



**North Leigh Parish Council**  
Serving North Leigh, East End, New Yatt and Wilcote

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Date: 3<sup>rd</sup> July 2026

**To all members of the Council:** You are hereby summoned to attend the **North Leigh Parish Council Meeting** on Thursday 9<sup>th</sup> July at **7:30pm in Turner Hall** for the purpose of transacting the following business.

*Allison Leigh*, Parish Clerk

**77/26. Apologies for absence**

**78/26: Councillor Vacancy:** To consider any applicants for co-option

**79/26. Declarations of interest/Dispensation requests**

**80/26. Minutes of the following meetings:**

- i. To sign and approve the [minutes from the meeting of North Leigh Parish Council \(NLPC\) on 11<sup>th</sup> June 2026](#)

**81/26. Public Forum**

- i. **Mosaic proposal presentation**

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

**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**
- ii. **To consider recent traffic-related concerns, including speed indicator devices (SIDs)**
- iii. **Oxfordshire County Council's review of speed limits on Oxfordshire's rural A and B class road network - Stakeholder consultation - West Oxfordshire district:** To consider a response

**84/26. Action items:** See Attachment 1.

**85/26: Finance:**

- i. **Finance report:**
  - a. To consider the payments for authorisation, receipts since the last meeting and the bank reconciliation as of 30/6/26. See Attachment 2.
- ii. **Transfer of funds:** To consider the transfer of £15,000 from the current account to the instant access account in accordance with the Council's Investment Strategy
- iii. **Budget against actual through 30/6/26**
  - a. Note: Starboard Systems has been moved into General Expenses rather than Subscriptions.
- iv. **Internal Audit 2026/2027:** To consider the quote for Internal Auditor from Theresa Goss for 2026/2027 at a cost of £325.00
- v. **Training:** To consider any proposed training courses
- vi. **Bollards:** To consider the quote for installation
- vii. **Play repairs:** To consider the needs and quotes
- viii. **Scheme of Delegation:** To note the following decisions made via the scheme:
  - a. BGG to 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:** To consider reports from the following committees

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

**87/26: Planning:** Planning applications can be found on the District Council's website: [View and comment on planning applications - West Oxfordshire District Council](#)

- i. To note the responses to the following applications made in between meetings

- 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  
See Attachment 3.

**87/26: S106 Updates:** To have an update on the following S106 applications and projects

- i. MUGA
  - a. To consider creating a working group to draft a Village Consultation on the use of the field around the MUGA for consideration by NLPC
- ii. Village Map
- iii. Potential Project – Mosaic: To consider the project and if agreed, delegate the S106 application to the Clerk

**88/26: Grounds maintenance:**

- i. To evaluate the condition of designated areas in the grounds maintenance contracts and agree next steps to inspect to ensure an acceptable standard to NLPC is met
- ii. To consider the status of the current grounds maintenance contracts

**89/26: Salt Provision:** To consider the Council's current salt reserves and any salt and/or bins required

**90/25. Policies for consideration:** To consider the following:

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

**91/25: Correspondence:** To consider the correspondence since the last meeting

**92/25. Matters for report:** To raise matters for discussion without decision or items for next meeting

Date and time of next meeting: Thursday the 10<sup>th</sup> September 2026 at 7.30pm, Turner Hall

**The deadline for items for the June agenda is Thursday the 27<sup>th</sup> August 2026.**

## 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		Done
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	Done and names submitted to WODC
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.
Investigate mosaic for the outside of the Memorial Hall	11/6/26	67/26 iii	MS		This is on the July agenda.
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 this is on the July agenda.
Investigate a contractor to repair the shelter and make insurance	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

claim for the damaged bus shelter on Park Road					have been provided by another parish council. The Clerk will make the claim once a quote has been received.
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			This is on the July agenda.
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		This is on the July agenda.
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 <sup>th</sup> 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 this is on the July agenda.
Put the consideration of salt for winter provision on the September agenda	15/1/26	205/25	Clerk	September agenda	This is on the July agenda.
Review play inspection report	11/12/25	185/25 ii	Clerk		Quotes for suggested repairs are on the July agenda. The Annual Inspections are due to take place in July/August.
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.
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	This is on the July agenda.

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

## 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>
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	0.00	0.00	0.00
31/08/2026	Clerk salary	Allison Leigh	0.00	0.00	0.00
09/07/2026	Web hosting and WordPress updates	Dark White Digital	35.00	0.00	35.00
<b>Total</b>			<b>1,573.79</b>	<b>144.04</b>	<b>1,717.83</b>

### 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
<b>Total</b>			<b>6,421.95</b>

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

	Cash in Hand 01/04/2026		55,978.47
	<b>ADD</b>		
	Receipts 01/04/2026 - 30/06/2026		46,104.95
			102,083.42
	<b>SUBTRACT</b>		
	Payments 01/04/2026 - 30/06/2026		23,228.24
<b>A</b>	<b>Cash in Hand 30/06/2026</b>		<b>78,855.18</b>
	(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
			<b>78,855.18</b>
	Less unrepresented payments		
			78,855.18
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>78,855.18</b>
	<b>A = B Checks out OK</b>		

### **Attachment 3**

Two responses were sent:

1. 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.
2. 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