



26 Eaton Village  
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07796 039 496

**MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday the 13<sup>th</sup> November 2025 at 7:30pm in the Turner Hall**

**Councillors Present:** Andy Clements (Chair), Councillors Kevin Swann (KS), Sarah Veasey (SV), David Harris (DH), Carol Frost (CF), Malcolm Shead (MS)

**In attendance:** Allison Leigh, Clerk, County Councillor Liam Walker (arrived mid minute reference 160/25), District Councillor Sarah Veasey

**154/25. Apologies for absence:** Councillor Fran Jeffes (FJ), Robert Gunn (RG), Paul Kitchin (PK)

The Clerk noted that PK had signed the Declaration of Interest following the October meeting.

**155/25. Declarations of interest/Dispensation requests:** DH declared an interest in minute reference 168/25: planning application 25/02414/FUL.

**156/25. Minutes of the following meetings:** The minutes from the Parish Council meeting of 9<sup>th</sup> October 2025 were agreed and signed.

**157/25. Public Forum:**

Two members of the public were in attendance:

A member of the public raised the following:

1. At the NLPC meeting of June 2025, the Council had resolved to keep reserves for speed equipment. They queried whether NLPC will be purchasing a new speed indicator device (SID). The Chair noted that NLPC will be looking to put a new post for a SID to be placed on Common Road.
2. There have been ongoing concerns about driving by the Stagecoach S7 bus. The District Councillor noted that she has written to an email to Stagecoach about this.
3. What will happen to the minibus? The Estelle Manor Final Travel Plan is still under consideration. The District Councillor has written to West Oxfordshire District Council (WODC) stating the Plan must not be approved until questions are resolved.
4. They are concerned about WODC's intention to purchase 45 Common Road. The District Councillor has written for clarification to WODC about this and they are



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waiting for the house to be clear of sitting tenants. WODC has indicated the dwelling is more likely to be used for families.

Another member of the public raised the issue of plans for 45 Common Road. They are concerned about what will happen if the property goes to WODC ownership.

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

**WODC**

The District Councillor reported the following:

- She has written to Stagecoach raising issues about the buses.
- WODC's Preferred Spatial Options consultation will be open until 22<sup>nd</sup> December.
- WODC budget consultation is open until 19<sup>th</sup> December.
- WODC will respond to central government by the end of November with regards the Local Government Reorganisation. A response from central government should be received by June 2026.
- Shakenoak has put in a renewal plan which will be housing for over 55s.
- Several residents have raised issues about disturbances on North Leigh Common such as motorbikes, rubbish and fires. The District Councillor is asking for a contact point for all issues including tree ownership.

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

**160/25: Finance:**

i. **Finance report:**

- a. The Council agreed the payments and bank reconciliation of 31/10/25 and noted the receipts since the last meeting. See Attachment 2.

**The Chairman resolved to move the report from the County Councillor to this point in the meeting:**



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**158/25: Oxfordshire County Council (OCC)**

The County Councillor arrived at this point in the meeting and reported the following:

1. Congestion charge – This was raised at the full OCC council meeting, but the County Councillor's proposal was outvoted and the congestion charge will be staying in place. There is a 6-week grace period. Residents can go online and register for a permit. The County Councillor will continue to campaign against it.
2. Local Government Reorganisation: OCC has signed off on the One Oxfordshire proposal. The County Councillor's view has changed slightly about being in favour of the two councils as opposed to one Oxfordshire due to stretched resources.
3. Traffic issues have arisen due to the temporary traffic light for the SGN gas works. There will be works in Bladon from 1<sup>st</sup> December to 19<sup>th</sup> December.
4. Church Road is closed on the 26<sup>th</sup> November for one day.

**160/25: ii. Reserves:** The Council resolved the following:

- b. The Council resolved not to use part of the speed sign reserve for the traffic calming bollards, but to use it for a post for speed indicator devices (SIDs) on Common Road. The Council will leave the remaining reserve for future consideration of the purchase of a SID.
- c. The Council resolved to use Cuckamus Green reserve for the land registry administration costs of approximately £230.
- d. The Council resolved to use the speed sign reserve for the speed gun.

iii. **Draft budget for 26/27:** The Council reviewed the draft budget for 26/27. The Council would like to add in £5,000 for the Neighbourhood Plan and get an updated quote for the MUGA.

iv. **Training:** There were no proposed training courses.

v. **Internal Financial Control Checklist:** The Council resolved to have KS to carry out the Internal Financial Control Checklists in accordance with the



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Internal Financial Control Policy. The Council resolved to remove KS as a signatory and add DH.

vi. **Internal audit cost:** The Council noted the 26/27 internal audit cost of £325.

**161/25: Tree lighting:** The Clerk provided an update and the working group will be meeting on the 18<sup>th</sup> November.

**162/25: Grounds Maintenance:** The Council resolved to wait until the bollards and sign base are in to make a decision about the grounds maintenance on the corner of Common Road and Park Road.

**163/25: Car parking:** The Council resolved to meet again with school trustees about parking. The Council would like to explore options for the possible use of the school car park by Memorial Hall users. The Council would also like to get a rough estimate for a village car park in another location.

**164/25: Policies:** The Council resolved to adopt the IT policy.

**165/25: Community Action Plan for Zero-Carbon Energy:** The Council resolved not to join the working groups for this initiative.

**166/25: Litter pick:** The Council resolved to hold a litter pick on the 8<sup>th</sup> March 2026 Sunday which CF is organising. CF will carry out a risk assessment. DH noted dog bins are overflowing. The Clerk will report to WODC online/ask re QR code.

**167/25: Playgrounds:**

- i. **Playground Rota:** The Council resolved to continue with the rota for playground inspections. The Chair, DH, CF and MS are happy to be on the rota. The Clerk will check with PK and RG.
- ii. **Playground inspection company:** The Council reviewed its current provision of operational inspections and resolved to proceed with The Play Inspection Company.
- iii. **Adventure Playground:**



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- The District Councillor reported WODC has noted that planning applications can take some time especially with the biodiversity net gain requirement.
- DH reported he is working on a planning application with a planning consultant and hoping to have the planning application submitted in December. He is hoping to have the lease agreed in January.

**168/25: Committees:**

- i. Neighbourhood Plan (NP) Committee
  - a. Minutes: The Council received the minutes from the NP meeting of the 13<sup>th</sup> October 2025.
  - b. Report: The Council considered the report. See Attachment 3. The NP Committee will send the draft NP to NLPC for consideration at the December meeting with a view to it to be sent to WODC for consultation.
- ii. Staffing Committee: There was no report.
- iii. Planning Committee: The Planning Committee will meet on the 25<sup>th</sup> November.

**169/25: Planning:**

- i. **25/02362/HHD**  
3 Kingston Heights, North Leigh  
Erection of front and rear single storey extensions, removal of conservatory and part conversion of garage to create additional living area  
  
NLPC has no comments on this planning application.

**25/02414/FUL**  
Land (E) 438738 (N) 212506 Witney Road North Leigh  
Construction of footpath

NLPC has no comments on this planning application.

**25/02572/FUL**



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New Yatt Farm Farm Lane New Yatt  
Demolition of existing barn and construction of two self build dwellings and associated infrastructure

NLPC has no comments on this planning application.

**Salt Cross Area Action Plan (AAP) Policy 2:** Main Modifications Consultation:  
NLPC resolved not to comment.

ii. NLPC noted the response made in between meetings to the following application per the Scheme of Delegation:

**W/25/01035/PRMV**

Estelle Manor

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

**170/25: Correspondence:** NLPC noted the correspondence since the last meeting.

**171/25. Matters for report:** KS is trying to get newsletter out to the printer for next week. KS noted the Christmas Fair will be held on Sunday the 16<sup>th</sup> November.

MS noted the Community Café is doing well.

CF reported that Broadleaf has enquired with the Gardening Society regarding planters – CF will meet with Broadleaf and bring any costs to NLPC.

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

**The deadline for items for the December agenda is Thursday the 27<sup>th</sup> November 2025.**

**172/25: Confidential Items:** NLPC resolved to exclude members of the public from the following agenda items due to their confidential nature.

**173/25: Quotes:**

i. **Tree works identified in the tree survey, reduction of height of the hedge at the Children's Playground and clearance of greenery at the entrances to the**



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Serving North Leigh, East End, New Yatt and Wilcote

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**Adventure Playground:** NLPC resolved to proceed with Boward for the tree works identified as high risk in the tree survey other than those at the church at a cost of £1530 excluding VAT. The Council would like them to carry out a reduction of hedge at same time. The Council resolved to revisit works to the greenery at the Adventure Playground once ownership of the area identified has been established.

- ii. Fencing at the Adventure Playground:** The Council resolved to proceed with Trentwood Fencing at a cost of £1650 excluding VAT.
- iii. Paths at the Cemetery:** The Council resolved to proceed with G. Hill and Sons for paths at cemetery at a cost of £8380 excluding VAT.

**The meeting closed at 21:33.**



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**Attachment 1**

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

<b><u>Action</u></b>	<b><u>Meeting date</u></b>	<b><u>Minute Reference</u></b>	<b><u>Responsible</u></b>	<b><u>Date Due</u></b>	<b><u>Update</u></b>
Work on SID pole at Common Road	13/11/25	157/25	Chairman		
Update reserves	13/11/25	160/25 ii	Clerk		
Update the budget	13/11/25	160/25 iii	Clerk		
Update bank mandate	13/11/25	160/25 v	Clerk		
Get a rough estimate for the cost of a car park by the allotments	13/11/25	163/25	Clerk		
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		
Check with PK and RG re playground rota	13/11/25	167/25 i	Clerk		
Speak to The Play Inspection Company re-the operational inspections	13/11/25	167/25 ii			
Speak to Broadleaf re planters	13/11/25	171/25	CF		
Speak to Boward re tree works	13/11/25	173/25 i	Clerk		
Speak to Trentwood Fencing re works at the Adventure Playground	13/11/25	173/25 ii	Clerk		



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Speak to G. Hill and Sons re the paths in the Cemetery	13/11/25	173/25 iii	Clerk		
Speak to the developer of 25/01905/RES regarding the sport provision	9/10/25	145/25 c i	DH		There is a Planning Committee meeting on the 25 <sup>th</sup> November where this will be discussed.
Provide WING with NLPC's response	9/10/25	146/25	DH		Done
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
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		
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 Clerk has had confirmation from OCC that the salt requests are being handled. The bin has not been placed as of 13/11/25;



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					the Clerk will follow up with urgency.
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 Council would like to use Boward in conjunction with the tree works. The Clerk will obtain a quote.
Investigate market value for suggested land for a village car park	11/9/25	124/25	DH		
Arrange contractors to come and look at fencing area by Adventure Playground	21/8/25	99/25 a	Clerk		
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	10/7/25	85/25	DH		



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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		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. BGG has offered to do this at no charge on 3/12.
Ask A H Cornish about a Christmas Tree	10/4/254	11/25	Clerk		Done. The tree will be delivered on 1 <sup>st</sup> December.
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	10/10/24	129/34	Council	Once the	



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meeting regarding the Adventure Playground				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.

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



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Attachment 2

Payments authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
30/11/2025 - 30/11/2025	Confidential		1,191.73
10/10/2025	Mailchimp	Mailchimp	23.80
10/10/2025	Council mobile phone	Lebara	6.95
10/10/2025	Cemetery book	Amazon EU S.a.r.L.	46.00
10/10/2025	Greeting card	Appleton Community Shop	3.40
10/10/2025	Lloyds fee	Lloyds Bank	3.00
31/10/2025	Unity Bank service charge	Unity Bank	6.00
13/11/2025	Parish Online Subscription	Geoxphere Ltd	108.00
13/11/2025	Training course	OALC	78.00
13/11/2025	Property records admin	Land and Property Registration	200.00
13/11/2025	Installation of planters	Broadleaf Services	1,100.40
13/11/2025	Library payment	OCC	3,378.00
13/11/2025	Web hosting and WordPress updates	Dark White Digital	35.00
13/11/2025	Cemetery bin management	Grundon	97.16
13/11/2025	Clerk mileage and home allowance	Allison Leigh	67.40
13/11/2025	Grounds maintenance	David Green	288.00
13/11/2025	Grounds maintenance	David Green	128.00
13/11/2025	Grounds maintenance	David Green	252.00
13/11/2025	Grounds maintenance	David Green	64.00
13/11/2025	Grounds maintenance	David Green	125.00
13/11/2025	Land Registry	HM Land Registry	30.00
<b>Total</b>			<b>7,231.84</b>

**Receipts from 1/10/25 – 31/10/25**

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



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**Bank Reconciliation at  
31/10/2025**

	Cash in Hand 01/04/2025	69,142.93
<b>ADD</b>		
	Receipts 01/04/2025 - 31/10/2025	79,616.68
<b>SUBTRACT</b>		
	Payments 01/04/2025 - 31/10/2025	44,008.32
<b>A</b>	<b>Cash in Hand 31/10/2025</b>	<b>104,751.29</b>
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash	31/10/2025 0.00
	Unity Bank	31/10/2025 46,690.95
	Lloyds	31/10/2025 0.00
	Unity Instant Access Ac- count	31/10/2025 58,060.34
		<b>104,751.29</b>
	Less unpresented payments	
		104,751.29
	Plus unpresented receipts	
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>104,751.29</b>

**A = B Checks out OK**



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Attachment 3

### North Leigh Neighbourhood Plan Committee

#### Update for Parish Council Meeting of 13<sup>th</sup> November 2025

## **Meetings**

- Since the last Parish Council met, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 13<sup>th</sup> October.
- The committee meeting agendas and minutes are being posted on the North Leigh Parish Council website.

## **Membership**

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

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

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

CFO met with the NP committee on 8<sup>th</sup> September and discussed the committee's comments on the draft Design Guide.

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



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

The CFO work to produce the Design Guide and provide support for us to submit the Reg 14 draft has already been billed and paid using last year’s Locality grant.

## **Finances**

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

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