



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 9th July 2026 at 7:30pm in the Turner Hall**

Councillors Present: Chairman Robert Gunn, Councillors Andy Clements (AC), Sarah Veasey (SV), Carol Frost (CF), Kevin Swann (KS) and Malcolm Shead (MS)

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

77/26. Apologies for absence: Apologies were received from Councillor David Harris. Councillor Paul Kitchin was not in attendance.

78/26. Councillor Vacancy: There have been no candidates.

79/26. Declarations of interest/Dispensation requests: None.

80/26. Minutes of the following meetings:

- i. NLPC resolved to accept and sign the minutes from the meeting of North Leigh Parish Council (NLPC) on 11th June 2026 with a deletion.

81/26. Public Forum

- i. **Mosaic proposal presentation:** A member of the public presented an idea for a mosaic for the outside wall of the Memorial Hall. NLPC considered this at minute reference 87a/26 iii.
- ii. A member of the Windmill Gospel Hall attended to say thank you for the allowing the usage of Cuckamus Green.

82/26. Reports from the County Councillor and District Councillor:

West Oxfordshire District Council (WODC)

The District Councillor reported the following:

- Reserved matters for Rectory Rise have been approved and works have been proceeding smoothly so far.
- The Adventure Playground lease is signed and the S106 is approved. A few documents are needed from the contractor in order for works to progress.



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- Elivia Homes has launched a preconsultation for residential development of 75 houses on Land at and to the rear of 18 Common Road, North Leigh.
- A consultation on North Witney 24/00482/OUT is open until the 16th July.
- The WODC Local Plan 2043 public consultation will start in August.
- Lioncourt is likely to come to the WODC Planning Committee in August/September 2026.
- A Thames Water sewer upgrade of the networks is taking place in East End and New Yatt, not linked to any planning application.
- DH and the District Councillor met with Backhouse regarding the MUGA they will be building on that site.

Oxfordshire County Council (OCC)

The County Councillor reported the following:

- OCC has a new leader – Tim Bearder.
- Cllr Leffman is now in charge of Highways.
- He had a meeting with Blenheim regarding the Witney North application which is now for 1250 homes. This sits in Hailey Parish. There is not much infrastructure. There have not been many strategic details.
- Shores Green will open next Friday.
- Access to Eynsham Park and Ride has been agreed. Works are set to begin late 2026 and open in 2027.
- There has been no update on Woodford Way. Officers were asked to provide better data via an ANPR assessment.



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83/26: Traffic issues:

- i. **To consider the possibility of double yellow lines on a stretch of Park Road with advice from the County Councillor:** NLPC resolved not proceed with double yellow lines at this time, but will look to revisit should the need arise.
- ii. **To consider recent traffic-related concerns, including speed indicator devices (SIDs):** NLPC resolved to leave the speed equipment where it currently is and revisit in a few months' time should there be a need.
- iii. **Oxfordshire County Council's review of speed limits on Oxfordshire's rural A and B class road network - Stakeholder consultation - West Oxfordshire district:** NLPC resolved to put this on the September agenda. KS and RG will create a map

84/26. Action items: See Attachment 1.

85/26: Finance:

- i. **Finance report:**
 - a. NLPC agreed the bank reconciliation as of 30/6/26 and the payments for authorisation. The receipts from 1/6/26 – 30/6/26 were noted. See Attachment 2.
- ii. **Transfer of funds:** NLPC resolved to consider the transfer of £15,000 from the current account to the instant access account in accordance with NLPC's Investment Strategy.
- iii. **Budget against actual through 30/6/26:** NLPC noted the report.
 - a. Note: Starboard Systems has been moved into General Expenses rather than Subscriptions.
- iv. **Internal Audit 2026/2027:** NLPC resolved to proceed with Theresa Goss for its 2026/2027 Internal Audit at a cost of £325.00.



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- v. **Training:** There were no proposed courses.
- vi. **Bollards:** NLPC resolved to proceed with ODS at a cost of £2105.53 + VAT for the installation of the bollards.
- vii. **Play repairs:** NLPC resolved to proceed with ARD for play area repairs at the Children's Playground at a cost of the following (all exclusive of VAT):
 - Bolt threads - £35.50
 - Missing plugs - £75
 - Zip wire inspection - £324
 - Repair of number 6 on the hopscotch - £69.50
- viii. **Scheme of Delegation:** NLPC noted the following decisions made via the scheme:
 - a. BGG to cut back foliage at the Adventure Playground in preparation for the MUGA at a cost of £382.31 +VAT on 28/7/26.
 - b. Purchase of bollards from Glasdon at a cost of £539.68 + VAT.
 - c. Annual play inspections to be carried out by RoSPA at a cost of £83 to inspect up to five play items. There is an additional fee of £4.00 per item over five.

86/26: Committees: NLPC noted reports from the following committees

- i. Neighbourhood Plan (NP) Committee: See Attachment 3.
- ii. Staffing Committee: There is no report. A Staffing Committee meeting will be held 14/7/26.
- iii. Tree Lighting Working Group: See Attachment 4.

Planning Committee: NLPC met on the 7th July. The Committee resolved the following:

- a. **26/01263/FUL**
Field Farm



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Church Road
North Leigh

The Committee resolved for the PC to comment that the application relates to works to some Listed buildings and the PC would ask the Listed building Officer to confirm they are satisfied with the works to be carried out to the Listed Buildings and within their curtilage.

b. 24/00482/OUT

North Witney Strategic Development Area New Yatt Road Witney
Oxfordshire

Outline planning application for a residential-led mixed-use development (Use Class C3 / C2), a 2.2ha primary school (Use Class F1), and up to 400m² community use and/or co-working hub and/or shop (Use Class E and F2) and Northern Distributor Road with creation of new vehicular access off Woodstock Road, New Yatt Road and Hailey Road and provision of public open space with associated infrastructure and earthworks. (All matters reserved except accessibility to the site, for vehicles in terms of the positioning and treatment of access to the site)

The Committee resolved for the Chair of the Committee to craft a response noting the Committee's objection on the basis of the highways and education matters.

There were a few additional planning updates. Draft minutes of the meeting are being produced.

87/26: Planning:

a. NLPC noted the responses to the following applications made in between meetings

i. 26/00575/HHD

75 Common Road North Leigh
Erection of a two storey side extension and single storey rear extension,



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erection of front porch, and associated works
See Attachment 5.

87/26: S106 Updates: NLPC had an update on the following S106 applications and projects:

i. MUGA

- a. Adventure Playground: NLPC resolved to create a working group to draft a Village Consultation on the use of the field around the MUGA for consideration by NLPC. The Group will consist of the Chair, CF, SV and a member of the public. The Clerk will draft a Terms of Reference.

SV noted that it would be useful to put a list of what type of equipment would be allowable per the lease as part of the consultation so residents have clarity.

- b. S106 Rectory Rise: The District Councillor reported that she and DH had met with Backhouse and believe it to be wise to keep the current agreement of a MUGA rather than to reopen the agreement. NLPC is happy with this approach. It was noted that NLPC would likely use the same markings as the MUGA at the Adventure Playground.

- ii. Village Map: The project has been approved subject to two queries from WODC. The Clerk has answered these queries and is waiting for a response from WODC.

- iii. Potential Project – Mosaic: NLPC resolved to proceed with Candy Kerpache to create a mosaic for the wall of the Memorial Hall at a cost of approximately £1000. NLPC resolved to delegate the S106 application to the Clerk. NLPC would like to see a link to the Roman Villa in the design.

88/26: Grounds maintenance:

- i. NLPC discussed the condition of designated areas in the grounds maintenance contracts and resolved for the Clerk to monitor.



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- ii. NLPC considered the status of the current grounds maintenance contracts. It was noted that these could be perhaps combined into one contract for 2027- 2030.

89/26: Salt Provision: NLPC resolve for the Clerk to ask OCC to top up the bins. These need to be checked in the October timeframe.

90/25. Policies for consideration: NLPC resolved to adopt the following policies.

- i. Subject Access Request Procedure
- ii. Expenses policy

91/25: Correspondence: NLPC noted the correspondence since the last meeting. It was noted that NLPC had a complaint about the duration of the Gospel Hall tent being up. If requested, NLPC will look at this for next year and, if allowed, will not extend beyond 2 weeks.

92/25. Matters for report:

- i. SV reported there have been issues of dog waste in the village. She is working on the ongoing issues with Thames Water in her capacity as District Councillor.
- ii. AC reported there had been a car accident on the bend on New Yatt Road.
- iii. CF reported she is now the Chair of the Allotments.
- iv. MS reported there is Bingo organised by the Community Café on Sunday the 12th July in the Memorial Hall.

Date and time of next meeting: Thursday the 10th September 2026 at 7.30pm, Turner Hall.

AC sends apologies for the September meeting.

The deadline for items for the September agenda is Thursday the 27th August 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>
Put the OCC review of speed limits on Oxfordshire's rural A and B class road network on the September agenda	9/7/26	83/26 iii	Clerk	September meeting	
Transfer £15,000 to the Instant Access account	9/7/26	85/26 ii	Clerk	17/7/26	
Engage Theresa Goss as Internal Auditor	9/7/26	85/26 iv	Clerk	1/8/26	
Contact ODS re installation of bollards	9/7/26	85/26 vi	Clerk	17/7/26	
Contact ARD re play repairs	9/7/26	85/26 vii	Clerk	17/7/26	
Draft a Terms of Reference for the MUGA working group	9/7/26	87a/26 i a	Clerk	15/8/26	
List of equipment to be allowable at the Adventure Playground and surrounding field according to the lease	9/7/26	87a/26 i a	Clerk	15/8/26	
Look at markings on MUGA	9/7/26	87a/26 i b	Clerk	During MUGA installation process	



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Submit S106 Mosaic application	9/7/26	87/26 ii	Clerk	ASAP	
Ask OCC to top up bins and check in October	9/7/26	89/26	Clerk	ASAP and October	
Prepare representation at the Planning Committee with regards to Lioncourt	11/6/26	62/26	DH		In progress
Meet with the developer regarding the S106 provision for Rectory Rise	11/6/26	62/26	District Councillor and DH		Done
Investigate a housing needs assessment for the NP	11/6/26	65/26 i b	SV		SV reported that a separate housing needs assessment is not required as OCC / WODC has these assessments. The WODC housing officer keeps the list by parish. SV believes this information should be in the Neighbourhood Plan. SV will make the suggestion at the NP meeting on Monday the 13 th July.
Councillors to submit road name suggestions to the Clerk	11/6/26	66/26 ii	Councillors	26/6/26	Done and names submitted to WODC



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S106 application for the village map to WODC	11/6/26	67/26 II	Clerk	12/6/26	This has been submitted and accepted by WODC subject to confirmation from landowners and a quote from a photographer as the one who had been in place is not available. The Clerk has submitted information to WODC and is awaiting a reply.
Investigate mosaic for the outside of the Memorial Hall	11/6/26	67/26 iii	MS		Done and see minute reference 87a/26 iii
Speak to Broadleaf about a seasonal schedule of planting for the planters.	11/6/26	68/26	Clerk		The planters have been planted in June and the Clerk is waiting for a schedule from Broadleaf.
Chair to create a map of grassed areas and a rota of councillors for inspection of the grass and planters	11/6/26	68/26	Chair		Done and see minute reference 88/26
Investigate a contractor to repair the shelter and make insurance claim for the damaged bus shelter on Park Road	11/6/26	69/26 and 149/25 ii	Chair and Clerk		The Clerk has contacted 2 structural engineers who are unavailable. The Clerk has 2 calls into roofing companies who have been provided by another parish council. The Clerk will make the claim once a quote has been received.



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Investigate graffiti cleaners	11/6/26	70/26	Clerk		Done. Multi-Hands will attempt any future graffiti.
Seek approved contractor for bollard installation	11/6/26	71/26 i a			Done. See minute reference 85/26 vi
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		Done. See minute reference 83/26 i
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	Done
Draft Terms of Reference for the Planning Committee for review by NLPC	14/5/26	30/26 b	DH		In progress
Contact OALC about the query regarding the Subject Access Request Procedure	9/4/25	10/26 d	Clerk		Done and approved. See minute reference 90/26
Put the consideration of salt for winter provision on the September agenda	15/1/26	205/25	Clerk	September agenda	Done. See minute reference 89/26
Review play inspection report	11/12/25	185/25 ii	Clerk		Done. See minute reference 85/26 vii
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.
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.
Quotes for clearing greenery for a MUGA at the Adventure Playground	13/2/25	222/24	Clerk		This is scheduled for 28/7/26.
Village consultation and parish meeting regarding the Adventure Playground	10/10/24	129/34	Council	Once the Adventure Playground lease is sorted	In progress See minute reference 87a/26 a.

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



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Attachment 2: Payments authorised

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
09/06/2026	Mailchimp	Mailchimp	19.80	3.96	23.76
09/06/2026	Council phone	Lebara	5.79	1.16	6.95
09/06/2026	Postage	Post Office Ltd	3.80	0.00	3.80
09/06/2026	Postage	Appleton Community Shop	1.80	0.00	1.80
09/06/2026	Lloyds monthly fee	Lloyds Bank	3.00	0.00	3.00
25/06/2026	Land Registry fee	HM Land Registry	11.00	0.00	11.00
09/07/2026	Printing of Newsletter	The Flying Press	664.46	0.00	664.46
09/07/2026	Planting in planters	Broadleaf Services	154.91	30.98	185.89
09/07/2026	Clerk mileage and home allowance	Allison Leigh	127.55	0.00	127.55
30/06/2026	Unity Bank service charge	Unity Bank	7.00	0.00	7.00
09/07/2026	Bollards	Glasdon	539.68	107.94	647.62
31/07/2026	Clerk salary	Allison Leigh	1,187.14	0.00	1,187.14
31/08/2026	Clerk salary	Allison Leigh	1,187.14	0.00	1,187.14
09/07/2026	Web hosting and WordPress updates	Dark White Digital	35.00	0.00	35.00
09/07/2026	Cemetery bin management	Grundon	35.95	7.19	43.14
09/07/2026	Microsoft 365	Cloudy IT	117.60	23.52	141.12
09/07/2026	Grounds maintenance	BGG	290.00	58.00	348.00
09/07/2026	Grounds maintenance	BGG	60.00	12.00	72.00
09/07/2026	Grounds maintenance	BGG	230.00	46.00	276.00
Total			4,681.62	290.75	4,972.37

Receipts from 1/6/26 – 30/6/26

<u>Date</u>	<u>Description</u>	<u>Customer</u>	<u>Total</u>
10/06/2026	Cemetery fees	Private individual	50.00
10/06/2026	Cemetery fees	Greens Funeral services	300.00
09/06/2026	VAT Refund	HMRC	5,736.68
30/06/2026	Cemetery fees	Peter Smith and Son	150.00
30/06/2026	Bank interest	Unity Bank	185.27
Total			6,421.95



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**Bank Reconciliation at
30/06/2026**

Cash in Hand 01/04/2026 55,978.47

ADD

Receipts 01/04/2026 - 30/06/2026 46,104.95

102,083.42

SUBTRACT

Payments 01/04/2026 - 30/06/2026 23,228.24

A Cash in Hand 30/06/2026 78,855.18
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	30/06/2026	0.00
Unity Bank	30/06/2026	36,440.68
Lloyds	30/06/2026	42,414.50
Unity Instant Access Ac- count	30/06/2026	0.00

78,855.18

Less unrepresented payments

78,855.18

Plus unrepresented receipts

B Adjusted Bank Balance 78,855.18

A = B Checks out OK



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Attachment 3

North Leigh Neighbourhood Plan Committee

Update for Parish Council Meeting of 9th July 2026

Meetings

- Since the last Parish Council meeting, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 29th 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), David Painter,
Kevin Swann (Vice Chair), Sherard Veasey (Chair), Judith Wardle, Adrian Watts.

Progressing the “Reg14” Draft Neighbourhood Plan

At its meeting on the 29th June, the Committee considered how to progress the work to update the Neighbourhood Plan document in line with the comments and responses received as a result of the Reg 14 consultation.

A timeline of the activities required to progress the plan through its next consultation and on to the public referendum by the middle of next year was discussed.

A number of meetings of the committee and drafting subgroups has been scheduled through the next two months.

Finances



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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.

There is a possibility we may apply for Parish Council funds to commission a consultant to work with the Committee to produce statutory documentation such as the "Basic Conditions Statement" required to accompany the Reg 16 draft of the Plan.

Attachment 4

Meeting of the Tree Lighting 2026 Working Group **8th July, 7pm, Turner Hall**

Attendees:

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

Topics for discussion:

1. Confirm location: The Group confirmed that they would like the event to take place outdoors with free tickets to be offered to those who have accessibility issues. The Clerk will speak to the Gospel Hall about the use of it for this access. There will also be an area secured on the pavement near the Green for those with accessibility issues.
2. Performances:
 - i. The Brass Follies will return this year and play for a longer duration (playing a few sets)
 - ii. The Vicar will check to see if the Church Choir would sing.
 - iii. The Nor'Lye Notes are uncertain of singing outside for a shorter period.
 - iv. WRFM will play music and speak to attendees in between performances.
3. Technical assistance from WRFM: WRFM will bring multiple speakers, 2 3x3 gazebos (these will be 3-sided and lights will be placed here) and a caravan with solar power. They also have the capability to light the tree, if desired.



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It was noted that people can be encouraged to bring torches for light as well.

4. Food and beverage provision: The Group would like to serve mince pies, but it is uncertain of other refreshments at this time.
5. Updates:
 - i. The Clerk has sent a save the date.
 - ii. The Clerk is investigating the cost of a larger tree. However, WFRM may have a source who will provide a tree free of charge in exchange for putting up a sign.
 - iii. The Clerk has surveyed the residents on Cuckamus Green and they are happy with a larger tree.
 - iv. The Gospel Hall and the Clerk are in discussion about the use of the Hall for such things as toilet provision.
 - v. Once the size is determined the Clerk will purchase additional lights as needed.
6. Other items for discussion:
 - i. The Group would like to consider glow stick bracelets for children which also can act as a safety measure.
 - ii. The Group would like to consider the Threads of North Leigh providing gift bags for the children again. The Threads of North Leigh will look into a cost for the Parish Council to consider.
 - iii. The Clerk is investigating a partial road closure which the Group felt was a wise idea. WFRM noted that this is what other Councils do.
 - iv. A discussion was had as to whether the sleigh will be with Farther Christmas due to personal circumstances. If not, he will come in ringing a bell.
 - v. The Group would like a poster sent to all households with timings and lyrics for any carols to be part of a singalong. The times will be approximately as follows:
 - i. 6:00 – 6:45pm
 - ii. 6:45pm – Arrival of Sant
 - iii. 6:55pm – Tree Lighting
 - iv. 6:56pm – Sing along



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The next meeting of the Group is set for September at 7pm in the Turner Hall barring any issues with the schedule of the Hall.

Attachment 5: Response to 26/00575/HHD, 75 Common Road North Leigh

Two responses were sent:

- i. North Leigh Parish Council is concerned as to the significant increase in size and asks the District Council to accordingly consider whether the size of the extensions is in accordance with their policies and their design guide.
- ii. I am sending you this email in my capacity of Chair of the North Leigh Parish Council Planning Committee. The PC had concerns as to the extent of the works and the impact on Neighbours. However the response did I believe make it clear that WODC Planning needed to be satisfied that there was no policy issue and the proposal satisfied the WODC Design Guide.

It is correct to say that subject to these Caveats the PC position was neutral.

Regards David Harris