



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

DRAFT MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday the 9th April 2026 at 7:30pm in the Turner Hall

Councillors Present: Chairman Andy Clements, Councillors Sarah Veasey (SV), Kevin Swann (KS), Robert Gunn (RG) and Carol Frost (CF).

In attendance: Allison Leigh, Clerk, County Councillor Liam Walker, District Councillor Sarah Veasey

1/26. Apologies for absence: Apologies were received from Councillors David Harris (DH) and Malcolm Shead (MS). Councillor Paul Kitchin (PK) was not in attendance.

2/26. Declarations of interest/Dispensation requests: None.

3/26. Minutes: NLPC approved and signed the minutes of the meeting of the 12th March 2026.

4/26: Parish Councillor Vacancy: The Clerk reported she has advertised this, but has had no expressions of interest. It was noted that this could be advertised at the Neighbourhood Plan (NP) meeting on the 11th April as well as at the Annual Parish Meeting.

5/26. Public Forum: A member from the Gospel Hall was in attendance in reference to agenda item 7/26.

The Chairman resolved to move the following item to this item on the agenda.

7/26: Gospel Hall: NLPC resolved for the Gospel Hall to use Cuckamus Green for an event as follows:

- Similar event to that of June 2025 with a marquee on Cuckamus Green and parking provision at the school. Visitors may also park on the roadside but are not to take up too much space.
- For two weeks starting on the 22nd June there will be a public invitation gathering for gospel messages and singing in the evenings for approximately 1.5hrs
- The Gospel Hall will address any concerns raised immediately.

6/26. Reports from the County Councillor and District Councillor:

West Oxfordshire District Council (WODC)



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The District Councillor reported the following:

- The Lowlands and Uplands Planning Committees at WODC will be merged in response to changes proposed by the National Government to the National Planning Policy Framework. The Committee will be approximately 24 people. The terms of the Committee are not clear at this time.
- She has had calls about excavations in East End. She has spoken to the surveyors who said they are working for Thames Water replacing sewage pipes in East End and New Yatt. This is not linked to any specific new developments. She has contacted Thames Water regarding what they are doing to solve the village-wide problem with sewage overflowing from manholes during heavy rain around the village.
- She has been in touch with WODC about the management of assets following the Local Government Reorganisation. WODC has confirmed they want to keep the leased land where the Adventure Playground is excluded from assets so there is not an opportunity for NLPC to take ownership as an asset.

Oxfordshire County Council (OCC)

The District Councillor reported the following:

- The lane from the bottom of Church Road to Wilcote has been resurfaced.
- The A4095 from Witney to North Leigh is due to be resurfaced between 5-9th May.
- The issue of the closure of the Eynsham Fire Station is going to Cabinet on the 21st April.
- The County Councillor would like the Clerk to investigate ownership of the car park at the School.

8/26. Action items and Clerk's Report:

- i. NLPC resolved to remove the highlighted actions or assigning a Councillor along with a deadline date. See Attachment 1.



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9/26. Finance:

- a. **Finance Report:** NLPC agreed and signed the bank reconciliation as of 31/3/26 and agreed the payments for authorisation. NLPC noted the receipts as of 31/3/26. See Attachment 2.
- b. **Confirmation of recurring expenses for 2026/2025:** NLPC resolved to proceed with the following subscriptions/services for 2026/2027:

<u>Organisation</u>	<u>Function</u>	<u>Duration/Review date</u>	<u>Approximate Cost</u>
Edge	Cemetery database/memorial safety software	Annually/October 2026	£400
Pear Technology	Cemetery mapping	Annually/October 2026	£90
Mailchimp	Mailing list	Monthly/October 2026	£22
Parish Online	Mapping software	Annually/October 2026	£100
SLCC	Annual Membership	Annually/October 2026	£126.50
OALC	Annual Membership	Annually/October 2026	£465.71
Dark White Digital	Webhosting and WordPress Updates	Annually/October 2026	£35/month
WODC	Bin emptying (4 bins)	Quarterly/October 2026	£675.00



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Multi-Hands	Bus shelter cleaning	Quarterly/October 2026	£250 per visit
Turner Hall or North Leigh Memorial Hall	Room Hire	Monthly/October 2026	£25 per hire
Tetbury Accounting	Payroll Accountant	Annually/October 2026	£240
Grundon	Cemetery bin emptying	Monthly/October 2026	£60
Starboard Systems	Accounting software	Annually/October 2026	£350
Institute of Cemetery and Cremation Management	Membership	Annually/October 2026	£110
The Flying Press	Printing needs: Newsletter, Neighbourhood Plan, Consultations	Budgeted - £2800/year	£700 per newsletter (this can be reduced if content is reduced) Other printing costs agreed via quote with The Flying Press as agreed supplier for projects up to £700
Moore	External Auditor	Annually	£420.00
Lloyds	Monthly fee	Monthly	£3.00



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Unity Trust Bank	Monthly fee	Monthly	£7.00
Allison Leigh	Mileage and home allowance	Monthly	£0.45/mile and £26/month home allowance
Lebara	Phone	Monthly	£5.79
PWLB	Loan	Per loan schedule	£4181.25
Oxfords Playing Fields Association	Membership	Annually	TBD based on increased population
Appleton with Eaton Parish Council	Ink plan	Monthly	£45/month

- c. **Training:** NLPC resolved for the Clerk to attend the Basics of Data Protection & File Retention at a cost of £45 + VAT.
- d. **Statement of Accounts:** NLPC agreed and signed the Statement of Accounts for 2025/2026 which can be found on the website in the Finance section of the Parish Council area.
- e. **Reserves:** NLPC agreed the Reserves as of 31/3/26 which can be found on the website in the Finance section of the Parish Council area.

10/26: Policies and Procedures: NLPC resolved to adopt the following:

- a. Data audit
- b. Data Breach Procedure
- c. Privacy Notice for Staff



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- d. NLPC had a query about the Subject Access Request Procedure and would like the Clerk to speak to the Oxfordshire Association of Local Councils about the methods by which such requests can be made.

11/26: Committees:

- a. Neighbourhood Plan: See Attachment 3.
- b. Staffing: There was no report.
- c. Planning: There was no report.

12/26: Planning:

- a. NLPC considered the following planning applications.

- i. **26/00575/HHD**

- 75 Common Road, North Leigh OX29 6RE

- Erection of a two storey side extension and single storey rear extension, erection of front porch, and associated works

- NLPC is concerned as to the significant increase in size and asks the District Council to accordingly consider whether the size of the extensions is in accordance with their policies and their design guide.

- ii. **26/00390/FUL**

- Play Area Windmill Road North Leigh

- Replacement of existing hard surfaced play ground with new fenced Multi use Games Area

This application has been made by NLPC so it is rather difficult for us to comment other than we hope the application is granted. The recent Neighbourhood Plan survey came back with residents requesting space for recreation for older children.



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- b. **Planning responses in between meetings:** NLPC noted the response to planning application 25/01905/RES made following the February meeting. See Attachment 4.

SV noted that 25/1905/RES cannot start without a construction management plan. She noted that the developer is considering a private sewage plant. The Environment Agency typically does not issue permits for private sewage plants when a development is within proximity to an existing sewer connection as is the case here. NLPC would like DH to draft on this issue to send to the planning officer.

13/26: Adventure Playground:

- a. **Lease:** It was noted that the lease is near completion. The District Councillor will follow up on planning permission for the MUGA if not received by the end of April.

14/26: Annual Parish Meeting: The Clerk reported that she has contacted all village organisations and will circulate a list of those attending/speaking. The Clerk is in communication with the Community Café about refreshments.

15/26: Accessibility Statement: NLPC resolve to adopt the Website Accessibility Statement.

16/26: Correspondence: NLPC noted the correspondence since the last meeting.

17/26. Matters for report

RG noted that the Roman Village may make a grant application to NLPC for an upcoming event.

CF noted that there is a broken sign in a resident's garden on Breakspear Way. The County Councillor suggested that perhaps the resident can speak to the management company about this.

It was noted that this was Andy Clements' last full meeting as Chairman. NLPC thanked him for his service as Chairman.



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The date and time of next meeting, which is the Annual Parish Council Meeting were confirmed as Thursday the 14th May 2026 at 7.30pm, Turner Hall.

The deadline for items for the May agenda is Thursday the 30th April 2026.

The meeting closed at 8:45pm.



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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>
Advertise NLP Councillor vacancy at the NP meeting on the 11 th April as well as at the Annual Parish Meeting	9/4/26	4/26	Councillors	11 th and 22 nd April	
Book Basics of Data Protection & File Retention training	9/4/26	9/26 c	Clerk		
Contact OALC about the query regarding the Subject Access Request Procedure	9/4/25	10/26 d	Clerk		
Submit a comment regarding 25/1905/RES	9/4/26	12/26 b	DH		
Submit comments on planning application 25/01905/RES to the Clerk for submission	12/3/25	232/25 a	DH		Done
Respond to the Local Government Reorganisation Consultation	12/3/25	235/25	Clerk	26/3/26	Done
Check CFO contract with regards to payment	12/3/25	237/25	DH		Done



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Contact the planning consultant confirming the planning application for the MUGA at the Adventure Playground is ready for submission	12/2/26	21/25 i a	Clerk		Done
Begin S106 application for the MUGA at the Adventure Playground	12/2/26	218/24 i a	Clerk		In progress. The Clerk is waiting for the decision from WODC to submit.
Circulate a draft flyer for the Annual Parish Meeting	12/2/26	219/25	Clerk		Done.
Arrange banner and refreshments for the Annual Parish Meeting	12/2/26	219/25	Clerk		In progress.
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.
Complete application for the MUGA and lease for the Adventure Playground	8/1/26	193/26	DH	End of January	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 emailed PK regarding a Roles and Responsibilities course on the 13 th July 2025. As of 8/2/26 there are no planning



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					training courses scheduled.
Review play inspection report	11/12/25	185/25 ii	Clerk		In progress.
Work on SID pole at Common Road	13/11/25	157/25	Chairman		This is due to be installed on the 10 th April.
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.
Investigate options for signage in East End	9/10/25	147/25	KS		A discussion was had as to the danger of walking from East End to the bus stop by North Leigh Common. KS and LW will work on the possibility of traffic calming signage as well as the possibility of reducing the speed limit on that stretch of road.
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 contractor.
Investigate any appropriate training	11/9/25	114/25 ii a			This will be progressed once a new



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courses for NLPC to take as a whole					councillor has been co-opted.
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 has been ordered.
Bollards	10/7/25 and 21/8/25	78/25 and 93/25iii	Clerk	17/9/25	NLPC resolved not to proceed with the contractor due to delay. The County Councillor will investigate and place bollards. NLPC would like this on the May agenda.
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.
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 presented a sample map from another locality which NLPC supports taking further. Costs and designs will be on the May agenda. The Clerk will investigate further quotes for production. SV will ask a local resident about photography.
Clarify the asset register is correct on	8/5/25	46/25 iii	Clerk		Zurich has sent an update, but it still



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the insurance schedule					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		The Clerk will 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	
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



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					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 in the 2025 2026 accounts

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
03/03/2026 - 03/03/2026	Confidential		69.39
12/03/2026	Planning Consultant	Community First Oxfordshire	2,400.00
12/03/2026	Website accessibility work	Dark White Digital	168.00
12/03/2026	Tree works	Boward Tree Surgery Ltd	1,836.00
12/03/2026	Tree works	Boward Tree Surgery Ltd	1,020.00
12/03/2026	Printing of Newsletter	The Flying Press	664.46
02/03/2026	Land Registry fee	HMRC Land Registry	7.00
12/03/2026	Mailchimp	Mailchimp	23.43
12/03/2026	Council mobile phone	Lebara	6.95
12/03/2026	Litter pick gloves	Amazon EU S.a.r.L.	11.98
12/03/2026	Postage for NP	Post Office Ltd	9.25
12/03/2026	Land Registry	HMRC Land Registry	7.00
12/03/2026	Soil for topping up graves	AW Mobbs	145.00
12/03/2026	Lloyds fee	Lloyds Bank	3.00
31/03/2026	Unity Bank service charge	Unity Bank	7.00
Total			6,378.46

Payments for authorisation in the 2026 2027 accounts

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
09/04/2026	Clerk mileage and home allowance	Allison Leigh	62.00
09/04/2026	NP online questionnaire work	Dark White Digital	240.48
09/04/2026	Bus shelter cleaning	Multi Hands	250.00
09/04/2026	NP Printing	The Flying Press	51.10
09/04/2026	Printing of flyers	The Flying Press	79.65
09/04/2026	Printing of flyers	The Flying Press	79.64
09/04/2026	NP Printing	The Flying Press	65.12
09/04/2026	Seeding of graves	Broadleaf Services	772.80
09/04/2026	OALC Subscription	OALC	558.85
09/04/2026	OPFA Subscription	OPFA	62.00
30/04/2026	Clerk salary	Allison Leigh	To Come



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09/04/2026	Web hosting and WordPress updates	Dark White Digital	35.00
09/04/2026	Cemetery bin management	Grundon	72.41
09/04/2026	Play inspection	The Play Inspection Company	276.00
09/04/2026	NP Printing	The Flying Press	77.77
09/04/2026	NP Printing	The Flying Press	230.62
Total			2,913.44

Receipts from 1/3/26 – 31/3/26

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
30/03/2026	Cemetery fees	Eynsham Funerals	1,200.00
30/03/2026	Cemetery fees	John Welch and Stammers	50.00
30/03/2026	Cemetery fees	BANBURY MEMORIALS	50.00
31/03/2026	Bank interest	Unity Bank	260.92
Total			1,560.92

Bank Reconciliation at 31/03/2026

Cash in Hand 01/04/2025	69,142.93
ADD	
Receipts 01/04/2025 - 31/03/2026	82,931.12
	152,074.05
SUBTRACT	
Payments 01/04/2025 - 31/03/2026	96,095.58
A Cash in Hand 31/03/2026	55,978.47
(per Cash Book)	
Cash in hand per Bank Statements	
Petty Cash	31/03/2026 0.00



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Unity Instant Access Account	31/03/2026	37,229.23	
Lloyds	31/03/2026	0.00	
Unity Bank	31/03/2026	18,749.24	
			55,978.47
Less unrepresented payments			
			55,978.47
Plus unrepresented receipts			
B Adjusted Bank Balance			55,978.47

A = B Checks out OK

Attachment 3: Response to planning application 25/01905/RES

North Leigh Parish Council is concerned that the reserved matters application does not contain a proposed Traffic Management Plan. It should be noted that Akeman Road is not adopted highway and although we understand the Applicant has a Right of Way it is only over part of Akeman Road. The Applicants do not enjoy a Right of Way over most of Akeman Road and not over the other roads on the Marlborough Gardens Development.

Further they have no parking rights on any part of Marlborough Gardens. This needs to be properly dealt with in a Traffic Management Plan before any works are carried out