



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

To all members of the Council: You are hereby summoned to attend the **North Leigh Parish Council Meeting** on Thursday 10th September at **7:30pm** in **Turner Hall** for the purpose of transacting the following business.

Allison Leigh, Parish Clerk
3rd September 2026

93/26. Apologies for absence

94/26: Councillor Vacancies: To consider any applicants for co-option

95/26. Declarations of interest/Dispensation requests

96/26. Minutes of the following meeting: To sign and approve the [minutes from the meeting of North Leigh Parish Council \(NLPC\) on the 9th July 2026](#)

97/26. Public Forum

98/26. Reports from the County Councillor and District Councillor

99/26: Traffic issues:

- **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

100/26. Action items: See Attachment 1

101/26: Finance:

i. **Finance report:**

- a. To consider payments for authorisation, receipts since the last meeting and the bank reconciliation as of 31/8/26.

ii. **Financial Control Checklist:** To note the completed checklist for the period of 1/4/26 – 30/6/26

iii. **Bank signatories:** To consider the bank signatories



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

- iv. **Training:** To consider any proposed training courses
 - a. **SLCC National Conference:** To consider the Clerk's attendance at the SLCC National Conference at a cost of £715 + VAT split across 2 councils (£357.50 per council)
 - b. **Planning:** [Planning: How to respond effectively to planning applications | OALC](#): 9th November 2026
 - v. **Scheme of Delegation:** To note the following decisions made via the scheme:
 - a. To note the transfer of the S106 funds for the MUGA of £64,833.66 from the current account to the instant access account in accordance with the Council's Investment Strategy
 - b. To note the transfer of £ 5,463.66 from the instant access account to the current account
 - c. Increase of insurance premium by £151.07 cover current assets.
 - d. To note the starred (*) payments in the payment in Attachment 2
 - vi. **External audit:** To receive the [External Auditor Report for 2025 2026](#)
 - vii. **Notice of Conclusion of Audit:** To note the [Notice of Conclusion of Audit](#)
 - viii. **Reserves:**
 - a. To consider the purchase of an additional speed sign using the speed sign reserve
 - b. To consider creating earmarked reserves for the S106 projects
- 102/26: Committees:** To receive the minutes, reports and any actions from the following committees and working groups:
- i. Neighbourhood Plan (NP) Committee
 - a. Minutes: Neighbourhood Plan Committee: [19th May 2026](#), [8th June 2026](#), [29th June 2026](#), [13th July 2026](#), [27th July 2026](#), [Informal meeting 17th August 2026](#)



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

- ii. Staffing Committee
 - a. Staffing Committee: [14th July 2026](#)
- iii. Tree Lighting Working Group
- iv. Planning Committee
 - a. Minutes: Planning Committee: [7th July 2026](#), [21st July 2026](#), [25th August 2026](#)
- v. Adventure Playground Working Group (see 103/26 a)

103/26: S106 Updates: To have an update on the following S106 applications and projects

- a. Adventure Playground
 - i. To have an update on the MUGA installation
 - ii. To consider the Terms of Reference for the Adventure Playground Working Group
 - iii. To consider having the Adventure Playground Working Group investigate disability provision within the area from an existing access location
- b. Village Map
- c. Mosaic

104/26: Consultations: To consider responses to the following:

- i. [WODC Local Plan 2043](#)

105/26: Remote meeting attendance for members of the public – viewing only: To consider researching a provision

106/26: Biodiversity:

- i. To consider hosting a viewing of The Peoples Emergency Briefing and consider members of NLPC joining a working group



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

107/26: Defib training for community café: To consider offering defibrillator training sessions during the Community Café

108/26: Annual Parish Meeting: To consider a date

109/26: Newsletter: To consider the future direction of the newsletter

110/26: Local Council Award Scheme: To consider applying for the [National Association of Local Council's Local Council Award Scheme](#) with the following costs:

- i. Registration fee: £50
- ii. Bronze award: £80
- iii. Silver award: £100
- iv. Gold award: £200

111/26: Cemetery:

- i. To consider the request for a memorial tablet added to a current full burial grave
- ii. To consider action on an unstable grave where the owner cannot be contacted

112/25: Correspondence: To consider the correspondence since the last meeting

113/25. Matters for report: To raise matters for discussion without decision or items for next meeting

Date and time of next meeting: Thursday the 8th October 2026 at 7.30pm, Turner Hall

The deadline for items for the October agenda is Thursday the 24th September 2026.



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

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	Done
Transfer £15,000 to the Instant Access account	9/7/26	85/26 ii	Clerk	17/7/26	Done
Engage Theresa Goss as Internal Auditor	9/7/26	85/26 iv	Clerk	1/8/26	Done
Contact ODS re installation of bollards	9/7/26	85/26 vi	Clerk	17/7/26	Done and we are working to sort a date.
Contact ARD re play repairs	9/7/26	85/26 vii	Clerk	17/7/26	Done and repairs are done.
Draft a Terms of Reference for the MUGA working group	9/7/26	87a/26 i a	Clerk	15/8/26	Done
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	The District Council has information on this and will be discussed during agenda item 103/26.
Look at markings on MUGA	9/7/26	87a/26 i b	Clerk	During MUGA installation process	
Submit S106 Mosaic application	9/7/26	87/26 ii	Clerk	ASAP	Done and approved.
Ask OCC to top up bins and check in October	9/7/26	89/26	Clerk	ASAP and October	The Clerk emailed OCC with a map on 20/8/26 requesting bins



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

					be topped up.
Prepare representation at the Planning Committee with regards to Lioncourt	11/6/26	62/26	DH		Done
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		This is being discussed with the NP Committee.
Councillors to submit road name suggestions to the Clerk	11/6/26	66/26 ii	Councillors	26/6/26	Done and names agreed by WODC
S106 application for the village map to WODC	11/6/26	67/26 II	Clerk	12/6/26	Done and approved.
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	11/6/26	69/26 and 149/25 ii	Chair and Clerk		The Clerk has contacted a contractor and the Chairman is in discussion with them.



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

claim for the damaged bus shelter on Park Road					
Draft Terms of Reference for the Planning Committee for review by NLPC	14/5/26	30/26 b	DH		In progress
Investigate options for signage in East End	9/10/25	147/25	KS		Done.
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		The greenery was cleared on 28/7.
Village consultation to consider the land surrounding the Adventure Playground	10/10/24	129/34	Council	Once the Adventure Playground lease is sorted	The Adventure Playground Working Group is scheduling its first meeting in early September.

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



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

Attachment 2

Payments for authorisation

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
24/07/2026	Web hosting and WordPress up-dates	Dark White Digital	35.00	0.00	35.00
*21/08/2026	Insurance premium	Zurich Municipal	151.07	0.00	151.07
30/09/2026	Clerk salary	Allison Leigh	1,187.14	0.00	1,187.14
10/07/2026	Mailchimp	Mailchimp	19.83	3.97	23.80
10/07/2026	Council phone	Lebara	5.79	1.16	6.95
10/07/2026	Postage	Post Office Ltd	3.60	0.00	3.60
10/07/2026	Office supplies	Appleton Community Shop	3.32	0.67	3.99
10/07/2026	Postage	Post Office Ltd	10.85	0.00	10.85
10/07/2026	Land Registry	HM Land Registry	7.00	0.00	7.00
10/07/2026	Land Registry	HM Land Registry	14.00	0.00	14.00
10/07/2026	Land Registry	HM Land Registry	7.00	0.00	7.00
10/07/2026	Lloyds monthly fee	Lloyds Bank	3.00	0.00	3.00
24/07/2026	Pension contribution	NEST	69.37	0.00	69.37
31/07/2026	Unity Bank service charge	Unity Bank	7.00	0.00	7.00
10/08/2026	Postage for NP	Post Office Ltd	9.95	0.00	9.95
10/08/2026	Mailchimp	Mailchimp	20.21	4.04	24.25
10/08/2026	Council mobile phone	Lebara	5.79	1.16	6.95
10/08/2026	Office supplies	TG Jones	4.17	0.83	5.00
10/08/2026	Land Registry fee	HM Land Registry	7.00	0.00	7.00
10/08/2026	Lloyds monthly fee	Lloyds Bank	3.00	0.00	3.00
*12/08/2026	MUGA Deposit	Charles Lawrence Tennis Courts	9,000.00	1,800.00	10,800.00
*12/08/2026	Land Registry payment	Lee Chadwick Solicitors	25.00	0.00	25.00
*12/08/2026	Web hosting and WordPress up-dates	Dark White Digital	35.00	0.00	35.00
*12/08/2026	External audit fee	Moore	315.00	63.00	378.00
*12/08/2026	Play inspections	Rospa	190.00	38.00	228.00
*12/08/2026	Cemetery bin management	Grundon	60.74	12.15	72.89
*12/08/2026	Cemetery database	Edge IT Systems Ltd	358.00	71.60	429.60
25/08/2026	Pension contribution	NEST	69.37	0.00	69.37
*21/08/2026	Payroll accountant	Tetbury Accounting Limited	280.00	56.00	336.00
*10/09/2026	Paye	HMRC	1,345.02	0.00	1,345.02



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

10/09/2026	Clerk mileage and home allowance	Allison Leigh	74.00	0.00	74.00
10/09/2026	Web hosting and WordPress updates	Dark White Digital	35.00	0.00	35.00
10/09/2026	Play area repairs	ARD Playgrounds	757.50	151.50	909.00
31/08/2026	Unity Bank service charge	Unity Bank	7.00	0.00	7.00
10/09/2026	Operational play inspection	The Play Inspection Company	230.00	46.00	276.00
10/09/2026	Bus shelter cleaning	Multi Hands	250.00	50.00	300.00
*03/09/2026	Village Map	Fitzpatrick Woolmer Design and Publishing Ltd	3,670.00	734.00	4,404.00
Total			18,275.72	3,034.08	21,309.80

Receipts from 01/07/26 – 31/08/26

<u>Date</u>	<u>Description</u>	<u>Customer</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
08/07/2026	Cemetery fees	Lee Chadwick Solicitors	50.00	0.00	50.00
16/07/2026	S106 MUGA Funds	WODC	64,833.66	0.00	64,833.66
31/07/2026	Cemetery fees	Peter Smith and Son	50.00	0.00	50.00
03/08/2026	VAT Refund	HMRC	0.00	2,014.98	2,014.98
06/08/2026	S106 Mosaic and Map	WODC	7,340.00	0.00	7,340.00
06/08/2026	S106 Mosaic and Map	WODC	1,000.00	0.00	1,000.00
28/08/2026	Cemetery fees	Peter Smith and Son	600.00	0.00	600.00
Total			73,873.66	2,014.98	75,888.64

Bank Reconciliation at 31/08/2026

Cash in Hand 01/04/2026 55,978.47

ADD

Receipts 01/04/2026 - 31/08/2026 121,993.59

177,972.06

SUBTRACT

Payments 01/04/2026 - 31/08/2026 40,922.94



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

A	Cash in Hand 31/08/2026	137,049.12
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash 31/07/2026 0.00	
	Unity Bank 31/08/2026 20,264.62	
	Lloyds 31/08/2026 116,784.50	
	Unity Instant Access Ac- count 31/08/2026 0.00	
		137,049.12
	Less unrepresented payments	
		137,049.12
	Plus unrepresented receipts	
B	Adjusted Bank Balance	137,049.12

A = B Checks out OK