Council resolved for the Staffing Committee to elect the Chair of the Staffing Committee at its next meeting.
- iii. Planning Committee



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- a. The Council resolved for MS to join the Planning Committee.
- b. DH reported that there had been a meeting of the Planning Committee on Tuesday the 9<sup>th</sup> September. Members of the public were in attendance with an interest in the Woodman and Lioncourt. Residents who attended were concerned about the loss of a village amenity. DH will circulate comments, possibly asking WODC to defer the decision to give any residents interested in running a community pub the time to put such plans together.

4/25: 25/01905/RES

Land (E) 438738 (N) 212506 Witney Road North Leigh: DH reported that the Planning Committee can only comment on certain aspects, such as design and layout, as it is a reserved matters application.

The Council asked the Clerk to invite the developers to the planning meeting next week. It was noted that on the information sent by the developer, the MUGA is in the place on the map where the Council believe it would be.

- c. The Council noted the planning comments made since the August meeting not reflected in the August minutes. See Attachment 5.

**124/25: Village land:** DH and the Chair met with the land agent for the Webb family trust. They are prepared to consider a lease or selling land to NLPC which is currently a footpath leading to allotments. They want to make sure the property next door can make sure the access for development. They want market value. DH will investigate the market value

SV has enquired as to whether the school park could be used outside of school hours and will report back once she has further details.

**126/25. Matters for report:**

CF asked for the litter pick to be on the October agenda.



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MS noted the café will be holding a MacMillin coffee morning on the 24<sup>th</sup> September proceeds go to MacMillin. The café is looking at new promotional material.

The date and time of next meetings are the 16<sup>th</sup> September 7:30pm and Thursday the 9th October 2025 at 7.30pm in the Turner Hall.

**127/25: Confidential:** The Council resolved to exclude members of the public from the following agenda item due to its confidential nature.

**128/25: Planning consultant:** The Council considered quotes for a planning consultant for the Adventure Playground and resolved to proceed with Community First Oxfordshire for a fee up to £2000.

The Council resolved to take funds from the reserves as planning costs are not in the budget.

The meeting closed at 9:25pm.

**The deadline for items for the October agenda is Thursday the 25th September 2025.**



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**Attachment 1**

**Action List from the meeting of the 11<sup>th</sup> September 2025**

Action	Meeting date	Minute Reference	Responsible	Date Due	Update
Advertise councillor vacancy once determined whether there has been a call for election	11/9/25	113/25	Clerk	15/9/25	The Clerk will advertise the vacancy as soon as WODC has confirmed there has been no call for election following the deadline of the end of the notice period (11/9/25). It was noted the deadline for applications will be 12:30pm on 1/10/25.
Investigate any appropriate training courses for the Council to take as a whole	11/9/25	114/25 ii a	FJ		
Draft a correspondence handling policy	11/9/25 (initially 10/4/25)	115/25 (initially 9/25)	Chair		The Council resolved to adopt the policy with edits.
Investigate quotes for tree works	11/9/25	116/25	Clerk	30/9/25	
Expenditure for the tree lighting on the October agenda	11/9/25	117/25	Clerk	1/10/25	
Clerk to invite the MP, County Councillor and District Councillor to the tree lighting	11/9/25	117/25	Clerk	30/9/25	
Follow up on new salt bin requested	11/9/25	1198/25	Clerk	30/9/25	



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and top up of all salt bins					
Quotes for Cemetery path	11/9/25 (initially 13/3/24)	120/25 (initially 234/24)	Chair and Clerk	1/10/25	
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	
Invite Co-Creation UK to the meeting on the 16 <sup>th</sup> September	11/9/25	123/25 iii b	Clerk	ASAP	
Investigate market value for suggested land for a village car park	11/9/25	124/25	DH		
Speak to Chair of Governors regarding the use of the school car park	11/9/25 (initially 21/8/25)	124/25 (initially 104/25)	SV		SV has spoken to the Chair of Governors who will speak to the Governors and report back.
Have the litter pick on the October agenda	11/9/25	126/25	Clerk	1/10/25	
Liaise with Community First Oxfordshire on the planning application for the Adventure Playground	11/9/25	128/25	DH		
Proceed with gate repair at the Children's Playground	21/8/25	106/25	Clerk		The gate is on order and ARD is working to get it done within 6 weeks, but believes it will be sooner.



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Arrange contractors to come and look at fencing area by Adventure Playground	21/8/25	99/25 a	Clerk		The Clerk has contacted 2 companies. The Clerk and Chair are meeting with one company on 17/9/25. The Clerk is waiting to hear from the other company.
Signs at the Adventure Playground	21/8/25	99/25 c	Clerk		The Clerk is investigating the best way to install these at the access points.
Investigate lights in additional trees on Cuckamus Green	10/7/25	82/25	Clerk		The Clerk spoke to the Chair about this and prior to investigation would like to speak to the Council. The Clerk will put this on the October agenda.
Witney Round Table re Santa's Sleigh	10/7/25	82/25	Clerk		At the tree lighting meeting on the 10 <sup>th</sup> September the North Leigh Scout group noted that they can provide this. The Clerk will inform Witney Round Table of this.
Bollards	10/7/25 and 21/8/25	78/25 and 93/25iii	Clerk	17/9/25	The Chair and Clerk met with the contractor who is ready to proceed. The Clerk had an email from one resident and wishes to clarify with the council as to whether to proceed. The Council would like to proceed so the Clerk to inform the contractor.
Investigate ink plans	10/7/25	77/25 iv	KS		KS and the Clerk have been investigating laser printers which may have be more cost effective. KS will provide the Clerk with



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					dimensions to ascertain whether this is appropriate for home working. This was on the September agenda but deferred to the October meeting.
Provide the County Councillor with a letter regarding the Children's Playground lease background	10/7/25	85/25	DH		
Schedule a speedwatch session on Common Road	12/6/25	61/25 d	Chair		
Craft a spec for the village map artists for quotes	12/6/25 (previously 13/3/25)	60/25 (previously) 241/24	KS		In progress – KS has spoken to a resident about 3 maps in the following locations: Cuckamus Green, Roman Villa, Wilcote. They are investigating an OS type map.
Clarify the asset register is correct on the insurance schedule	8/5/25	46/25 iii	Clerk		Zurich has sent an update, but it still not the same. The Clerk has followed up again.
Ask BGG about putting up/taking down the Christmas Tree	10/4/25	11/25	Clerk		Done. However, the Clerk is waiting to ascertain whether there will be a cost and to set dates. BGG has said they will provide this closer to the event.
Ask A H Cornish about a Christmas Tree	10/4/254	11/25	Clerk		Done. However the Clerk is waiting for a cost. A H Cornish have said they will provide this closer to the event.
Quotes for clearing greenery for a	13/2/25	222/24	Clerk		With regards to any other greenery other than



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MUGA at the Adventure Playground					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		
Risk Report comments from July 2024	11/7/24	84/24	Clerk		All sorted other than the laurel hedge as there have been no comments on this needing attention in play inspections. This action will be removed from future reports unless there is a further request.
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		The Chair and Clerk will work on this but have



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			Clerk		not had a chance yet as there have been more pressing priorities.
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**Attachment 2**

**Payments for authorisation**

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
05/08/2025	Pension contribution	NEST	66.10
31/08/2025	Unity Bank service charge	Unity Bank	6.00
11/08/2025	Mailchimp	Mailchimp	23.43
11/08/2025	Postage	Post Office Ltd	8.75
11/08/2025	Council mobile phone	Lebara	6.95
11/08/2025	Refreshments for ICCM training	Sainsburys	15.86
11/08/2025	Refreshments for ICCM training	Sainsburys	128.55
11/08/2025	Office supplies	WH Smith	7.99
11/08/2025	Mailchimp	Mailchimp	23.83
11/08/2025	Lloyds monthly fee	Lloyds Bank	3.00
30/09/2025	Clerk salary	Allison Leigh	1,159.83
11/09/2025	Web hosting and Word-Press updates	Dark White Digital	35.00
11/09/2025	Training course	National Assoc. Local Councils	42.00
11/09/2025	Children's Playground cleaning	Multi Hands	250.00
11/09/2025	Cemetery and church grass cutting	BGG	336.00
11/09/2025	Mowing of Children's Playground and Church Road Seat	BGG	64.80
11/09/2025	Cemetery bin management	Grundon	69.44
11/09/2025	Clerk mileage and home allowance	Allison Leigh	53.00
11/09/2025	HP Ink and Paper Plan	Appleton with Eaton Parish Council	42.49
11/09/2025	Windmill Heights Shrubs and Hedges	BGG	264.00
<b>Total</b>			<b>2,607.02</b>



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**Receipts – August 2025**

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
11/08/2025	Cemetery fees	Peter Smith and Son	300.00
29/08/2025	Cemetery fees	Peter Smith and Son	100.00
<b>Total</b>			<b>400.00</b>



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**Bank Reconciliation at  
31/08/2025**

Cash in Hand 01/04/2025	69,142.93
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**ADD**

Receipts 01/04/2025 - 31/08/2025	43,436.26
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112,579.19

**SUBTRACT**

Payments 01/04/2025 - 31/08/2025	27,120.98
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112,579.19

<b>A Cash in Hand 31/08/2025</b>	<b>85,458.21</b>
(per Cash Book)	

Cash in hand per Bank Statements

Petty Cash	31/08/2025	0.00
Unity Bank	31/08/2025	27,725.29
Lloyds	31/08/2025	0.00
Unity Instant Access Ac- count	31/08/2025	57,732.92
		<b>85,458.21</b>

Less unpresented payments

85,458.21

Plus unpresented receipts

<b>B Adjusted Bank Balance</b>	<b>85,458.21</b>
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**A = B Checks out OK**

### Attachment 3



#### Duty of Care Survey

<b>Address</b>	North Leigh village various sites		
<b>Client</b>	North Leigh Parish Council	<b>Quote No.</b>	21979
<b>Date</b>	08.07.2025	<b>Author</b>	David Nott

Report compiled by:

David Nott  
Boward Tree Surgery (Oxford) Limited  
The Log Quarry  
Church Road Long  
Hanborough Witney



Boward Tree Surgery (Oxford) Limited  
The Log Quarry, Church Road, Long Hanborough, near Witney, Oxfordshire OX29 8JF  
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Oxfordshire  
OX29 8JF

## 1. Introduction

- 1.1 Following emailed instructions I visited various sites in the village of North Leigh, Oxfordshire on 07.07.2025 to carry out ground level Visual Tree Assessments and take notes for the preparation of this report. The weather at the time of my visits was sunny and bright allowing suitable assessments to be made.
- 1.2 The purpose of this inspection is to survey all trees on sites around North Leigh, paying particular attention to trees adjacent public areas and property. This is a Duty of Care tree survey and as such, all works recommendations will be the minimum required to mitigate risk.
- 1.3 These inspections, and subsequent re-inspections, will 'adequately discharge' the Clients 'duty of care' towards the health & safety of the general public under the Occupiers Liability Act 1957 & 1984 and Health & Safety at Work Act (Section 3) 1974.

## 2.0 Limitations

- 2.1 My survey report is based on external visual examination from ground level of primary, secondary and tertiary stems, together with supported crown system. Internal decay detection equipment was not used and no samples removed for further analysis.
- 2.2 Any recommendations contained in this report are based on the above inspection and the conditions prevalent at the time of inspection. Future changes or site development may render this report and recommendations invalid. It cannot be inferred that, where no recommendations are given, a tree is completely safe.
- 2.3 As dynamic structures, trees are constantly in a state of flux. No large tree can be assessed as completely stable or safe in even average weather conditions.
- 2.4 It is recommended that all trees retained on these sites be reassessed following any significant occurrence such as a severe storm and that the site be subject to annual inspections thereafter. Such inspections substantially reduce the hazards associated with large trees in close proximity to dwellings when the recommendations contained in such reports are suitably carried out.

## 3.0 Tree Survey Methodology

- 3.1 Species is given as common names.

- 3.2 Age Class is given as:

- Young
- Semi-mature
- Early Mature
- Mature
- In senescence

3.3 The overall condition column is an assessment of the health and vigour of the tree in conjunction with an evaluation of the trees structural integrity. Trees in good physiological and structural condition are better able to cope with disturbance or stress. Given as Good, Fair or Poor.

3.4 Quantified Risk Assessment (QRA):

Given as a number 1 to 10, where 1 is least risk and 10 is risk of imminent collapse onto a high value target such as a busy road or footpath. Any tree with a Quantified Risk Assessment of 4 and above should be considered for remedial works to make safe.

3.5 The comments column will note any significant findings to do with the tree and give any recommendations as relevant.

3.6 Safe useful life expectancy is an estimate of the number of years the tree is expected to survive in a structurally sound condition, or before the removal of the tree is likely to be required.

#### **4.0 Site & General Tree Description**

4.1 Five sites under the care of North Leigh Parish Council were inspected in the course of these surveys. These included Cuckamus green, Windmill heights, the children's playground, the cemetery and the churchyard. These areas have been previously inspected and as such only trees requiring work are noted in the surveys.

4.2 All the sites have public access and a changeable footfall dependant on weather and on going activities. Each site has a mixture of young and mature trees with various targets as noted in the comments section for each tree. The cemetery site includes car parking areas and land around Turner Hall. Within opposite corners of the cemetery are two small copse areas which were inspected at the time of my visit. Both areas are a mixture of early mature tree species and all though both areas contain major deadwood sections the risk of harm is considered low due to lack of use within the tree groups. The C

#### **5.0 Duty of Care Considerations**

5.1 The purpose of this Duty of Care survey is to provide a qualitative assessment of the overall condition of the trees on site and their potential for causing injury or damage.

5.2 Once surveyed, the priority of required works is assigned in relation to the trees Quantified Risk Assessment (QRA). Any tree assessed as having a QRA of 5 and above is considered as high priority and should receive remedial works within 6 months, with trees with a QRA of 7 and above requiring urgent remedial actions within one month. All trees with a QRA of below 5 require non-urgent works or consideration.

5.3 Please see the attached maps and tree schedule for a complete list of required works and corresponding level of priority. The key at the bottom of the survey schedule gives a precise explanation of priorities and time frames. There were no trees of urgent or immediate concern highlighted in this years survey.

5.4 All trees on site were inspected and assessed from ground level. Those trees requiring remedial actions to mitigate risk were recorded in the tree works schedule and prices can be given for the recommended works. The majority of work involves pruning out dead or damaged sections and cutting back from structures and properties, as well as some further investigations and climbing inspections.

5.5 As a duty of care survey these inspections deal with the responsibility of the health and safety of the people within the village at any given time. These surveys do not consider the amenity or aesthetic considerations of the trees, which we would recommend future surveys to address. Many of the trees on the sites are of a maturity that they may now benefit from formative pruning to achieve an aesthetically desirable future form, which would benefit their visual appearance as well as increase their structural longevity.

## 6.0 Report

### Cuckamus green:

Tree ID	Species	Age	Condition	Q R A	Comments and recommendations	Safe life
2095	Oak	Mature	Good	5	Mature adjacent Cuckamus Lane road. Crown lift to 6.5 metres over road and 2.5 metres over green. Remove major deadwood from throughout crown. Prune as required to provide 1 metre clearance from utility lines.	20+
2096	Plum	Mature	Fair	3	Remove longer sections of minor deadwood.	10+
2092	Thorn	Mature	Fair	3	Tree behind notice board adjacent Common road. Prune to give 1 metre clearance from utility lines. Remove lower epicormic growth up to 2 metres from ground level. Prune as necessary to give 1 metre clearance of notice board.	15+

**Windmill Heights:**

Tree ID	Species	Age	Condition	QRA	Comments and Recommendations	Safe Life	Price
G1	Mixed	Mature	Good	5	Hedge line between footpath and neighbouring gardens. Trim footpath side to maintain 3 metres clearance from ground level over footpath.	20+	£150+VAT
2070	Ash	Mature	Fair	5	Remove sections of major deadwood. Crown thin by 20% and crown lift over footpath to give 3 metres clearance.	15+	£150+VAT
2071	Ash	Mature	Fair	5	Remove sections of major deadwood. Crown thin by 20% and crown lift over footpath to give 3 metres clearance.	15+	£150+vat
2069	Ash	Mature	Fair	5	Remove major deadwood. Remove lowest lateral growing into adjacent hedge back to source.	15+	£150+VAT
2068	Ash	Mature	Fair	5	Previously heavily pruned with strong reaction growth. Crown thin by 20%.	15+	£100+VAT

**Children's Play Area:**

Tree ID	Species	Age	Condition	QRA	Comments and Recommendations	Safe Life	Price
2098	Oak	Mature	Good	5	Tree by entrance gate to play area. Remove sections of major deadwood. Crown lift to 6 metres over road and 3 metres over play area.	20+	£150+VAT
2053	Maple	Mature	Fair	3	Tree by play equipment. Remove minor deadwood.	20+	£80+VAT
2100	Ash	Mature	Fair	4	Tree adjacent road. Remove major deadwood and prune to give 1.5 metre clearance of utility lines. Sever ivy at base.	15+	£100+VAT
T1	Ash	Mature	Poor	6	Tree opposite 2098 by entrance to play area. Heavily ivy clad with small amount of live growth. Fell in sections to ground level.	-5	£300+VAT

**Cemetery:**

Tree ID	Species	Age	Condition	QRA	Comments and Recommendations	Safe life	Price
2050	Prunus	Early mature	Fair	4	Reduce lowest lateral over cemetery by 1 metre to stabilise.	10+	£80+VAT
2059	Ash	Early mature	Good	3	Remove lowest lateral over cemetery back to source.	15+	£80+VAT
2058	Cherry	Early mature	Poor	6	Tree in decline. Fell in sections to ground level.	-5	£150+VAT
2156	Beech	Early mature	Good	4	Crown lift lower branches to give 2.5 metres clearance from ground level for grass cutting. Remove lower epicormic growth up to main crown break. Remove hanging branch from main fork.	20+	£80+VAT
2157	Ash	Early mature	Good	5	Remove major deadwood from throughout crown. Crown lift to 2.5 metres over gate.	15+	£80+VAT
2055	Cherry	Early mature	Fair	4	Remove major deadwood from throughout crown. Prune to give 1 metre clearance from utility lines. Crown lift to 2.5 metres over foot-path.	15+	£80+VAT
2054	Cherry	Early mature	Fair	4	Prune to give 1 metre clearance from utility lines. Prune lower growth to inline with kerb stone on carpark side up to 3 metres from ground level.	15+	£100+VAT

**Churchyard**

Tree ID	Species	Age	Condition	QRA	Comments and Recommendations	Safe life	Price
T1	Pine	Early mature	Poor	6	Tree in section nearest road. Tree is in major decline. Fell to ground level.	-5	£150+VAT
T2	Pine	Mature	Fair	4	Tree in section nearest road and adjacent "Labyrinth". Remove deadwood sections in lower crown.	10+	£100+VAT
T3	Yew	Mature	Fair	5	Adjacent T2. Remove major deadwood and larger sections of dead ivy. Fell adjacent dead elm stems.	15+	£150+VAT
T4	Cherry	Mature	Fair	3	Tree in far left corner at rear of church yard. Area appears to receive limited footfall. Consider removing major deadwood and crown lifting lower branches to 2.5 meters.	10+	£100+VAT

T5	Cherry	Mature	Fair/poor	5	Tree in centre of rear boundary. Twin stemmed at base. Has lost major sections from upper crown previously. Reduce crown all round by up to 2 metres to stabilise. Remove broken sections as much as possible. Remove major deadwood.	10+	£600+VAT
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					Sever ivy at base.		
T6	Box	Mature	Fair	3	Multi stemmed tree in central area of church yard. One stem has previously failed at base and is horizontal with ground. Considered stable at present time. If desired remove failed stem.	10+	£300+VAT
G1	Western red cedar	Mature	Fair	5	Two large trees in central area of churchyard. Large previously failed section is hung up in adjacent yew. Remove failed section and carryout climbing inspection of twin stemmed tree around area of failed section. Reduce height as required to stabilise.	10+	£350+VAT

**Key:**

<b>High priority: complete within 6 months</b>
<b>Medium priority: complete within 18 months</b>
<b>Low priority: complete within 24 months</b>

## 7.0 Maps

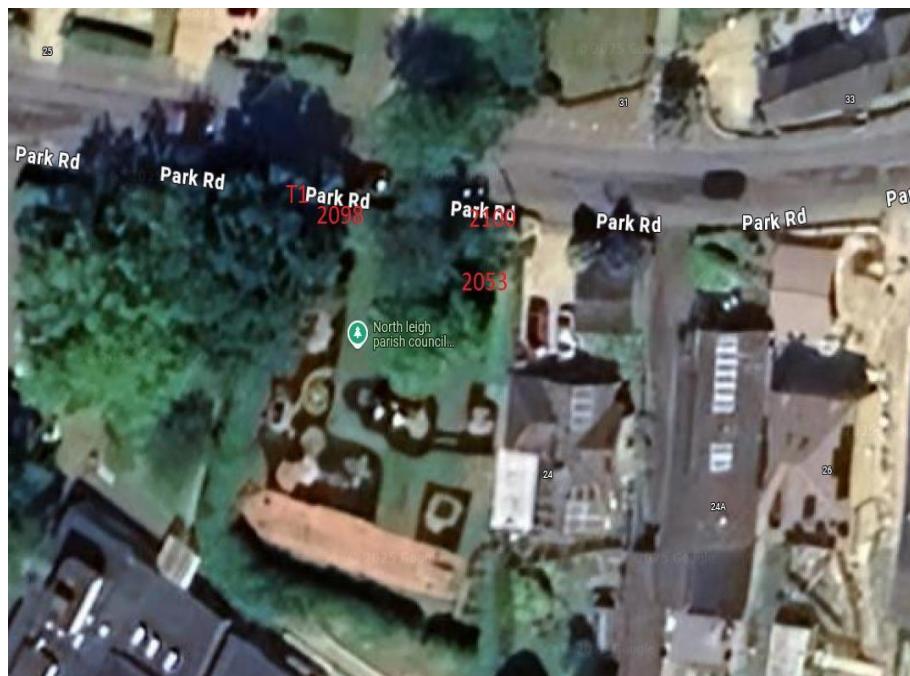
Cuckamus green map



Windmill Heights map



Childrens play area map



Cemetery map



Church yard map



## **Attachment 4**

### North Leigh Neighbourhood Plan Committee

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

## **Meetings**

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 26<sup>th</sup> August.
- The committee meeting agendas and minutes are being posted on the North Leigh Parish Council website.

## **Membership**

Paul Evans, David Harris, Steve Legg (Secretary), Suzanne Millar, David Painter, Malcolm Shead, Kevin Swann (Vice Chair), Sherard Veasey (Chair), Judith Wardle, Adrian Watts.

## **Consultancy Support for the Neighbourhood Plan**

Community First Oxfordshire (CFO) of Worton Park, near Cassington are acting as our consultants to assist with the preparation of the Neighbourhood Plan.

CFO attended the public meeting in the Memorial Hall on 11<sup>th</sup> July at which we presented draft policies for the Neighbourhood Plan and obtained feedback from those attending.

Since then, CFO have delivered a draft Design Guide which will accompany the Neighbourhood Plan and add strength to the policies around the design of infill, replacement and new buildings. The committee met on 26<sup>th</sup> August to review the draft. CFO will meet with the NP committee on 8<sup>th</sup> September to discuss the committee's comments on the draft Design Guide.

It is hoped to submit the first "reg 14" draft of the Plan to WODC for their comments by the end of the year. The CFO work to produce the Design Guide has already been billed and paid using last year's Locality grant.

## **Finances**

We have received the maximum Locality grant available, totalling £18,000. We have heard that the government has decided to cease funding future Neighbourhood Plans. Luckily this decision has not affected our plan since we obtained full funding before the change in policy.

Early in 2026, we hope to obtain funds of £2,200 from the Parish Council to commission CFO to produce the subsequent “reg 16” draft of the Plan.

## **Attachment 5**

### **Planning Comments made following the August meeting not referenced in the August minutes**

#### **25/01487/OUT**

Providence Cottage, New Yatt Road, North Leigh OX29 6TN  
Outline application for a single dwelling and access

NLPC Comment: This is a proposed self-build application to be occupied by the owners. There is a letter of support in the application bundle of documents and asking that a condition is imposed requiring the occupation of the new-build. North Leigh Parish Council (NLPC) fully supports this request. NLPC has some concerns about access and the impact of the new-build on adjacent properties and ask WODC to be satisfied as the Access and the impact on nearby properties.

#### **25/01729/HHD**

Old Chapel Cottage East End North Leigh OX29 6PX  
Conversion of existing home study/office outbuilding to residential annexe ancillary to existing dwelling

NLPC Comment: North Leigh Parish Council believes an occupancy condition should be imposed requiring the property to be only occupied by a single family unit.

#### **25/01758/HHD**

Greenacres 32 Park Road North Leigh OX29 6RX  
Erection of a single storey rear and two storey side extension and a front porch (Amendment to approved planning permission Ref.24/01029/HHD to include the erection of a front extension and porch enlargement)

NLPC Comment: A permission was granted last year for significant alterations to this property. North Leigh Parish Council (NLPC) is aware this permission has been implemented. The new application again proposes significant further alterations. Although NLPC has no evidence in support NLPC is concerned as to whether this new application should be a retrospective application for works already carried out. Otherwise NLPC has no further comment.