



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

To all members of the Council: You are hereby summoned to attend the **North Leigh Parish Council (NLPC) Meeting** on Thursday the 15th January 2026 at **7:30pm** in **Turner Hall** for the purpose of transacting the following business.

Allison Leigh, Parish Clerk
9th January 2026

195/25. Apologies for absence: Councillor Robert Gunn and Fran Jeffes and County Councillor Liam Walker

196/25. Declarations of interest/Dispensation requests

197/25. Minutes of the following meeting: To sign and approve the [minutes of the NLPC meeting of the 11th December 2025](#)

198/25. Public Forum

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

200/25: Neighbourhood Plan:

- a. To consider the Neighbourhood Plan documentation for submitting to West Oxfordshire District Council (WODC) for the pre-submission consultation
- b. Report: See Attachment 1.

201/25. Action items and Clerk's Report: See Attachment 2.

202/25. Finance:

- a. **Finance Report:** To consider bank reconciliation as of 31/12/25 and payment for authorisation and to note the receipts as of 31/12/25. See Attachment 3.
- b. **Budget against actual through 31/12/25:** To note the [budget against actual through 31/12/25](#)

203/25: Planning: To consider the following planning application: Planning applications can be viewed on the District Council's website: [Planning and building - West Oxfordshire District Council](#))



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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

204/25: Adventure Playground:

a. Planning application:

- i. **Biodiversity net gain:** To consider the option and any associated costs
- ii. **Application:** To consider the application and fee for submission

b. Lease: To have an update and consider next steps

205/25: Correspondence: To consider the correspondence since the December meeting

206/25. Matters for report: To raise matters for discussion without decision or items for next meeting.

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

207/25: Confidential: To resolve to exclude members of the public from the following agenda item due to its confidential nature

208/25: Quotes for installation of SIDs pole on Common Road: To consider quotes received

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



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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 meetings of the 11th December 2025 and 8th January 2026

<u>Action</u>	<u>Meeting date</u>	<u>Minute Reference</u>	<u>Responsible</u>	<u>Date Due</u>	<u>Update</u>
Submit planning application comments	8/1/26	194/25 b-d	Clerk		Done
Respond to WODC regarding the S106 agreement for 25/01905/RES	8/1/26	194/25 e	SV		
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
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		The Clerk has emailed Citizens Advice for their bank details and will put the payment on the agenda for 15/1/26.
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 aren't any at the moment. She will continue to check.



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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 installed the spigot for 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 Clerk is working obtaining quotes for installation.
Update bank mandate	13/11/25	160/25 v	Clerk		The form has been submitted and the 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 emailed PK. RG is happy to be on the rota which the Clerk is working on.



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Speak to Broadleaf re planters	13/11/25	171/25	CF		Broadleaf will be planting imminently. The Clerk has emailed again on 9/1/26 for an update.
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 re 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've 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 Playground	11/9/25, 9/10/25 and 13/11/25	128/25, 149/25 and 167/25	DH		In progress
Make insurance claim for the	9/10/25	149/25 ii	Clerk		In progress. The Clerk has sent



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damaged bus shelter on Park Road					several emails since October to Externiture. She has spoken to them on 9/1/26 and they've 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've 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 doesn't fit the space required, so the Clerk and KS will discuss



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					further.
Provide the County Councillor with a letter regarding the Children's Playground lease background	10/7/25	85/25	DH		
Craft a spec for the village map artists for quotes	12/6/25 (previously 13/3/25)	60/25 (previously) 241/24	KS		KS reported he has investigated the cost of 3 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)



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Village consultation and parish meeting regarding the Adventure Playground	10/10/24	129/34	Council	Once the Adventure Playground lease is sorted	
Review a map of the bins in the village	11/7/24	85/24	Council		
Refurbishment of noticeboards	2023		Clerk		The Clerk has not had time to research this following the contractors contacted not being able to carry out works.
Compile a list of landowners	13/7/23	66/23	Chair and Clerk		The Chair and Clerk will work on this but have not had a chance yet as there have been more pressing priorities. Some of this work has been done as part of the Neighbourhood Plan process.

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



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Attachment 3

Payments for authorisation

<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
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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	Brass Follies	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 Playgroun	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
15/01/2026	Donation to Citizens Advice	Citizens Advice Oxfordshire	500.00
Total			5,936.52



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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
Unity Instant Access Account	31/12/2025	58,380.31
		92,989.71
Less unrepresented payments		
		92,989.71



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Plus unpresented receipts

B	Adjusted Bank Balance	92,989.71
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A = B Checks out OK