



North Leigh Parish Council  
Serving North Leigh, East End, New Yatt and Wilcote

26 Eaton Village  
Eaton, Oxfordshire OX13 5PR  
[parishclerk@northleighparishcouncil.gov.uk](mailto: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 9th April 2026 at **7:30pm** in **Turner Hall** for the purpose of transacting the following business.

*Allison Leigh*, Parish Clerk  
1<sup>st</sup> April 2026

**1/26. Apologies for absence**

**2/26. Declarations of interest/Dispensation requests**

**3/26. Minutes:** To sign and approve the minutes of the following meetings:

- [NLPC meeting of the 12<sup>th</sup> March 2026](#)

**4/26: Parish Councillor Vacancy:** To have an update

**5/26. Public Forum**

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

**7/26: Gospel Hall:** To consider the use of Cuckamus Green for an event by the Gospel Hall

- Similar event to that of June 2025
- Public invitation gathering for gospel messages and singing in the evenings for approximately 1.5hrs
- Two weeks starting June 22nd

**8/26. Action items and Clerk's Report:** See Attachment 1.

- To consider removing the highlighted actions or assigning a Councillor along with a deadline date

**9/26. Finance:**

- Finance Report:** To consider bank reconciliation as of 31/3/26 and payments for authorisation and to note the receipts as of 31/3/26. See Attachment 2.



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b. **Confirmation of recurring expenses for 2026/2025:** To confirm the following subscriptions/services for 2026/2025:

<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
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



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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
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



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Oxfords Playing Fields Association	Membership	Annually	TBD based on increased population
Appleton with Eaton Parish Council	Ink plan	Monthly	£45/month

- c. **Training:** To consider any training courses requested
- d. **Statement of Accounts:** To consider and sign the [Statement of Accounts for 2025/2026](#)
- e. **Reserves:** To review the [Reserves as of 31/3/26](#)

**10/26: Policies and Procedures:** To consider the following:

- a. Data audit
- b. Data Breach Procedure
- c. Subject Access Request Procedure
- d. Privacy Notice for Staff

**11/26: Committees:** To have reports from the following committees:

- i. Neighbourhood Plan
- ii. Staffing
- iii. Planning

**12/26: Planning:**

- a. To consider the following planning application: Planning applications can be viewed on the District Council's website: [Planning and building - West Oxfordshire District Council](#)
  - i. **26/00575/HHD**  
75 Common Road, North Leigh OX29 6RE



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

ii. **26/00390/FUL**

Play Area Windmill Road North Leigh

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

**b. Planning responses in between meetings:** To note the response to planning application 25/01905/RES made following the February meeting. See Attachment 3.

**13/26: Adventure Playground:**

a. **Lease:** To have an update and consider next steps

**14/26: Annual Parish Meeting:** To have an update

**15/26: Accessibility Statement:** To consider the updated Accessibility Statement: [Accessibility Statement for North Leigh Parish Council Website – North Leigh Parish](#)

**16/26: Correspondence:** To consider the correspondence since the last meeting

**17/26. Matters for report:** To raise matters for discussion without decision or items for next meeting.

Date and time of next meeting, which is the Annual Parish Council Meeting: Thursday the 14<sup>th</sup> May 2026 at 7.30pm, Turner Hall

**The deadline for items for the May agenda is Thursday the 30<sup>th</sup> April 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>
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
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	15/1/26	205/25	Clerk		The Clerk has invited the Parish Path



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future meeting					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 <sup>th</sup> 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.
Work on SID pole at Common Road	13/11/25	157/25	Chairman		ODS indicated they would supply the pole towards the end of February. The Clerk has emailed ODS on 5/3 and 19/3 to follow up.
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		
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



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					works. The Clerk will continue to seek a contractor.
Investigate any appropriate training courses for NLPC to take as a whole	11/9/25	114/25 ii a			This will be progressed once a new 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	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.  It was noted that parking in the village is worsening. It was noted there is a sprayed red line on grass inside damaged area. The County Councillor will check as to whether OCC is doing any work there prior to the bollards being installed.
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.



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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.  KS and the Clerk met with the S106 team who indicated that the project would fall within the criteria for public art. It was noted that if any funds are remaining NLPC could consider the Threads of North Leigh.
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		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	10/10/24	129/34	Council	Once the	



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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 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
<b>Total</b>			<b>6,378.46</b>

### 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	79.64
09/04/2026	Printing of flyers	The Flying Press	79.65
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	To come
30/04/2026	Staff costs	Staff	To come following 5/4/26
09/04/2026	Web hosting and WordPress updates	Dark White Digital	35.00
<b>Total</b>			<b>2,194.64</b>



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**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
<b>Total</b>			<b>1,560.92</b>

**Bank Reconciliation at 31/03/2026**

Cash in Hand 01/04/2025		69,142.93
<b>ADD</b>		
Receipts 01/04/2025 - 31/03/2026		82,931.12
		152,074.05
<b>SUBTRACT</b>		
Payments 01/04/2025 - 31/03/2026		96,095.58
<b>A</b>	<b>Cash in Hand 31/03/2026</b>	<b>55,978.47</b>
	(per Cash Book)	
Cash in hand per Bank Statements		
Petty Cash	31/03/2026	0.00
Unity Instant Access Account	31/03/2026	37,229.23
Lloyds	31/03/2026	0.00
Unity Bank	31/03/2026	18,749.24
		<b>55,978.47</b>
Less unrepresented payments		
		55,978.47



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Plus unrepresented receipts

<b>B</b>	<b>Adjusted Bank Balance</b>	<b>55,978.47</b>
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**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