



MINUTES of the Parish Council Meeting of North Leigh Parish Council (NLPC) held on Thursday the 14th May 2026 at 7:30pm in the Turner Hall

Councillors Present: Chairman Robert Gunn, Councillors Andy Clements (AC), Sarah Veasey (SV), Kevin Swann (KS), David Harris (DH) and Malcolm Shead (MS)

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

Andy Clements, Chair prior to minute reference 118/26, welcomed everyone to the meeting. He noted the death of Former Chair Richard Soper.

18/26. Election of Chair: KS nominated and SV seconded Robert Gunn for Chair. DH nominated and AC seconded KS as Chair. KS did not wish to accept the nomination. Following this, NLPC unanimously voted for Robert Gunn as Chair and Robert Gunn accepted.

Robert Gunn thanked AC for his time as Chair.

19/26: Signing of Declaration of Acceptance form for Chair: Robert Gunn signed the Declaration of Acceptance form for the role of Chair.

20/26. Election of Vice Chair (should NLPC resolve to have one): NLPC resolved not to have a Vice Chair.

21/26: Signing of Declaration of Acceptance form for Vice Chair (should NLPC resolve to have one): Not applicable.

22/26. Apologies for absence: Apologies were received from Carol Frost (CF). Paul Kitchin (PK) was not in attendance.

23/26: Councillor Vacancy: The Clerk has not had any applications.

24/26. Declarations of interest/Dispensation requests: None.

25/26. Minutes of the following meetings:

- i. NLPC signed and approved the minutes from the meeting of North Leigh Parish Council (NLPC) on 9th April 2026 with minor corrections.
- ii. NLPC received minutes from the following Neighbourhood Plan Committee meetings:



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13th October 2025
10th November 2025
2nd February 2026
24th February 2026
17th March 2026
7th April 2026

26/26: Consider any recommendations from the following committees:

- i. Neighbourhood Plan Committee: See agenda item 48/26 i.
- ii. Planning Committee: None.

27/26. Public Forum: No members of the public were present.

28/26. Reports from the County Councillor and District Councillor

Oxfordshire County Council (OCC)

The County Councillor reported the following:

A4095 resurfacing work is now done. OCC is due to come back to do sealing from the 25-29 May.

The first OCC meeting has been held. There has been quite a bit of change and there is an upcoming meeting to appoint a new leader.

- i. Bollards – The County Councillor has investigated some options other than wooden bollards and will send these to the Clerk for circulation. The Clerk advised for NLPC to put this on the June agenda for consideration. NLPC resolved to proceed with the purchase of the bollards recommended by the County Councillor.

West Oxfordshire District Council (WODC)

The District Councillor reported the following:

- The appeal for The Woodman Inn, Managers Accommodation, New Yatt Road, North Leigh, Oxfordshire, OX29 6TT in accordance with the terms of the application, Ref 25/02668/FUL is allowed and planning permission is granted for the change of use from a public house to a single family home.



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- NLPC's planning application 26/00390/FUL, Play Area, Windmill Road, North Leigh for a MUGA will go to Planning Committee on the 8th June. WODC has advised that NLPC can submit the application for S106 funding asap.

29/26. NLPC resolved to adopt the following Council policies with no change:

- Standing Orders (including arrangement for the press)
- Financial Regulations
- Risk Management Policy
- Document Retention Policy
- Code of Conduct
- Equality Policy
- Complaints Procedure
- Vacancy Procedure
- Vacancy Co-option Application
- Councillors' Expense Policy
- Civility and Respect Pledge
- Communication Policy
- Internal Financial Controls Policy
- Grant/Donation Awarding Policy
- Grant/Donation Application
- Publication Scheme
- Request for Information Policy
- Scheme of Delegation
- Protocol for Pre-Application Meetings on Developments



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- Biodiversity Policy
- Privacy Notice
- Sexual and General Harassment Policy and Procedure
- Health and Safety Policy
- Reserves Policy
- Correspondence Policy
- IT Policy
- Investment Strategy
- Data Audit
- Data Breach Procedure
- Cemetery Regulations
- Cemetery Fees

NLPC resolved to continue to review these annually unless there is a legislative change or other need to review.

30/26. Committees/Working Groups:

- a. NLPC resolved the membership to the following committees:
 - i. Planning Committee: Chair, DH, KS and MS
 - ii. Neighbourhood Plan Committee: KS, MS and DH. There are several members of the public on the Committee as well.
 - iii. Staffing Committee: KS, CF and DH

b. Terms of Reference:

- i. **Terms of Reference for Planning Committee:** NLPC resolved for DH to work on an updated draft of the Terms of Reference for the Planning Committee to bring to a future meeting of NLPC.



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- ii. **Terms of Reference for the Neighbourhood Plan Committee:** NLPC resolved to adopt the Terms of Reference of the Neighbourhood Plan Committee with no changes.
- iii. **Terms of Reference for the Staffing Committee:** NLPC resolved to adopt the Terms of Reference for the Staffing Committee with no changes.
 - a. NLPC resolved to delegate the review of employment policies to the Staffing Committee.
 - b. NLPC resolved to delegate the review of pension arrangements to the Staffing Committee with any changes to be brought to NLPC.
 - c. NLPC noted the Clerk's contracted hours are 18/week with a salary scale point of 26.

31/26: Confirm membership to any other groups:

- i. WING: David Harris

32/26: Confirm any new committees/working groups

- i. **Tree lighting:** NLPC resolved to create a working group for the tree lighting to consist of the village organisations and led by NLPC with the Clerk, Chair, MS and SV being on the Group.

33/26: Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses: It was noted that NLPC has the following leases:

- i. Lease with Oxfordshire County Council for the Children's Playground on Park Road
- ii. Lease with West Oxfordshire District Council for the Adventure Playground off of Windmill Road

34/26: Review of NLPC's and/or staff subscriptions to other bodies (some agreed at the meeting of the 9th April 2026): NLPC noted the following subscriptions:

- Oxfordshire Association of Local Councils
- Society of Local Council Clerks



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- Institute of Cemetery and Crematorium Management
- Oxfordshire Playing Fields Association
- Information Commissioner's Office

35/26. Bank signatories: NLPC confirmed the following signatories: Chair, KS, AC and MS

36/26. Meeting dates: NLPC resolved for the meeting schedule as the second Thursday of the month at 7:30pm with no regular meeting being held in August.

37/26: General Power of Competence: NLPC noted that it has the General Power of Competence in place until its review at the Annual Parish Council Meeting in May 2028.

38/26: Risk Assessment: NLPC agreed the Risk Assessment for 2026/2027*.

39/26. Asset Register: NLPC agreed the Asset Register as of 31/3/2026*.

40/26: Statement of Variance: NLPC agreed the Statement of Variance from 2024/2025 to 2025 2026*.

41/26: 2025/2026 Internal Auditor Report: NLPC noted the final 2025/2026 Detailed Internal Auditor Report*.

42/26: 2025/2026 Annual Internal Audit Report: NLPC noted the 2025/2026 Annual Internal Audit Report*.

43/26: 2025/2026 Annual Governance Statement: NLPC considered the Annual Governance Statement and responded accordingly. This was signed by the Chair and the Clerk*.

44/26: 2025/2026 Annual Accounting Statements: NLPC agreed and the Chair signed the 2025/2026 Annual Accounting Statements previously signed by the Clerk*.

45/26: 2025/2026 Notice of Public Rights: NLPC confirmed the dates for the Notice of Public Rights*:

Date of announcement: Friday the 15th May 2026

Date of commencement: Wednesday the 3rd June 2026



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Ending date: Tuesday the 14th July 2026

46/26. Action items: See Attachment 1.

47/26: Finance:

- i. **Finance report:**
 - a. NLPC agreed the payments and bank reconciliation as of 30/4/26 and noted the receipts since the last meeting. See Attachment 2.
- ii. **Training:** The Clerk will investigate Chairmanship course for the Chair.
- iii. **Insurance:** NLPC noted it has a long-term agreement with Zurich which is active until 1/6/2027. The renewal premium is £1,301.66. NLPC noted the insurance cover is adequate.
- iv. **Internal Financial Control Checklist:** NLPC noted the internal financial control checklist for the financial year of 2025/2026 carried out by KS.

48/26: Committees: The Council considered the reports from the following committees

- i. Neighbourhood Plan (NP) Committee. See Attachment 3.
- ii. Staffing Committee: There was no report.
- iii. Planning Committee: See 49/26.

49/26: Planning: NLPC considered the following planning applications:

- a. 26/00788/FUL
Land (E) 438932 (N) 213245 Park Road North Leigh
Change of use from agricultural use to community use (class F2(c)) for outdoor recreation activities and camping and provision of associated temporary WC facilities.

NLPC supports the planning application.
- b. Estelle Manor Travel Plan- 25/01818/CND : NLPC resolved to comment and delegated the writing of the comments to DH and submission to the Clerk.



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- c. S106 application for the MUGA: The Council would like to include all MUGA expenditure in the application, using additional pots of S106 funds, if needed. The Council delegated the application to SV and the Clerk for writing and submission.
- d. DH reported that Backhouse has been carrying out some works prior to the reserved matters being completed. WODC has said that if DH reports this, they will take this up with the developer.

50/26. Village Map: S106: NLPC has only received 2 quotes and the Clerk is waiting for a third. NLPC resolved to delegate the decision of supplier for the village map and S106 application to the Clerk, Chair and KS. The District Councillor noted that the S106 funds for the Manor Oak development doesn't appear on NLPC's S106 list and will investigate this.

51/26: Grass cutting: NLPC resolved to defer the consideration of the maintenance of the grass and any management of the contracts needed to the June agenda.

52/26: Oxfordshire Association of Local Council Awards: NLPC resolved to consider this prior to the deadline.

54/26: Oxfordshire County Council community transport grants 2026-27: APPLICATIONS INVITED: NLPC resolved not to apply.

55/25: Correspondence: NLPC noted the correspondence. SV noted that Estelle Manor is working with helicopter pilots to take into account the concerns of New Yatt Riding for the Disabled.

56/25. Matters for report:

- KS reported that the deadline for content for the next newsletter is the 29th of May.
- SV reported that the front wall of the Memorial Hall is crumbling. This has been reported to the Memorial Hall Committee.
- MS reported that there is a leak outside of the Memorial Hall which has been reported.
- MS reported that he will be joining the Memorial Hall Committee.
- MS reported that the Community Café continues to be strong. They are engaging with the Threads of North Leigh for a May half term activity.



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- The Chair raised the possibility of photos of parish councillors on noticeboards for future consideration.

Date and time of next meeting: Thursday the 11th June 2026 at 7.30pm, Turner Hall

**The deadline for items for the June agenda is Thursday the 28th May 2025.
The meeting closed at 21:30.**



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Attachment 1

<u>Action</u>	<u>Meeting date</u>	<u>Minute Reference</u>	<u>Responsible</u>	<u>Date Due</u>	<u>Update</u>
Circulate bollard information from the County Councillor for the Council to review	14/5/26	28/26	Clerk		
Draft Terms of Reference for the Planning Committee for review by NLPC	14/5/26	30/26 b	DH		
Arrange meeting of the tree lighting working group	14/5/26	32/26	Clerk	Prior to the June meeting	
Investigate Chairmanship training	14/5/26	47/26	Clerk		
Send comments on the Estelle Manor Travel Plan to the Clerk for submission	14/5/26	49/26b	DH		
Advertise NLPC 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	Done
Book Basics of Data Protection & File Retention training	9/4/26	9/26 c	Clerk		Done
Contact OALC about the query regarding the Subject Access Request	9/4/25	10/26 d	Clerk		Done and waiting for a reply



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Procedure					
Submit a comment regarding 25/1905/RES	9/4/26	12/26 b	DH		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.
Arrange banner and refreshments for the Annual Parish Meeting	12/2/26	219/25	Clerk		Done
Put the consideration of salt for winter provision on the September agenda	15/1/26	205/25	Clerk	September agenda	
Review play inspection report	11/12/25	185/25 ii	Clerk		The Clerk has sought quotes, but is also waiting for the operational inspection reports from 8/5/26 for any additional items needing repair.
Work on SID pole at Common Road	13/11/25	157/25	Chairman		This was installed on 10/4.
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



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					works. The Clerk will continue to seek a contractor. MS will chase Externiture.
Bollards	10/7/25 and 21/8/25	78/25 and 93/25iii	Clerk	17/9/25	See minute reference 28/26
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.
Craft a spec for the village map artists for quotes	12/6/25 (previously 13/3/25)	60/25 (previously) 241/24	KS		See minute reference 50/26.
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.
Village consultation and parish meeting regarding the Adventure Playground	10/10/24	129/34	Council	Once the Adventure Playground lease is sorted	

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>Net</u>	<u>VAT</u>	<u>Total</u>
02/04/2026	Pension contribution	NEST	69.39	0.00	69.39
09/04/2026	Postage	Post office	1.70	0.00	1.70
09/04/2026	Mailchimp	Mailchimp	19.82	3.96	23.78
09/04/2026	Paper	Appleton Community Shop	4.90	0.98	5.88
09/04/2026	Council phone	Lebara	5.79	1.16	6.95
09/04/2026	Paper	Argos	6.66	1.33	7.99
09/04/2026	Paper	Appleton Community Shop	4.90	0.98	5.88
09/04/2026	Lloyds monthly fee	Lloyds Bank	3.00	0.00	3.00
17/04/2026	Pension contribution	NEST	69.37	0.00	69.37
09/04/2026	Land Registry fee	HMRC Land Registry	4.00	0.00	4.00
16/04/2026	SLCC membership	Society of Local Council Clerks	126.50	0.00	126.50
16/04/2026	ICCM Membership	ICCM	110.00	0.00	110.00
14/05/2026	Bin emptying 2 playgrounds and Cuckamus Green	WODC	652.86	130.57	783.43
14/05/2026	Meeting Room hire S106	North Leigh War Memorial Hall	13.00	0.00	13.00
14/05/2026	Adventure Playground sign and installation	Blueprint Imaging Limited	205.00	41.00	246.00
14/05/2026	Banner for APM	The Flying Press	35.00	7.00	42.00
14/05/2026	Library payment	OCC	3,378.00	0.00	3,378.00
31/05/2026	Clerk salary	Allison Leigh	1,187.14	0.00	1,187.14
14/05/2026	HP Ink and Paper Plan	Appleton with Eaton Parish Council	30.62	0.00	30.62
14/05/2026	Web hosting and WordPress updates	Dark White Digital	35.00	0.00	35.00
14/05/2026	Clerk mileage and home allowance	Allison Leigh	44.00	0.00	44.00
30/04/2026	Unity Bank service charge	Unity Bank	7.00	0.00	7.00
14/05/2026	Cemetery bin management	Grundon	60.15	12.03	72.18
14/05/2026	Cemetery repair	Broadleaf Services	197.36	39.47	236.83
14/05/2026	Grounds maintenance	BGG	290.00	58.00	348.00
14/05/2026	Grounds maintenance	BGG	220.00	44.00	264.00
14/05/2026	Grounds maintenance	BGG	60.00	12.00	72.00
14/05/2026	Grounds maintenance	BGG	230.00	46.00	276.00
20/05/2026	Insurance premium	Zurich Municipal	1,301.66	0.00	1,301.66
Total			8,372.82	398.48	8,771.30



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Receipts from 1/4/26 – 30/4/26

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Total</u>
09/04/2026	Precept	WODC	39,633.00
15/04/2026	Cemetery fees	BANBURY MEMORIALS	50.00
Total			39,683.00

Bank Reconciliation at 30/04/2026

	Cash in Hand 01/04/2026		55,978.47
	ADD		
	Receipts 01/04/2026 - 30/04/2026		39,683.00
			95,661.47
	SUBTRACT		
	Payments 01/04/2026 - 30/04/2026		4,546.82
A	Cash in Hand 30/04/2026		91,114.65
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2026	0.00
	Unity Bank	30/04/2026	53,885.42
	Lloyds	30/04/2026	37,229.23
	Unity Instant Access Account	30/04/2026	0.00
			91,114.65
	Less unrepresented payments		



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		91,114.65
	Plus unrepresented receipts	
B	Adjusted Bank Balance	91,114.65
	A = B Checks out OK	



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Attachment 3

North Leigh Neighbourhood Plan Committee

Update for Parish Council Meeting of 14th May 2026

Meetings

- Since the last Parish Council meeting, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 7th April.
- 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

The committee worked with CFO consultants to produce the draft Neighbourhood Plan, Design Guide and other appendices to the Plan.

The first “Reg 14” consultation process of the draft Plan was launched on 27th March. It will conclude 8 weeks later on 22nd May.

There was a public meeting in the Memorial Hall on Saturday 11th April, with over 60 members of the public in attendance. The Chair of the Neighbourhood Plan Committee gave a presentation to highlight the key features of the plan, and members of the public were encouraged to complete a response questionnaire and to submit their comments of the draft plan. At the time of writing over 50 response forms have been completed.

The Committee has created a spreadsheet to manage the consultation. It incorporates a checklist of tasks to prepare for the consultation, tasks needed to run it and those



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needed after it concludes. It includes a list of statutory consultees and local organisations that have been contacted. It also includes a section to record the responses to the consultation.

The Memorial Hall Committee has placed a desk in the foyer of the Memorial Hall foyer on which there is a bound hardcopy of the main document and one of the appendices. There is also a supply of paper response forms and a post-box to deposit the completed forms.

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 will apply for Parish Council funds of something in the region of £2,200 to commission a consultant to work with the Committee to produce the subsequent "Reg 16" draft of the Plan.