



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: 4th June 2026

To all members of the Council: You are hereby summoned to attend the **North Leigh Parish Council Meeting** on Thursday 11th June at **7:30pm in Turner Hall** for the purpose of transacting the following business.

Allison Leigh, Parish Clerk

57/26. Apologies for absence: Councillor Kevin Swann

58/26. Councillor Vacancy: To consider any applicants for co-option

59/26. Declarations of interest/Dispensation requests

60/26. Minutes of the following meetings:

- i. To sign and approve the [minutes from the meeting of North Leigh Parish Council \(NLPC\) on 14th May 2026](#)

61/26. Public Forum

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

63/26. Action items: See Attachment 1.

64/26. Finance:

- i. **Finance report:**
 - a. To consider payments for authorisation and receipts since the last meeting. See Attachment 2.
 - b. To consider the quote for Cloudy IT and the Microsoft apps for business
- ii. **Training:** To consider any proposed training courses
- iii. **HMRC Mileage Allowance:** To note the increase in HMRC mileage provision to £0.55/mile.

65/26. Committees: To receive minutes and subsequent updates from the following



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committees

- i. Neighbourhood Plan (NP) Committee:
 - a. [Minutes from the meeting the 19th May 2026](#)
 - b. Update report See Attachment 3.
- ii. Staffing Committee: There have been no meetings; the Committee is in progress of arranging a meeting.
- iii. Tree Lighting Working Group
 - a. To have an update from the meeting on the 9th June and consider any next steps
 - b. To consider a budget for the event
- iv. Planning Committee: There have been no meetings.

66/26: Planning:

- i. 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. **26/00575/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
- ii. **SNN2026065 - Large Development - Land East of Akeman Road North Leigh:**
To consider 4 new street names for the development
- iii. To note 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.



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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.

iv. MUGA:

- a. To consider approving the granting of a lease for the Adventure Playground site and to authorise completion of the Lease
- b. To consider a village consultation for the land surrounding the Adventure Playground

67/26. Village Map:

- i. To note 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. To have an update on the village map and S106 application

68/26: Grounds maintenance: To consider the maintenance of the grass and any management of the contracts needed

69/26: Bus Shelter maintenance: To have an update on the bus shelter damage, consider next steps and consider the need for waste provision

70/26. Vandalism: To have an update on recent vandalism and consider any next steps

71/26: Road works:

i. Bollards: To consider the next steps with the bollards:

- a. To consider reverting to the original contractor/quote for the bollards agreed at the meeting on 10/7/25 and revised quote at the meeting of 21/8/2025.



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b. To consider a new direction

ii. Double yellow lines: To consider investigating double yellow lines on a stretch of Park Road

72/26: Speed Indicator Device: To consider the placement of the Speed Indicator Device on Common Road

73/26: Library: To consider extending the existing agreement on the same terms through the end of March 2028. Note: There will most likely be an Local Government Salary Agreement increase for 2026-2027 and 2027-2028.

75/25: Correspondence: To consider the correspondence since the last meeting

76/25. Matters for report: To raise matters for discussion without decision or items for next meeting

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.



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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>
Circulate bollard information from the County Councillor for the Council to review	14/5/26	28/26	Clerk		Done and ordered. However, the Council would now like to revisit this. This is on the June agenda for consideration.
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	A meeting is scheduled for the 9 th June.
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 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	9/4/25	10/26 d	Clerk		Done and waiting for a reply



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regarding the Subject Access Request Procedure					
Begin S106 application for the MUGA at the Adventure Playground	12/2/26	218/24 i a	Clerk		The application is in progress based on discussions with the District Council.
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		Externiture has now come back to the Council to say that a replacement rather than a repair is needed. The Clerk is waiting for information from the insurer.
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.



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Craft a spec for the village map artists for quotes	12/6/25 (previously 13/3/25)	60/25 (previously) 241/24	KS		An update on the village map is on the June agenda.
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	This is on the June agenda.

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



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Attachment 2: Finance Report

Payments to be 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	230.00	46.00	276.00
11/06/2026	Grounds maintenance	BGG	60.00	12.00	72.00
11/06/2026	Cemetery bin management	Grundon	84.54	16.91	101.45
Total			5,941.03	597.64	6,538.67

Receipts from 1/5/26 – 31/5/26

There were no receipts.



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**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 Ac- count	31/05/2026	0.00
			82,012.68
	Less unrepresented payments		
			82,012.68
	Plus unrepresented receipts		
B	Adjusted Bank Balance		82,012.68

A = B Checks out OK



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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.

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



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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.