



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 12th February 2026 at 7:30pm in Turner Hall for the purpose of transacting the following business.

Allison Leigh, Parish Clerk
6th February 2026

209/25. Apologies for absence

210/25. Declarations of interest/Dispensation requests

211/25. Minutes of the following meeting: To sign and approve the minutes of the following meetings:

- [Planning Committee meeting of the 25th November 2025](#)
- [NLPC meeting of the 8th January 2025](#)
- [NLPC meeting of the 15th January 2025](#)

212/25. Public Forum

213/25. Reports from the County Councillor and District Councillor

214/25. Action items and Clerk's Report: See Attachment 1.

215/25. Finance:

- a. **Finance Report:** To consider the bank reconciliation as of 31/1/26 and payments for authorisation and to note the receipts as of 31/1/26. See Attachment 2.
- b. **Quote for additional tree/hedge works in Windmill Heights:** To consider the quote for additional tree/hedge works by Boward at a cost of £850 + VAT to be carried out alongside the tree works noted in the tree survey.
- c. **Memorial safety software:** To consider the memorial safety software from EDGE IT at a cost of £289.75 + VAT (including the annual cost). The annual cost onward is £38.26 + VAT.
- d. **Interim Internal Audit:** To note the [Interim Internal Audit Report 2025 2026](#)



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216/25: Committees: To receive reports from the following committees:

i. Neighbourhood Plan (NP) Committee:

- a. To receive the [minutes of the meeting of the 2nd February 2026](#)
- b. To consider the report. See Attachment 3.

ii. Staffing Committee

iii. Planning Committee

217/25: Planning: To consider the following planning applications: Planning applications can be viewed on the District Council's website: [Planning and building - West Oxfordshire District Council](#))

- i. 25/02987/HHD**
Old Chapel Cottage, East End, North Leigh
Erection of outbuilding to front of property, new vehicle access, and associated works
- ii. Appeal Reference: 6003965/Original Planning Reference: 25/02572/FUL**
New Yatt Farm, Farm Lane, New Yatt
Demolition of existing barn and construction of two self build dwellings and associated infrastructure
- iii. 26/00178/HHD**
Beaufort, Green Lane, North Leigh
Erection of a single storey rear extension, side store and conversion of loft to create additional living space
- iv. 26/00173/HHD**
Ferndale, New Yatt Road, North Leigh
Installation of two front dormers with gable roofs and three rear rooflights to create first floor accommodation.

218/25: S106 Funds: To have an update on the use of S106 funds for the following:

i. Adventure Playground MUGA:



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- a. **Planning application:** To have an update and consider associated fees
- b. **Lease:** To have an update and consider next steps
- ii. **Village Map:** To have an update and consider next steps

219/25: Annual Parish Meeting: To confirm the date as Wednesday the 22nd April and consider the format, any advertising and any associated costs

220/25: Newsletter/Nor'Lye News: To have an update

221/25: Litter pick: To consider a litter pick on the 8th March

222/25: Correspondence: To consider the correspondence since the January meeting

223/25. Matters for report: To raise matters for discussion without decision or items for next meeting.

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

The deadline for items for the March agenda is Thursday the 26th February 2026.



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Attachment 1

Action List from January 2026

<u>Action</u>	<u>Meeting date</u>	<u>Minute Reference</u>	<u>Responsible</u>	<u>Date Due</u>	<u>Update</u>
Send a comment on Quarry Solar Farm (26/00050/S73) to the Clerk	15/1/26 and Planning Committee meeting 26/1/26	203/25 and Planning Committee 15/25 i	DH	12/2/26	
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	Done and DH has taken up further conversations with CFO.
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		The Clerk has invited the Parish Path Warden to a future meeting, but has not had a reply.
Email the County Councillor with regards to applying to the Councillor Priority Fund	15/1/26	206/25	Clerk	ASAP	The County Councillor is unable to support NLPC's application to the Fund.
Email the Highways Engagement Team about the VAS repair on Park Road	15/1/26	206/25	Clerk		The Clerk has emailed the Highways Engagement Team on 5/2/26.
Purchase gloves for the litter pick in	15/1/26	206/25	Clerk	Prior to	These have been ordered.



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March				the litter pick	
Respond to WODC regarding the S106 agreement for 25/01905/RES	8/1/26 and 9/10/25	194/25 e and 145/25 c i	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
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 aren't 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
Review play inspection report	11/12/25	185/25 ii	Clerk		In progress.
Arrange installation of village sign	11/12/24	186/25	Clerk		The sign has been installed.
Work on SID pole at Common Road	13/11/25	157/25	Chairman		ODS will supply the pole towards the end of February.
Update bank mandate	13/11/25	160/25 v	Clerk		Done.
Get a rough estimate for the cost of a	13/11/25	163/25	Clerk		The Clerk has emailed a contractor on



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car park by the allotments					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		The planting has been done.
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 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.
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. (See action from minute reference 204/25 from 15/1/26).
Make insurance claim for the damaged bus shelter on Park Road	9/10/25	149/25 ii	Clerk		In progress. Externiture came to the village, but despite having photographs, did not see the damage. The Clerk has contacted ODS who do not carry out these works. The Clerk will continue to seek a



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					contractor.
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		A new proof has been received which the Clerk has sent to the Chair to review and consider whether installation is required by the contractor.
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 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 quotes	12/6/25 (previously)	60/25 (previously)	KS		KS reported he has investigated the cost of 3 maps which is



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	13/3/25)	241/24			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.
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 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.



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



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Attachment 2

Payments for authorisation

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
21/01/2026 - 27/02/2026	Confidential		1,261.12
13/11/2025	Legal fees	Lee Chadwick Solicitors	400.00
12/01/2026	Supplies for tree lighting	Amazon EU S.a.r.L.	8.99
12/01/2026	Supplies for tree lighting	B&Q	9.77
12/01/2026	Supplies for tree lighting	Mountain Warehouse	5.99
12/01/2026	Supplies for tree lighting	Sainsburys	56.00
12/01/2026	Supplies for tree lighting	Co-operative Food Grocery Stores	5.00
12/01/2026	Council phone	Lebara	6.95
12/01/2026	Postage	Post Office Ltd	9.25
12/01/2026	Mailchimp	Mailchimp	23.94
12/01/2026	Postage for NP	Post Office Ltd	39.60
12/01/2026	Mailchimp	Mailchimp	23.72
12/01/2026	Lloyds fee	Lloyds Bank	3.00
31/01/2026	Unity Bank service charge	Unity Bank	6.00
12/02/2026	Web hosting and WordPress updates	Dark White Digital	35.00
12/02/2026	Interim audit fee	WTG Consultants	162.50
12/02/2026	Cemetery bin management	Grundon	72.41
12/02/2026	Clerk mileage and home allowance	Allison Leigh	53.00
12/02/2026	Plants and planting for planters	Broadleaf Services	441.84
Total			2,624.08

There were no receipts from 1/1/26 – 31/1/26.

Bank Reconciliation at 31/01/2026

Cash in Hand 01/04/2025 69,142.93

ADD

Receipts 01/04/2025 - 31/01/2026 81,370.20



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			150,513.13
	SUBTRACT		
	Payments 01/04/2025 - 31/01/2026		69,739.19
A	Cash in Hand 31/01/2026		80,773.94
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	31/01/2026	0.00
	Unity Bank	31/01/2026	28,805.63
	Lloyds	31/01/2026	0.00
	Unity Instant Access Ac- count	31/01/2026	51,968.31
			80,773.94
	Less unrepresented payments		
			80,773.94
	Plus unrepresented receipts		
B	Adjusted Bank Balance		80,773.94
	A = B Checks out OK		



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Attachment 3

North Leigh Neighbourhood Plan Committee

Update for Parish Council Meeting of 12th February 2026

Meetings

- Since the last Parish Council meeting, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 2nd February.
- 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 discussed this at its meeting on 15th January at which some Neighbourhood Plan committee members were present. The Parish Council having reviewed the draft Plan resolved that the Reg 14 consultation process could be initiated.

At the meeting of the Neighbourhood Pan committee on the 2nd February, the details of how the consultation process could be initiated were discussed.



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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.