



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 11th June 2026 at 7:30pm in the Turner Hall

Councillors Present: Chairman Robert Gunn, Councillors Andy Clements (AC), Sarah Veasey (SV), David Harris (DH), Carol Frost (CF) and Malcolm Shead (MS)

In attendance: Allison Leigh, Clerk, District Councillor Sarah Veasey

57/26. Apologies for absence: Councillor Kevin Swann (KS), County Councillor Liam Walker. Paul Kitchin was not in attendance.

58/26. Councillor Vacancy: There have been no applications.

59/26. Declarations of interest/Dispensation requests: None

60/26. Minutes of the following meetings:

- i. The minutes from the meeting of North Leigh Parish Council (NLPC) on 14th May 2026 were agreed and signed with one edit.

61/26. Public Forum: No members of the public were present.

62/26. Reports from the County Councillor and District Councillor

West Oxfordshire District Council (WODC)

The District Councillor reported the following:

- NLPC's planning application 26/00390/FUL for a MUGA was granted approval on 8/6/26. NLPC has submitted the S106 application and is awaiting a response from WODC. The District Council is supporting NLPC to ensure funds are received in a timely manner from WODC so as not to lose this funding.
- Lioncourt may come to the July or August planning committee meeting at WODC. DH will speak and, if not available, will prepare a report for another councillor to present. The Council would like two residents to speak. The District Councillor will also invite Windrush Against Sewage Pollution to make a representation.
- The reserved matters for Rectory Rise have been approved. The developer has contacted NLPC about re-visiting the provision of a MUGA per the S106 agreement. The District Councillor and DH will meet with the developer.



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- There is a consultation for Botley West Solar Farm open until the 16th July 2026.

Oxfordshire County Council (OCC)

The County Councillor was not in attendance and did not send a report.

63/26. Action items: See Attachment 1.

64/26: Finance:

- i. **Finance report:**
 - a. NLPC agreed the payments for authorisation and bank reconciliation from 31/5/26. NLPC noted the receipts since the last meeting. See Attachment 2.
 - b. The Council resolved to proceed with the quote for Cloudy IT and the Microsoft apps for business for a cost of £97.20 + VAT.
- ii. **Training:** No courses were requested. DH has been on a course of Listed Buildings and Conservation Areas.
- iii. **HMRC Mileage Allowance:** NLPC noted the increase in HMRC mileage provision to £0.55/mile as of 6/4/26.

65/26: Committees:

- i. Neighbourhood Plan (NP) Committee:
 - a. The minutes from the meeting the 19th May 2026 were received.
 - b. Two reports were received. See Attachment 3. DH noted that the NP Committee had met and resolved to use artificial intelligence (AI) to summarise comments. The Clerk advised the NP Committee to put a note in the NP document stating that AI has been used in this way. SV will investigate a housing needs assessment.
- ii. Staffing Committee: There have been no meetings; the Committee is in progress of arranging a meeting.
- iii. Tree Lighting Working Group



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- a. The Working Group provided an update. See Attachment 4.
- b. To consider a budget for the event : The Council resolved to spend £750 on the event, but will revisit should the need arise.
- iv. Planning Committee: There have been no meetings.

66/26: Planning:

- i. NLPC considered the following planning application:
 - a. **26/00575/HHD**
75 Common Road North Leigh
Erection of a two storey side extension and single storey rear extension, erection of front porch, and associated works

NLPC resolved to repeat the original objection.
- ii. **SNN2026065 - Large Development - Land East of Akeman Road North Leigh:**
To consider 4 new street names for the development: NLPC resolved for all councillors to submit 4 suggestions to the Clerk who will send all suggestions to WODC.
- iii. NLCP noted the responses to the following applications made in between meetings
 - 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.
North Leigh Parish Council supports this application.
(Note: Planning permission has been granted.)
 - b. **Estelle Manor Travel Plan- 25/01818/CND**
The PC have no comment to make other than the element of the plan relating to staff travel. We would suggest more EV points are installed for staff use. More information should also be provided as to monitoring staff travel in the future.



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Note: This has been approved.

DH noted that there is an application coming in the vicinity of 18 Common Road.

The District Councillor noted that the S106 funds for this area have been allocated in a piecemeal fashion and she is looking to negotiate a solution that would take these developments into account as a whole.

iv. **MUGA:**

- a. NLPC resolved to sign the lease for the Adventure Playground site and to authorise the completion of the Lease.
- b. NLPC resolved to put a notice in the newsletter asking for suggestions for the land surrounding the Adventure Playground to be sent to the Clerk by 31/8/26. A village consultation for the land surrounding the Adventure Playground will follow.

67/26. Village Map:

- i. NLPC noted the decision to proceed with Fitzpatrick Woolmer at a cost £7,340.00 + VAT given under delegated authority given at the meeting of the 14th May 2026.
- ii. The Clerk reported that the S106 application is completed and will be sent to WODC by 12/6/26.
- iii. It was noted that there may be an additional amount of S106 funding for public art of approximately £1000. MS will investigate the possibility of a mosaic on the circular blank area of render on the Memorial Hall.

68/26: Grounds maintenance: NLPC resolved for the Chair to create a map of the grassed areas of the village and to create a rota of inspection. The planters will be on the schedule as well.

NLPC asked the Clerk to speak to Broadleaf about a seasonal schedule of planting for the planters.

69/26: Bus Shelter maintenance: NLPC resolved for the Chair and the Clerk to look into a contractor to repair the shelter.



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The District Councillor will speak to the residents about waste provision near Park Road.

70/26. Vandalism: It was noted that the Chair and Clerk met with the PCSO. More communication about reporting to the police has gone out to the village. The Clerk will investigate a contractor to be on hand to clean any future graffiti.

71/26: Road works:

i. Bollards:

- a. NLPC resolved to install the Glasdon bollards and for the Clerk to contact an approved contractor for an installation quote.
- b. To consider a new direction: The Council resolved not to proceed with a new direction per minute reference 71/26 a.

- ii. **Double yellow lines:** NLPC resolved to consider investigating double yellow lines on a stretch of Park Road in between Bluebell Gardens and the school at a meeting where the County Councillor is present. This will be on the July agenda.

72/26: Speed Indicator Device (SID): NLPC resolved to move the SID on Church Road to the new pole on Common Road. AC will liaise with KS to have this moved prior to the July meeting.

73/26: Library: NLPC resolved to extend the existing agreement on the same terms through the end of March 2028. It was noted that there will most likely be a Local Government Salary Agreement increase for 2026-2027 and 2027-2028.

75/25: Correspondence: The Council noted the correspondence since the last meeting.

76/25. Matters for report: MS noted that perhaps a resident adopting a planter to maintain would be something to consider.

CF had a conversation with a resident about bins.

Date and time of next meeting: Thursday the 9th July 2026 at 7.30pm, Turner Hall

The deadline for items for the July agenda is Thursday the 25th June 2026.

The meeting closed at 21:18



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Attachment 1: Actions

<u>Action</u>	<u>Meeting date</u>	<u>Minute Reference</u>	<u>Responsible</u>	<u>Date Due</u>	<u>Update</u>
Prepare representation at the Planning Committee with regards to Lioncourt	11/6/26	62/26	DH		
Meet with the developer regarding the S106 provision for Rectory Rise	11/6/26	62/26	District Councillor and DH		
Investigate a housing needs assessment for the NP	11/6/26	65/26 i b	SV		
Councillors to submit road name suggestions to the Clerk	11/6/26	66/26 ii	Councillors	26/6/26	
Notice in the newsletter re suggestions for the Adventure Playground	11/6/26	66/26 iv b	DH	In the next newsletter	Done
S106 application for the village map to WODC	11/6/26	67/26 II	Clerk	12/6/26	
Investigate mosaic for the outside of the Memorial Hall	11/6/26	67/26 iii	MS		
Speak to Broadleaf about a seasonal schedule of planting for the planters.	11/6/26	68/26	Clerk		
Chair to create a map of grassed	11/6/26	68/26	Chair		



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areas and a rota of councillors for inspection of the grass and planters					
Investigate a contractor to repair the shelter	11/6/26	69/26	Chair and Clerk		
Investigate graffiti cleaners	11/6/26	70/26	Clerk		
Seek approved contractor for bollard installation	11/6/26	71/26 i a			
Investigation of double yellow lines on a stretch of Park Road in between Bluebell Gardens and the school on the July agenda.	11/6/26	71/26 ii	Clerk		
AC and KS to place the SID from Church Road on the pole on Common Road	11/6/26	72/26	AC and KS	Prior to 9 th July	
Circulate bollard information from the County Councillor for the Council to review	14/5/26	28/26	Clerk		Done. See minute reference 71/26 i a
Draft Terms of Reference for the Planning Committee for review by NLPC	14/5/26	30/26 b	DH		This will be ready for the July meeting
Arrange meeting of the tree lighting working group	14/5/26	32/26	Clerk	Prior to the June meeting	A meeting was held on the 9 th June. See minute reference 65/26 ii.
Investigate Chairmanship training	14/5/26	47/26	Clerk		Done. There is no Chairmanship training at the moment, but this will be in future editions of the OALC newsletters. The Clerk



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					has sent the Councillor Forum information to the Chair.
Send comments on the Estelle Manor Travel Plan to the Clerk for submission	14/5/26	49/26b	DH		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
Begin S106 application for the MUGA at the Adventure Playground	12/2/26	218/24 i a	Clerk		The application has been sent to WODC.
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 is in the progress of obtaining quotes for suggested repairs.
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		The Chair would like the Clerk to investigate an engineer to make the repair. See minute reference



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					69/26
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		Done.
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	The Council will wait for any responses following the next newsletter. See minute reference 66 iv

Note: The Clerk works part time for North Leigh Parish Council.



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Attachment 2: Finance Report

Payments authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
20/05/2026	Accounting software	Starboard Systems Limited	483.84	96.77	580.61
11/05/2026	Office supplies	Appleton Community Shop	2.07	0.42	2.49
11/05/2026	Mailchimp	Mailchimp	20.02	4.00	24.02
11/05/2026	Council mobile phone	Lebara	5.79	1.16	6.95
11/05/2026	Post	Post Office Ltd	3.80	0.00	3.80
11/05/2026	Refreshments for APM	Post Office Ltd	6.07	0.00	6.07
11/05/2026	Refreshments for APM	Sainsburys	54.80	0.00	54.80
11/05/2026	Land Registry fee	HM Land Registry	7.00	0.00	7.00
11/05/2026	Land Registry fee	HM Land Registry	7.00	0.00	7.00
11/05/2026	Lloyds monthly fee	Lloyds Bank	3.00	0.00	3.00
19/05/2026	Pension contribution	NEST	69.37	0.00	69.37
11/06/2026	Paye	HMRC	1,340.22	0.00	1,340.22
11/06/2026	Installation of poles for speed signs	Oxford Direct Services Trading LTD	1,166.88	233.38	1,400.26
11/06/2026	OALC Training	OALC	45.00	9.00	54.00
11/06/2026	OALC Training	OALC	55.00	11.00	66.00
30/06/2026	Clerk salary	Allison Leigh	1,187.14	0.00	1,187.14
11/06/2026	Cemetery mapping	Pear Technology	95.00	19.00	114.00
11/06/2026	Internal audit fee	WTG Consultants	162.50	0.00	162.50
11/06/2026	Clerk mileage and home allowance	Allison Leigh	92.00	0.00	92.00
11/06/2026	Graffiti removal	Malcolm Shead	12.99	0.00	12.99
31/05/2026	Unity Bank service charge	Unity Bank	7.00	0.00	7.00
11/06/2026	Play area inspection	The Play Inspection Company	230.00	46.00	276.00
11/06/2026	Grounds maintenance	BGG	290.00	58.00	348.00
11/06/2026	Grounds maintenance	BGG	220.00	44.00	264.00
11/06/2026	Grounds maintenance	BGG	60.00	12.00	72.00
11/06/2026	Grounds maintenance	BGG	230.00	46.00	276.00
11/06/2026	Cemetery bin management	Grundon	84.54	16.91	101.45
11/06/2026	CAD Drawings for MUGA planning application	Community First Oxfordshire	151.58	30.32	181.90
11/06/2026	Legal fees	Lee Chadwick Solicitors	2,978.00	595.60	3,573.60
11/06/2026	Legal fees	Lee Chadwick Solicitors	20.00	0.00	20.00
11/06/2026	Legal fees	Lee Chadwick Solicitors	80.08	0.00	80.08



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11/06/2026	Legal fees	Lee Chadwick Solicitors	-400.00	0.00	-400.00
11/06/2026	Bus shelter cleaning	Multi Hands	250.00	50.00	300.00
Totals			9,020.69	1,273.56	10,294.25

Receipts from 1/5/26 – 31/5/26

There were no receipts.

**Bank Reconciliation at
31/05/2026**

Cash in Hand 01/04/2026		55,978.47
ADD		
Receipts 01/04/2026 - 31/05/2026		39,683.00
		95,661.47
SUBTRACT		
Payments 01/04/2026 - 31/05/2026		13,648.79
A	Cash in Hand 31/05/2026	82,012.68
	(per Cash Book)	
Cash in hand per Bank Statements		
Petty Cash	31/05/2026	0.00
Unity Bank	31/05/2026	44,783.45
Lloyds	31/05/2026	37,229.23
Unity Instant Access Account	31/05/2026	0.00
		82,012.68
Less unrepresented payments		



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		82,012.68
	Plus unrepresented receipts	
B	Adjusted Bank Balance	82,012.68
	A = B Checks out OK	

Attachment 3

North Leigh Neighbourhood Plan Committee

Update for Parish Council Meeting of 11th June 2026

Meetings

- Since the last Parish Council meeting, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 19th May and 8th June.
- 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.



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

There were 2 responses from Statutory consultees (OCC and WODC), and 97 responses from individuals and local clubs and societies. There were also discussions with four local landowners over the proposed Local Green Spaces, but none of these submitted a formal response.

The committee is grateful for the support provided by the Parish Clerk in connection with the consultation process.

The committee must now decide how to respond to the various comments received and where necessary produce a revised draft document that incorporates any of the suggested changes that are considered to be essential.

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 this year, we may apply for Parish Council funds to commission a consultant to work with the Committee to produce the subsequent “Reg 16” draft of the Plan.

Notes from 8th June

North Leigh Neighbourhood Plan Update for PC

The North Leigh Neighbourhood Plan has reached an important milestone with the completion of the Regulation 14 consultation.

The consultation generated over 100 responses from residents, local organisations and statutory consultees, providing valuable feedback on the draft Plan.

The level of engagement from residents, local organisations, statutory consultees and other



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stakeholders has been greatly appreciated.

The Committee is now carefully reviewing all the responses received during the consultation period. Each comment will be considered and, where appropriate, amendments will be made to the draft Plan and supporting documents. This process helps to ensure that the Plan reflects community priorities while meeting the requirements of national and local planning policy. The process for carrying this out was discussed at the NP meeting on Monday 8th June and is progressing well.

Once the consultation responses have been assessed and any necessary revisions completed, the Plan will be submitted to West Oxfordshire District Council for the next stage of the process. This submission, known as Regulation 15, will include the Neighbourhood Plan, supporting evidence and a consultation statement summarising the feedback received and how it has been addressed.

Following submission, the Plan will be subject to further consultation and independent examination before proceeding to a local referendum.

Attachment 4:

Meeting Notes from the Meeting of the Tree Lighting 2026 Working Group **9th June 2026, 7pm, Turner Hall**

Attendees:

Representatives from the Nor'Lye Notes, Memorial Hall Committee, St Mary's Church, History Group, Scouts, Threads of North Leigh, Community Café and the Parish Council

The date was confirmed as the 5th December. The Clerk will send a save the date. Timings were provisionally noted as 6-7pm.

1. The Group would like to consider a slightly larger tree. The Clerk will investigate the cost of this and additional lights. The Clerk has also emailed one of the residents on Cuckamus Green to gauge any issues they may have with a slightly larger tree and will report back once a response is received.

The Group would not like to consider additional lights on Cuckamus Green.



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2. Event:

- a. The Group would like to explore the event taking place largely outdoors with the Memorial Hall open for anyone unable to be outside.
- b. Initial items to investigate:
 - i. Three-sided marquee for Nor'Lye notes in case of inclement weather
 - ii. Power for Nor'Lye Notes and any refreshments needing warming. The Clerk will speak to the Gospel Hall about how they handled this during their summer event. Note: Tree lights are currently battery operated.
 - iii. Food and beverage provision. One option to consider was a local catering van for things such as hot chocolate.
 - iv. An area to be reserved for those with disabilities
- c. The Gospel Hall and the Clerk are in discussion about the use of the Hall for such things as toilet provision.
- d. The Group discussed lighting for residents and agreed that attendees should be asked to bring torches.
- e. It was noted that Witney Radio has saved that date and will be in attendance. The Clerk will speak with them and the Memorial Hall about live streaming to the Hall.
- f. The Scouts will investigate providing the sleigh and Santa this year. It was noted that Father Christmas was difficult to hear. The Clerk will work with Witney Radio on this as they had provided the microphone.
- g. The Brass Follies are confirmed for the 5th December. The length of play/possible interaction with Nor'Lye Notes, etc is TBD.
- h. Directional assistance:
 - i. New Yatt Riding for the Disabled is happy to help with this. It is yet to be confirmed what will be needed.

3. Memorial Hall

- a. Refreshments: Provision for anyone in the Hall needs consideration.

4. The next meeting of the Group was arranged for the 8th July at 7pm in the Turner Hall.