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 12th November at **7:30pm in Turner Hall** for the purpose of transacting the following business.

Allison Leigh, Parish Clerk
4th November 2026

132/26. Apologies for absence

133/26. Declarations of interest/Dispensation requests

134/26. Minutes of the following meeting: To sign and approve the minutes from the meeting of North Leigh Parish Council (NLPC) on the 8th October 2026

135/26: Councillor Vacancies: To consider any applicants for co-option

136/26. Public Forum

137/26. Reports from the County Councillor and District Councillor

138/26. Action items: See Attachment 1 for updates.

139/26: Finance:

i. **Finance report:** To agree the bank reconciliation as of 31/10/26, authorise the payments and note the receipts. See Attachment 2.

ii. **Training:** To consider any proposed training courses. See Attachment 3 for proposed training courses in red.

iii. **Draft Budget 2027/2028:**

a. To consider the draft budget for 2027/2028

i. To consider creating a reserve for the Children's Playground rent

b. Based on the 2027/2028 budget, to consider a precept for 2027/2028

iv. **Scheme of Delegation:** To note payments made in between meetings in accordance with the Scheme of Delegation:

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a. Printer: £379.99

v. **Bank signatory:** To note the removal of Malcolm Shead as bank signatory and consider an additional signatory

vi. **Bank card increase:** To consider an increase to £600 per transaction and £800 per month

140/26: Committees: To receive the minutes, reports and any actions from the following committees and working groups:

i. Adventure Playground Working Group:

a. To consider the revised Terms of Reference

b. To consider the findings of the working group

c. To consider the village consultation

d. To consider delegation of the implementation of the consultation to the Clerk

e. To consider a change of name of the area

ii. Neighbourhood Plan (NP) Committee:

a. See Attachment 4 for a report.

b. To consider submission of the current Neighbourhood Plan to WODC under Regulation 15 in order that they can carry out the Regulation 16 consultation.

iii. Staffing Committee

iv. Tree Lighting Working Group

v. Planning Committee

141/26: 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. 26/02518/HHD
Woodside Sturt Wood, East End
Loft conversion to create a bedroom and bathroom to serve annexe. Construction of new entrance porch and detached garage with associated landscaping works.

ii. Rectory Rise Development of 55 houses by the A4095

a. To consider the proposed S106 MUGA design and markings of the pitch

b. To note the progress of the development, including any site management, and consider any next steps

142/26: S106 Updates: To have an update on the following S106 applications and projects

a. Adventure Playground (see Agenda item 140/26)

b. Village Map

c. Mosaic

143/26: Charlbury and the surrounding area Local Cycling and Walking Infrastructure Plan (LCWIP): To consider a response

144/26: CCTV: To consider whether to proceed with investigation into CCTV at the new MUGA

145/26: Newsletter: To consider the future of the newsletter

146/26: Correspondence: To consider the correspondence since the last meeting

147/26. Matters for report: To raise matters for discussion without decision or items for next meeting

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

The deadline for items for the November agenda is Thursday the 26th November 2026.

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Attachment 1: Actions

Action	Meeting date	Minute Reference	Responsible	Date Due	Update
Attend the Community Café	8/10/26	118/26	Chair		Done
Proceed with bus shelter claim/replacement	8/10/26	121/26 i	Clerk		The Clerk is in dialogue with the insurers.
Proceed with white SID at a cost up to £600	8/10/26	121/26 ii	Clerk		The Clerk needs to increase the payment card allowance to proceed with this request. This is in progress.
Add the requested budget items to the 27/28 budget	8/10/26	122/26 iv	Clerk	12/11/26	Done and the budget is on the November agenda.
Adventure Playground Working Group to bring ideas to the November meeting	8/10/26	123/26 i a	Adventure Playground Working Group		This is on the November agenda.
Adventure Playground Working Group to investigate disability provision to the MUGA at the Adventure Playground and at the Rectory Rise MUGA	8/10/26	123/26 i b	Adventure Playground Working Group		This has been discussed at the Adventure Playground Working Group.
Advertise the opening of the new MUGA	8/10/26	123/26 i c	Clerk		Done
Submit comments on the West Oxfordshire Local Plan 2043 to	8/10/26	123/26 v	Clerk		Done

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WODC					
Continue to progress village map	8/10/26	125/26 iii	KS, Clerk and a member of the NP Committee		In progress
Continue to progress mosaic	8/10/26	125/26 iv	Clerk until the return of CF		The Clerk has emailed CF and the artist for an update.
Send grounds maintenance tender to at least 3 contractors and advertise in the village	8/10/26	127/26	Clerk	1/11/26	Done
Respond to Quiet Lanes email	8/10/26	129/26	Clerk		Done
Communication to the Parish regarding the future of the newsletter/Nor'Lye News	8/10/26	132/26	Chair, KS and Clerk		
Obtain signage for the bus shelters with Clerk's contact details	8/10/26	132/26	Clerk		In progress
Investigate CCTV at the MUGA at the Adventure Playground	8/10/26	132/26			This is on the November agenda.
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		Done
Add Sarah Veasey as bank signatory	10/9/26	101/26 iii	Clerk		In progress
Order SID	10/9/26	101/26 viii a	Clerk		See minute reference 121/26 ii
Send comments on the Adventure	10/9/26	103/26 a ii	KS		This is on the November agenda.

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Playground Working Group Terms of Reference to the Clerk					
Look at markings on MUGA	9/7/26	87a/26 i b	Clerk	During MUGA installation process	This is on the November agenda.
Ask OCC to top up bins and check in October	9/7/26	89/26	Clerk	ASAP and October	OCC has asked the Clerk for more clarity on the locations which the Clerk will provide early November.
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		See minute reference 121/26 i
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		The Clerk has purchased a new printer in discussion with the Chair.
Village consultation to consider the	10/10/24	129/34	Council	Once the	This is on the November agenda.

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land surrounding the Adventure Playground				Adventure Playground lease is sorted	

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

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Attachment 2: Finance Report

Bank Reconciliation at 31/10/2026

	Cash in Hand 01/04/2026			55,978.47
	ADD			
	Receipts 01/04/2026 - 31/10/2026			163,460.48
				219,438.95
	SUBTRACT			
	Payments 01/04/2026 - 31/10/2026			120,501.96
A	**Cash in Hand 31/10/2026** (per Cash Book)			**98,936.99**
	Cash in hand per Bank Statements			
	Petty Cash	31/10/2026	0.00	
	Unity Bank	31/10/2026	21,668.60	
	Lloyds	31/10/2026	0.00	
	Unity Instant Access Account	31/10/2026	77,268.39	
				98,936.99
	Less unpresented payments			
				98,936.99
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**98,936.99**

A = B Checks out OK

Final payment list from 1/10/26 – 31/10/26

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Date	Description	Supplier	Net	VAT	Total
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
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
08/10/2026	MUGA Deposit	Charles Lawrence Tennis Courts	49,250.00	9,850.00	59,100.00
08/10/2026	Cemetery bin management	Grundon	60.15	12.03	72.18
08/10/2026	Grounds maintenance	BGG	290.00	58.00	348.00
08/10/2026	Grounds maintenance	BGG	220.00	44.00	264.00
08/10/2026	Grounds maintenance	BGG	120.00	24.00	144.00
08/10/2026	Grounds maintenance	BGG	690.00	138.00	828.00
08/10/2026	Grounds maintenance	BGG	382.31	76.46	458.77
08/10/2026	S106 MUGA Funds	Charles Lawrence Tennis Courts	2,000.00	400.00	2,400.00
12/10/2026	Mailchimp	Mailchimp	19.61	3.92	23.53
12/10/2026	Council mobile phone	Lebara	5.79	1.16	6.95
12/10/2026	Office supplies	Sainsburys	5.50	0.00	5.50
12/10/2026	Office supplies	B&Q	17.00	0.00	17.00
12/10/2026	Office supplies	B&Q	16.00	0.00	16.00
12/10/2026	Office supplies	B&Q	-17.00	0.00	-17.00
12/10/2026	Postage	Post Office Ltd	1.55	0.00	1.55
12/10/2026	Poppy wreath	Royal British Legion	27.50	0.00	27.50
12/10/2026	Mailchimp	Mailchimp	20.17	4.03	24.20
12/10/2026	Lloyds monthly fee	Lloyds Bank	3.00	0.00	3.00
09/10/2026	Pension contribution	NEST	69.37	0.00	69.37
28/10/2026	Council printer	Argos	379.99	0.00	379.99
31/10/2026	Unity Bank service charge	Unity Bank	7.00	0.00	7.00
Totals			**56,862.71**	**10,844.67**	**67,707.38**

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Payments for authorisation for November

Date	Description	Supplier	Net	VAT	Total
12/11/2026	Children's Playground repair	ARD Playgrounds	75.00	15.00	90.00
12/11/2026	Web hosting and WordPress updates	Dark White Digital	35.00	0.00	35.00
12/11/2026	Neighbourhood Plan Consultant	Bluestone Planning	420.00	84.00	504.00
12/11/2026	Parish Online Subscription	Parish Online	90.00	18.00	108.00
12/11/2026	Threads of North Leigh Donation	Threads of North Leigh	150.00	0.00	150.00
30/11/2026	Clerk salary	Allison Leigh	1,459.31	0.00	1,459.31
12/11/2026	Clerk mileage and home allowance	Allison Leigh	98.60	0.00	98.60
12/11/2026	Seeding of graves	Broadleaf Services	725.00	145.00	870.00
Totals			**3,052.91**	**262.00**	**3,314.91**

Receipts from 1/10/26 – 31/10/26

Date	Description	Customer	Net	VAT	Total
09/10/2026	Cemetery fees	Greens Funeral services	1,200.00	0.00	1,200.00
Total			**1,200.00**	**0.00**	**1,200.00**

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Attachment 3

2026/2027 Training Courses

Registrant	Course	Provider	Date	Cost
Allison Leigh	Basics of Data Protection and File Retention	OALC	22/04/2026	45.00
David Harris	Listed Buildings & Conservation Areas Listed Buildings and Conservation Areas	OALC	06/03/2026	55.00
Allison Leigh	SLCC Conference	SLCC	12/10/2026	357.50
Robert Gunn, Kevin Swann, Malcolm Shead*	Planning: How to respond effectively to planning applications	OALC	09/11/2026	210.00
Robert Gunn	Councillor Fundamentals	OALC	01/10/2026	70.00
New councillor	Roles and Responsibilities	OALC	03/12/2026	125.00
Robert Gunn	Leading your Council	OALC	20/01/2027	70.00
Total				932.50
Budget				1500.00
Difference				567.50

*Note: The Council is working to obtain a refund for Malcolm Shead's place.

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Attachment 4

North Leigh Neighbourhood Plan Committee
Update for Parish Council Meeting of 12th November 2026

Meetings

- Since the last Parish Council meeting, the North Leigh Neighbourhood Plan (NLNP) Committee met on the 20th October and the 2nd November.
- The committee meeting agendas and minutes are being posted on the North Leigh Parish Council website.

Membership

Louis Crowther, Paul Evans, David Harris, Steve Legg (Secretary), David Painter, Kevin Swann (Vice Chair), Sherard Veasey (Chair), Judith Wardle, Adrian Watts.
Tony Chan has also been working with us by formatting the plan document.

Preparing the "Reg15" Neighbourhood Plan

The Committee has worked on preparing a number of documents to go forward as a part of the Reg 15 submission to WODC.

- The Consultation Statement, together with its appendices, lists all of the comments provided by statutory and non-statutory bodies at the Reg 14 consultation, and describes how the committee has modified the plan in response to the comments.
- The Basic Conditions Statement is a technical document prepared for us by Bluestone Consulting – it is a check list of what the plan covers against what a Neighbourhood Plan is required to cover. This work was carried out for a cost of £873.75 (ex VAT).
- The updated plan document, along with its appendices has been substantially modified to reflect the comments received.

A timeline of the activities required to progress the plan through its Reg 16 consultation and on to the public referendum by the middle of next year has been developed.

Subject to the approval of the PC, we hope to submit the plan to WODC for their consideration under Reg 15 on the 16th November.

Finances

Since the inception of the Neighbourhood Plan committee in 2023, we have received the maximum Locality grant available, totalling £18,000. This was spent in preparing the initial draft consultation of the plan under Reg 14 with assistance from Community First Oxfordshire.
The committee would like to be able to seek advice and guidance from Bluestone Planning during the Reg 15 & 16 consultation process:

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- Advice on how to respond to any questions raised by WODC as a result of their assessment of the plan under Reg 15.
- Advice on the selection of an External Examiner
- Advice on how to respond to any Clarification Notes issued by the Examiner.

Bluestone Planning charge £105 per hour (ex VAT) for ad hoc advice, and it is thought that we would need no more than 10 hours of advice from them at this stage.

If the plan is successful at Reg 16 and can go forward to the public referendum later in 2027, then there will be some costs associated with publicity within the parish, although the cost of organising the referendum will be carried by WODC. The Parish Council costs will be in relation to printing posters and leaflets, and hiring a hall for a public meeting in advance of the referendum to encourage residents to participate. The costs are likely to be less than £1,000.