



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 8th October at **7:30pm in Turner Hall** for the purpose of transacting the following business.

Allison Leigh, Parish Clerk
2nd October 2026

114/26. Apologies for absence

115/26. Declarations of interest/Dispensation requests

116/26. Minutes of the following meeting: To sign and approve the [minutes from the meeting of North Leigh Parish Council \(NLPC\) on the 10th September 2026](#)

117/26: Councillor Vacancies: To consider any applicants for co-option

118/26: Parish Councillor/Clerk surgery: To consider holding Parish Councillor/Clerk surgeries

119/26. Public Forum

120/26. Reports from the County Councillor and District Councillor

121/26. Action items: See Attachment 1 for updates.

- i. **Bus Shelter:** To consider the continuation of investigation of repair of the bus shelter on Park Road or replacement at a cost of £6,251.07 + VAT. Following a decision by the Council, the Clerk will investigate whether this will be fully covered by insurance.
- ii. **Speed Indicator Device (SID):** To confirm the budget and specification for the new SID per the Council decision on 10/9/26.

122/26: Finance:

i. **Finance report:**

- a. To consider payments for authorisation, receipts since the last meeting and the bank reconciliation as of 30/9/26. See Attachment 2.



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- ii. **Training:** To consider any proposed training courses
- iii. **Budget against actual:** To consider the [budget against actual from 1/4/26 – 30/9/26](#)
- iv. **Budget items for 2027/2028:** To note any potential items for the 2027/2028 budget. A draft budget will be on the November agenda for consideration.
- v. **Donation requests:** To consider the following donation request:
 - a. **Clean Slate:** To consider a requested donation of £150 to [Clean Slate](#) who have supported 4 residents in the Parish over the past 12 months.
- vi. **National Joint Council for Local Government Services Pay Agreement 2026/2027:** To note the [2026/2027 agreement](#) to be backdated to 01.04.2026

123/26: Committees: To receive the minutes, reports and any actions from the following committees and working groups:

- i. Adventure Playground Working Group
 - a. To consider having the Adventure Playground Working Group investigate disability provision within the area from an existing access location
- ii. Neighbourhood Plan (NP) Committee
- iii. Staffing Committee
- iv. Tree Lighting Working Group
 - a. Costs
- v. Planning Committee

124/26: Planning: Planning applications can be found on the District Council's website:
[View and comment on planning applications - West Oxfordshire District Council](#)



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i. **26/02189/LBC**

Wilcote Manor, Wilcote OX7 3EB

Alterations to internally block doorway in South elevation and replace window with new door in North elevation in existing converted outbuildings and installation of spiral staircase in back hall of main dwelling. (Retrospective)

ii. **26/02138/HRN**

Hedgerow Removal: Green Lane, North Leigh

Mott MacDonald Bentley have been commissioned by Thames Water to carry out upgrade works on the New Yatt Rising Main, New Yatt, Witney, OX29 6TG, hereafter referred to as the 'Site'. The works form part of a wider programme to replace ageing and deteriorating assets as well as improve network resilience, operational reliability, and compliance with Thames Water Asset Standards.

The proposed rising main route follows an alignment through agricultural land to the north of the existing rising mains route, broadly following an existing trunk water main corridor.

The new below ground rising main will start at the New Yatt Sewage Pumping Station (SPS) (NGR: SP37501325), after which it will travel across third party agricultural land ending at a manhole (MH1201) along Green Lane (NGR: SP38151321).

The majority of the route will be undertaken using a horizontal directional drilling (HDD) methodology, meaning that impacts to adjacent trees and hedgerows will be avoided. However, towards the end of the route, the rising main will need to cross the boundary between an agricultural field and Green Lane using an open-cut method due to congestion of services in Green Lane. This will require the removal of 8m of hedgerow along this boundary, hence requiring Hedgerow Removal Notice under the Hedgerow Regulations 1997.

Further information can be found on the Parish Council website: [Planning Committee meeting – 24th September – North Leigh Parish](#)

125/26: S106 Updates: To have an update on the following S106 applications and projects

- a. General updates on S106 funds
- b. Adventure Playground



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c. Village Map

d. Mosaic

126/26: Bollards at Perrot Close and Common Road: To consider the provision of bollards at this location

127/26: Grounds maintenance specification: To consider the draft specification with a view to go to tender by the 1st November 2026. See Attachment 3.

128/26: Request for feedback on 20mph schemes - West Oxfordshire: To consider any feedback to Oxfordshire County Council (OCC)

129/26: Quiet Lane: To consider Evenlode Lane being part of OCC's pilot scheme of quiet lanes. See Attachment 4 for the map provided by OCC.

130/26: Future of Newsletter: To consider the future management and style of the newsletter

131/25: Correspondence: To consider the correspondence since the last meeting

132/25. Matters for report: To raise matters for discussion without decision or items for next meeting

Date and time of next meeting: Thursday the 12th November 2026 at 7.30pm, Turner Hall

The deadline for items for the November agenda is Thursday the 29th October 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>
Comments on Elivia Homes to the Clerk for submission	10/9/26	98/26	Clerk		Done and submitted
Send response on rural A and B class road network to KS for review and then to Oxfordshire County Council (OCC)	10/9/26	99/26	Clerk		This has been sent to KS and waiting for confirmation on response to be sent to OCC.
Send map of Evenlode Lane to the Council for consideration of it becoming a quiet lane on the October agenda	10/9/26	99/26	Clerk		Done
Add Sarah Veasey as bank signatory	10/9/26	101/26 iii	Clerk		In progress
Ask Andy Clements about planning training course	10/9/26	101/26 iv b	Clerk		Done
Order SID	10/9/26	101/26 viii a	Clerk		In progress and on the October agenda
Schedule a meeting of the planning committee	10/9/26	102/26 iv	Clerk		Done
Publicise information on the installation of the MUGA at the Adventure Playground	10/9/26	103/26 a i	Clerk		Done
Send comments on the Adventure Playground Working Group Terms of Reference to the Clerk	10/9/26	103/26 a ii	KS		



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Send comments on the WODC Local Plan 2043 to the Clerk	10/9/26	104/26	DH	9/10/26	
Details on the South Central Ambulance Service to the Community Café	10/9/26	107/26	Clerk		Done
Review unstable gravestone	10/9/26	111/26 ii	Clerk, Chair, MS		Done and made safe.
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 bollards are installed.
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	Done.
Look at markings on MUGA	9/7/26	87a/26 i b	Clerk	During MUGA installation process	
Ask OCC to top up bins and check	9/7/26	89/26	Clerk	ASAP and	The Clerk emailed OCC with a



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in October				October	map on 20/8/26 requesting bins be topped up.
Speak to Broadleaf about a seasonal schedule of planting for the planters.	11/6/26	68/26	Clerk		It was noted that the planters are looking good. The Clerk has followed up with Broadleaf about a schedule, but will continue to follow up.
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 Chair is in discussion with a contractor about repair.
Draft Terms of Reference for the Planning Committee for review by NLPC	14/5/26	30/26 b	DH		In progress
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 investigating options for the Council to consider prior to consultation.

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



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Attachment 2: Finance Report

Bank Reconciliation at 30/09/2026

	Cash in Hand 01/04/2026	55,978.47
	ADD	
	Receipts 01/04/2026 - 30/09/2026	162,260.48
		218,238.95
	SUBTRACT	
	Payments 01/04/2026 - 30/09/2026	52,794.58
A	Cash in Hand 30/09/2026	165,444.37
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash 30/09/2026	0.00
	Unity Bank 30/09/2026	48,175.98
	Lloyds 30/09/2026	117,268.39
	Unity Instant Access Ac- count 30/09/2026	0.00
		165,444.37
	Less unrepresented payments	
		165,444.37
	Plus unrepresented receipts	
B	Adjusted Bank Balance	165,444.37
	A = B Checks out OK	



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Final payment list from 1/9/26 – 30/9/26

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
30/09/2026	Clerk salary	Allison Leigh	1,187.14	0.00	1,187.14
10/09/2026	Paye	HMRC	1,345.02	0.00	1,345.02
10/09/2026	Clerk mileage and home allowance	Allison Leigh	74.00	0.00	74.00
10/09/2026	Web hosting and Word-Press updates	Dark White Digital	35.00	0.00	35.00
10/09/2026	Play area repairs	ARD Playgrounds	757.50	151.50	909.00
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
10/09/2026	Hire of Committee Room at Memorial Hall	North Leigh War Memorial Hall	13.00	0.00	13.00
10/09/2026	Cemetery bin management	Grundon	60.34	12.07	72.41
10/09/2026	NP Consultant	Bluestone Planning	813.75	162.75	976.50
09/09/2026	Mailchimp	Mailchimp	20.04	4.01	24.05
09/09/2026	Postage for NP	Post Office Ltd	11.40	0.00	11.40
09/09/2026	Council mobile phone	Lebara	5.79	1.16	6.95
09/09/2026	Postage	Post Office Ltd	3.30	0.00	3.30
09/09/2026	Lloyds monthly fee	Lloyds Bank	3.00	0.00	3.00
10/09/2026	Pension contribution	NEST	69.37	0.00	69.37
23/09/2026	ICO payment	Information Commissioners Office	47.00	0.00	47.00
30/09/2026	Loan payment	PWLB	2,107.50	0.00	2,107.50
30/09/2026	Unity Bank service charge	Unity Bank	7.00	0.00	7.00
Total			10,710.15	1,161.49	11,871.64

Payments for authorisation for October

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
09/09/2026	Mailchimp	Mailchimp	20.04	4.01	24.05
09/09/2026	Postage for NP	Post Office Ltd	11.40	0.00	11.40
09/09/2026	Council mobile phone	Lebara	5.79	1.16	6.95
09/09/2026	Postage	Post Office Ltd	3.30	0.00	3.30
09/09/2026	Lloyds monthly fee	Lloyds Bank	3.00	0.00	3.00



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10/09/2026	Pension contribution	NEST	69.37	0.00	69.37
23/09/2026	ICO payment	Information Commissioners Office	47.00	0.00	47.00
08/10/2026	Bin emptying 2 playgrounds and Cuckamus Green	WODC	652.86	130.57	783.43
08/10/2026	Printing of Newsletter	The Flying Press	723.27	0.00	723.27
08/10/2026	SLCC Conference	Society of Local Council Clerks	232.50	46.50	279.00
08/10/2026	SLCC Conference	Society of Local Council Clerks	125.00	0.00	125.00
08/10/2026	Training course	OALC	210.00	42.00	252.00
08/10/2026	Training course	OALC	70.00	14.00	84.00
08/10/2026	Clerk mileage and home allowance	Allison Leigh	59.00	0.00	59.00
30/09/2026	Loan payment	PWLB	2,107.50	0.00	2,107.50
30/09/2026	Unity Bank service charge	Unity Bank	7.00	0.00	7.00
08/10/2026	Web hosting and WordPress updates	Dark White Digital	35.00	0.00	35.00
31/10/2026	Clerk salary	Allison Leigh	1,187.14	0.00	1,187.14
Total			5,569.17	238.24	5,807.41

Receipts from 1/9/26 – 30/9/26

<u>Date</u>	<u>Description</u>	<u>Customer</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
17/09/2026	Precept	WODC	39,633.00	0.00	39,633.00
30/09/2026	Cemetery fees	Peter Smith and Son	150.00	0.00	150.00
30/09/2026	Bank interest	Unity Bank	483.89	0.00	483.89
Total			40,266.89	0.00	40,266.89



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Attachment 3

Draft Specifiation for Grounds Maintenance 1/4/27 – 31/3/30

Area	Specification
Children's play area Park Road	A grass height of maximum 4cm to be maintained. Boundary hedge to be cut as necessary (avoiding nesting season from February to July)

Area	Specification
Public Seat in Church Road	Grass around the seat to be maintained at a maximum height of 4cm.

Area	Specification
Cuckamus Green	Maintain grass maximum height of 4cm Trees and low branches to be trimmed as necessary



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	Strim grass around trees, seat and notice board. Avoid damage to bark while strimming around trees. Strip of grass from the Methodist Hall to the Park Road junction. Triangular bits outside Masons Arms (corner of Perrots Close, Common Road and Park Road) as required. The council will ask for this when it feels it needs doing. Daffodils are planted here so should cut around them until they die back.
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Area	Specification
Windmill Heights	Trim Hedgerows and trees (avoiding nesting season from February to July) Maintain flowerbeds and mow grass areas to a maximum height of 4 cm Weed the borders and prune shrubs/roses Cut hedges twice per year, especially trimmed alongside footpaths where brambles grow (avoiding nesting season from February to July) Remove trimmings



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CHURCHYARD AND CEMETERY

Area	Specification
North Leigh Cemetery	All grass in the graves area to be cut to ensure that a maximum height of 2.5cm is maintained. Remainder of grassed area to be cut to a maximum height of 5cm. Grass along boundary wall on both sides to be cut to a maximum height of 5cm. Car park (the car park on the south side grass to be cut as necessary. Keep hedges around the car park trimmed. (avoiding nesting season from February to July) Annual cut of all surrounding hedges (avoiding nesting season from February to July) Clear growth from walls to the south of the entrance Horticultural maintenance of all trees and shrubs. All areas including the paths to be kept clear of weeds. Ditch on north side of entrance to be cleared.



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	All waste and litter to be removed. The grass areas near the Turner Hall, the entrance and the North car park are excluded.
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ADVENTURE PLAYGROUND22/23

Area	Specification
Adventure Playground	A maximum grass height of 4cm to be maintained. Mid-April, mid-May mid-June and mid-July. Two further cuts depending on growth.

PARK ROAD OPPOSITE EYNHAM HALL ENTRANCE

Area	Specification
Park Road opposite Eynsham Hall Entrance	Cut fortnightly during growing season to maintain vision, ensuring that it isn't cut too far back due to daffodils and tulips by the street sign and just past the salt/grit box.

MISCELLANEOUS

Area	Specification



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1	Remove the nettles by the wall by the bus stop and around Common Road (being sure to include the based of the wall bordering the Windmill field) as required. The council will ask for these when they need doing.
2	The triangular grass at the top of windmill close on windmill road.
3	Path between Park Road and Windmill Road known as Black Alley (note: the footpath is bordered by a private hedge, which is the responsibility of the residents and not part of the contract) clear brambles and nettles from west side of path twice a year.
4	Bus shelters – to maintain the grass around the village bus shelters

All cuttings are to be removed from site. – This will increase the costs greatly.
The Council requires a copy of a Certificate of Insurance.

The Council requires a monthly invoice.

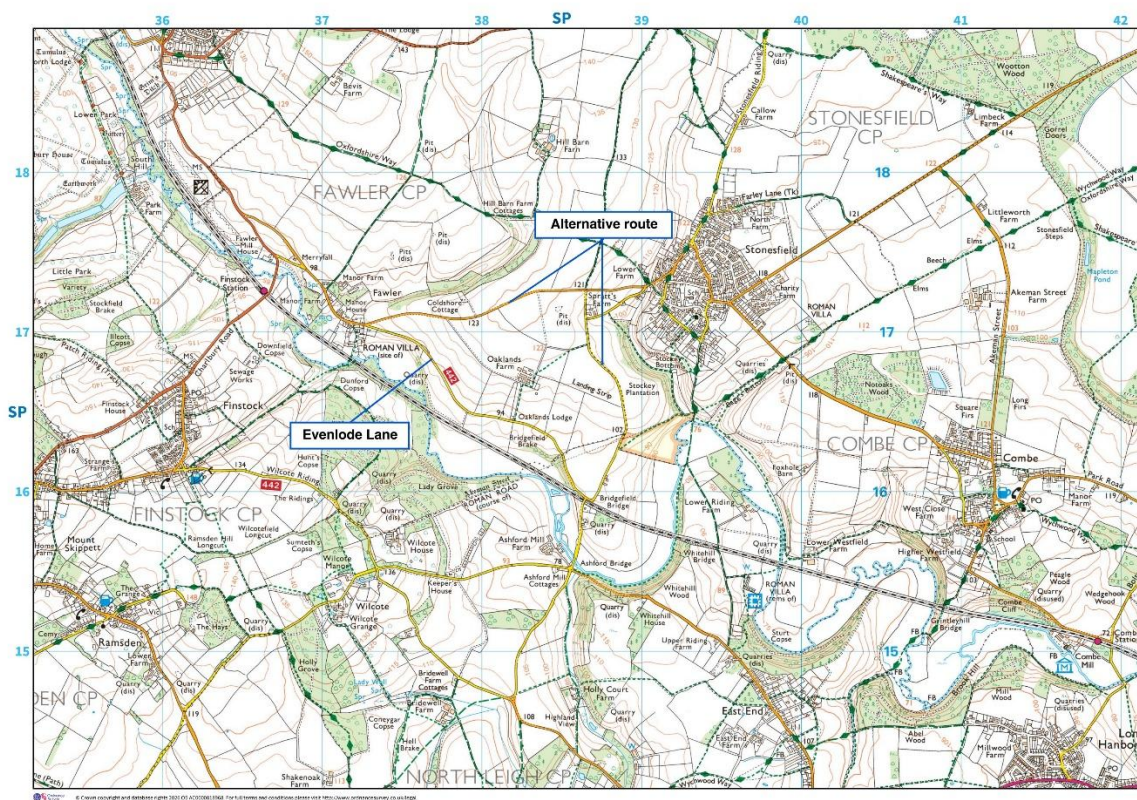
Below, please find a map of many of the areas. (To come).



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Attachment 4



1 of 1