



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

Date: 6th May 2026

To all members of the Council: You are hereby summoned to attend the **North Leigh Annual Parish Council Meeting** on Thursday 14th May 2026 at **7:30pm** in **Turner Hall** for the purpose of transacting the following business.

Allison Leigh, Parish Clerk

Several items on the agenda of the Annual Parish Council Meeting are requirements in line with the Parish Council's Standing Orders

18/26. Election of Chair

19/26: Signing of Declaration of Acceptance form for Chair

20/26. Election of Vice Chair (should the Council resolve to have one)

21/26: Signing of Declaration of Acceptance form for Vice Chair (should the Council resolve to have one)

22/26. Apologies for absence

23/26: Councillor Vacancy: To consider any applicants for co-option

24/26. Declarations of interest/Dispensation requests

25/26. Minutes of the following meetings:

- i. To sign and approve the minutes from the meeting of North Leigh Parish Council (NLPC) on [9th April 2026](#)
- ii. To receive minutes from the following Neighbourhood Plan Committee meetings

[13th October 2025](#)

[10th November 2025](#)

[2nd February 2026](#)

[24th February 2026](#)

[17th March 2026](#)

[7th April 2026](#)



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

- i. Neighbourhood Plan Committee
- ii. Planning Committee

27/26. Public Forum

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

- i. Update from County Councillor on bollards

29/26. To note the following Council policies with no change and consider drafting a policy review schedule: ([Policies can be found on the North Leigh Parish Council website](#))

- 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



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- Publication Scheme
- Request for Information Policy
- Scheme of Delegation
- Protocol for Pre-Application Meetings on Developments
- 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

30/25. Committees/Working Groups:

- a. To consider the membership for the Planning, Neighbourhood Plan and Staffing Committees: [Councillors' Details – North Leigh Parish](#)
- b. Terms of Reference: To consider the Terms of Reference, including delegation arrangements, for the following committees:
 - i. [Terms of Reference for Planning Committee](#)
 - ii. [Terms of Reference for Neighbourhood Plan Committee](#)



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- iii. [Terms of Reference for the Staffing Committee](#)
 - a. To consider the delegation of review of employment policies to the Staffing Committee
 - b. To consider the delegation of the review of pension arrangements to the Staffing Committee with any changes to be brought to the full council
 - c. To confirm the Clerk's contracted hours s 18/week with a salary scale point of 26

31/26: Confirm membership to any other groups:

- i. WING

32/26: Confirm any new committees/working groups

- i. **Tree lighting:** To consider a working group and holding a meeting prior to the June meeting

33/26: Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses:

- 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 the Council's and/or staff subscriptions to other bodies (some agreed at the meeting of the 9th April 2026)

- Oxfordshire Association of Local Councils
- Society of Local Council Clerks
- Institute of Cemetery and Crematorium Management
- Oxfordshire Playing Fields Association
- Information Commissioner's Office



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35/26. Bank signatories: To confirm the bank mandate

36/26. Meeting dates: To consider 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: To note that NLPC has the General Power of Competence in place until its review at the Annual Parish Council Meeting in May 2028

38/26: Risk Assessment: To consider the draft 2026/2027 Risk Assessment

39/26. Asset Register: To consider the [Asset Register as of 31/3/2026](#)

40/26: Statement of Variance: To consider the [Statement of Variance from 2024/2025 to 2025 2026](#)

41/26: 2025/2026 Internal Auditor Report: To consider the [final 2025/2026 Detailed Internal Auditor Report](#)

42/26: 2025/2026 Annual Internal Audit Report: To consider the [2025/2026 Annual Internal Audit Report](#)

43/26: 2025/2026 Annual Governance Statement: To consider the questions and respond accordingly

44/26: 2025/2026 Annual Account Statements: To consider and agree the accounting statements

45/26: 2025/2026 Notice of Public Rights: To note the dates for the Notice of Public Rights

46/26. Action items

47/26: Finance:

i. **Finance report:**

a. To consider payments for authorisation and receipts since the last meeting. See Attachment 1.

ii. **Training:** To consider any proposed training courses



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- iii. **Insurance:** To confirm adequate insurance is in place and note the long-term agreement through 1/6/27

48/26: Committees: To consider reports from the following committees

- i. Neighbourhood Plan (NP) Committee. See Attachment 2.
- ii. Staffing Committee
- iii. Planning Committee

49/26: Planning: To consider the following planning application: Planning applications can be found on the District Council's website: [View and comment on planning applications - West Oxfordshire District Council](#)

- 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.
- b. Estelle Manor Travel Plan- 25/01818/CND
- c. S106 application for the MUGA: To consider elements for the S106 application

50/26. Village Map: S106: To consider the quotes for the village map

51/26: Grass cutting: To consider the maintenance of the grass and any management of the contracts needed

52/26: Oxfordshire Association of Local Council Awards: To consider nominations

54/26: Oxfordshire County Council community transport grants 2026-27:
APPLICATIONS INVITED: To consider making an application

55/25: Correspondence: To consider the correspondence since the last meeting

56/25. Matters for report: To raise matters for discussion without decision or items for next meeting



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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.



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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>
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	
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 Procedure	9/4/25	10/26 d	Clerk		Done and waiting for a reply
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		In progress.
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



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					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.
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.
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.



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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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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
Total			6,013.65	186.98	6,200.63

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



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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 (per Cash Book)		91,114.65
	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		
			91,114.65
	Plus unrepresented receipts		
B	Adjusted Bank Balance		91,114.65

A = B Checks out OK



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Attachment 2

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 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.



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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.