



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

MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday the 12th February 2026 at 7:30pm in the Turner Hall

Councillors Present: Chairman Andy Clements, Councillors David Harris (DH), Sarah Veasey (SV), Malcolm Shead (MS), Paul Kitchin (PK) and Robert Gunn (RG)

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

209/25. Apologies for absence: Councillors Kevin Swann (KS) and Carol Frost (CF)

The Chairman reported that Fran Jeffes has resigned from the Council and the vacancy notice has been published.

210/25. Declarations of interest/Dispensation requests: None.

211/25. Minutes of the following meeting: The minutes of the following meetings were approved, signed and will be put on the website.

- 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: No members of the public were present. NLPC is appreciative that several members of the public often attend meetings of NLPC and it is good to see this engagement.

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

West Oxfordshire

The District Councillor reported the following:

- She has done a survey on mobile phone as coverage is very poor. The feedback has been sent to Rt Hon Ian Murray, the Minister of State for Culture, Media and Sport and the District Councillor is hopeful this will yield a resolution.
- She has spoken to Thames Water as there have been recurring sewage issues by the Church and Bridewell Field.



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- The planning application for the Adventure Playground is nearly ready for submission.
- There is a consultation on the Local Government Reorganisation open until the 26th of March which is open to residents. The link to the consultation can be found here and the Clerk will be publicising it. [Consultation on Proposals for Local Government Reorganisation in Oxfordshire - Ministry of Housing, Communities and Local Government - Citizen Space](#)

Oxfordshire County Councillor (OCC)

The County Councillor reported the following:

- OCC has admitted there is a 35% backlog on potholes.
- A Scrutiny Committee meeting was held last week. The County Councillor reported to the Committee that the quality of the pothole repair is poor. The County Councillor is arranging a meeting for an OCC representative come out to his division.
- The OCC 26/27 budget meeting was held on Tuesday and OCC's portion of council tax will be increased by 5%. The County Councillor put in an amendment for additional £1.3M to be spent on potholes, but this amendment was rejected by the administration. He noted that after 26/27 there will be a £15M gap. For 27/28 OCC will have to establish a balanced budget.
- The County Councillor would like to set up a meeting between a representative from NLPC and from Hailey Parish Council to talk about an alternative route of travel for University Solar Farm.
- There is not update on the swap of land with regards to North Leigh Primary School parking.

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



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215/25. Finance:

- a. **Finance Report:** NLPC agreed the bank reconciliation as of 31/1/26 and payments and noted the receipts as of 31/1/26. See Attachment 2.
- b. **Quote for additional tree/hedge works in Windmill Heights:** NLPC resolved to proceed with additional tree/hedge works to be carried out by Boward at a cost of £850 + VAT. This will be carried out alongside the tree works noted in the tree survey.
- c. **Memorial safety software:** NLPC resolved to proceed with 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:** The Council noted the Interim Internal Audit Report 2025 2026.*

216/25: Committees:

- i. **Neighbourhood Plan (NP) Committee:**
 - a. NLPC received the minutes of the meeting of the 2nd February 2026.*
 - b. NLPC noted the report. See Attachment 3.
- ii. **Staffing Committee:** The Chairman noted that the Committee should consider another member.
- iii. **Planning Committee:**

217/25: Planning:

- i. **25/02987/HHD**
Old Chapel Cottage, East End, North Leigh
Erection of outbuilding to front of property, new vehicle access, and associated works

NLPC has no comments on this planning application.



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- 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

NLPC has no comments on this planning application.

- 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

NLPC has no comments on this planning application.

- 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.

NLPC has no comments on this planning application.

DH noted that there had been a meeting of the NLPC Planning Committee on the 11th February. The Committee resolved to make no comments on The Woodman appeal.

With regards to University Solar Farm, the Committee resolved to send in an updated comment along with the original objection.

218/25: S106 Funds:

- i. **Adventure Playground MUGA:**
 - a. **Planning application:** DH reported the planning application is ready to be submitted and the Clerk will confirm this with the planning consultant. It was noted that biodiversity net gain (BNG) may not apply in this application. WODC is allowing to NLPC to submit without BNG and if required, will contact NLPC. NLPC resolved to



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begin to write the application for the S106 funds to ensure it is ready to submit upon planning permission being granted.

- b. **Lease:** WODC is concerned about the vehicular access from the A4095 to the land off of Windmill Road as it is owned by Thames Water. As this access has been used for many years, DH believes this issue can be resolved.
 - ii. **Village Map:** The Clerk has been in touch with WODC about the requirements and is setting up a meeting between herself, KS and the WODC S106 infrastructure team.

219/25: Annual Parish Meeting: NLPC resolved to hold the Annual Parish Meeting on Wednesday the 22nd April , 7pm.

The Council resolved to adopt a new format this year involving the following:

- Update from the chairman
- Update from the County and District Councillors
- Update from the Neighbourhood Plan Committee
- Update from the Planning Committee
- Invite village organisations to give a short update
- Have stalls as in previous years following the talks for residents to find out further information.

NLPC resolved to print a flyer to deliver to all residents. The Clerk will circulate a draft. The Clerk will investigate banners.

NLPC resolved to purchase refreshments in line with the cost from last year.

220/25: Newsletter/Nor'Lye News: The deadline for copy for the next newsletter is Monday the 16th February.

It was noted that 3 volunteers and a volunteer to design the resurrection of the Nor'Lye News have come forward. NLPC resolved to proceed with the project of the Nor'Lye News.



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It was noted that Helen Keen is now the PCSO for North Leigh again and will be putting something in the next newsletter.

221/25: Litter pick: NLPC resolved to hold a litter pick on the 8th March. The Clerk will ask CF about details to advertise.

222/25: Correspondence: NLPC noted the correspondence since the January meeting.

223/25. Matters for report:

RG reported the following:

Community Benefits from Renewable Energy projects

He had a meeting with Sheryl French of Cambridge Climate Ltd (CCL) on 11th February. CCL are co-ordinating a project with Oxfordshire councils and other stakeholders to agree a process for the calculation, administration, disbursement etc of Community Benefits arising from Renewable Energy projects.

This is required in the current absence of a government mandated process.

Objective of group To set in place a process in Oxfordshire that can be followed by stakeholders to agree community benefits for renewable energy projects, in order to fill the absence of any government mandated process

Why? Because there is no government mandated process in place to guide calculation, agreement, administration, distribution, etc of community benefits and there won't be one in place for maybe 2 years.

Between the time that a government mandated process is in place and the present there are numerous solar energy projects within Oxfordshire that are in the pipeline or that will likely come forward. (aimed mainly at <50Mw projects) CCL calculate that at a suggested community benefit base price of £1000/Kw hr installed, there could be £20million in community benefits lost if nothing is agreed and pursued before there is any legal mandate that developers will have to follow.

RG offered the following suggestions:



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1. Communicate and make common cause with other councils that are facing numerous solar farm applications. (Lincolnshire, Cambridgeshire etc) .

Therefore make a coordinated plan agreed with a number of councils and show the DoE and government that a plan is working for community benefits. That way the councils directly impacted will drive the government mandated process, ie a bottom-up driven process, not a top down process forced on councils by government.

2. Link approval of projects that can be approved by local government (ie non-NSIP projects) with the requirement of the applicant to offer a minimum of £1000/MW per year installed

(Note CCL's suggested minimum base case community benefit of £1000/Mw installed is still approximately half that is being offered by the developers of Botley West)

Botley West Solar Farm

The Examiners have submitted their recommendation to the Secretary of State. The rules say that their recommendation won't become public knowledge until the Secretary of State has made his decision.

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.

*These items can be found on the website or by request from the Clerk.



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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>
Communicate the Local Government Reorganisation to residents	12/2/26	213/25	Clerk		
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		
Begin S106 application for the MUGA at the Adventure Playground	12/2/26	218/24 i a	Clerk		
Arrange a meeting with the S106 infrastructure team for KS and the Clerk to discuss the Village Map	12/2/26	218/25 ii	Clerk		
Circulate a draft flyer for the Annual Parish Meeting	12/2/26	219/25	Clerk		
Arrange banners and refreshments for the Annual Parish Meeting	12/2/26	219/25	Clerk		
Contact village organisations about speaking at the Annual Parish Meeting	12/2/25	219/25	Clerk		



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Ask CF re details for the litter pick to advertise	12/2/26	222/25	Clerk		
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	Done
Contact the planning consultant as to whether they can write the biodiversity net gain (BNG) piece of the MUGA application	15/1/26	204/25	Clerk	ASAP	Done. WODC has confirmed that BNG may not be required and is happy for the application to be submitted without it.
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		Done
Purchase gloves for the litter pick in	15/1/26	206/25	Clerk	Prior to the	Done



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March				litter pick	
Complete application for the MUGA and lease for the Adventure Playground	8/1/26	193/26	DH	End of January	In progress
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 training courses scheduled.
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 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		RG and PK are happy to be on the rota.
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



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					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 actions above.)
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 courses for the Council to take as a whole	11/9/25	114/25 ii a			The Councillor who was working on this has resigned from the Council. The Clerk will revisit on the March agenda.
Investigate market value for suggested	11/9/25	124/25	DH		



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land for a village car park					
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	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 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. (see action from minute reference 218/25 ii above)



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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.
Compile a list of landowners	13/7/23	66/23	Chair and		The Chair and Clerk will work on this



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			Clerk		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



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ADD		
Receipts 01/04/2025 - 31/01/2026		81,370.20
		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 Account	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.



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

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.