

MINUTES of the meeting of North Leigh Parish Council held via Zoom on Thursday 9th April 2020 at 7.30 pm.

Present: G. Matthews (Chairman), S. Cusick (Vice Chair), Councillors C. Frost (CF), David Fettes (DF), I. Hogg (IH), J. Nicholson (JN), A. Clements (AC) and J. Minch (JM) and County Councillor Liam Walker (LW) and District Councillor H. St John (HSJ)

Also present: Allison Leigh (Clerk) AL

1/20. Apologies for absence: None

2/20. Declarations of interest: None

3/20. Minutes of meeting held 12th March 2020: The minutes were approved with minor edits and will be signed when possible due to coronavirus.

4/20. Public Forum: No members of the public were in attendance.

5/20. District and County Councillors' Reports:

Oxfordshire County Council (OCC)

LW reported that OCC is working on a shielding project for the vulnerable during the Covid-19 pandemic for those needing to self-isolate for 12 weeks. Military and social workers are both working to assist and things are working well.

LW reported that there have been reports of people not staying at home and social distancing. He reported that a letter from the government has been sent to all residents with guidelines.

LW reported that OCC is running business as usual as during the Covid-19 period with office workers working from home.

LW reported that the Boddington Lane junction is still scheduled to be resurfaced the 19th of May for 3 nights.

LW reported that the Park Lane junction is due to be re-surfaced in October.

LW reported there had been reports of an issue with a resident putting up a sign about a footpath being closed. He advised that OCC has not closed the path and this is not an official notice.

LW reported that OCC will be putting white lining/a keep clear marking by the dropped kerb near the Windmill so people are reminded not to park there. If parking continues to be an issue after this, OCC will look at it again.

West Oxfordshire District Council (WODC)

HSJ reported that waste collection is still working as normal except for the collection of bulky items.

HSJ noted that all work by Bellway has been frozen. The road closure was cancelled due to Covid-19/

HSJ reported he had received the e-mail from WODC regarding the S106 monies and will follow up as he is surprised that WODC is not aware that two thirds of the Bellway homes have been occupied.

HSJ reported that community groups have formed in North Leigh and East End to assist those in need during the Covid-19 period.

6/20. Delegation of Power: The council discussed the idea of a delegation of power in the event of the council not being able to function during the Covid-19 period. AL will circulate what her other councils have done for the council to review.

7/20. Website: It was reported that the website is now up and running. The council felt the site looks good. It was noted that there is a privacy issue to be sorted and that AL will be adding information as it comes in.

HSJ asked for Facilities to be changed to Amenities. AL reported that she has been in touch with the Nor'Lye news regarding how to put their information on the site as their website it out of date.

It was noted that an article about hedge cutting would be useful to have on the website. SC will draft something and send it to AL.

It was noted that it would be nice to have a nature report in the North Leigh Common section.

CF will send a write up on the allotments to AL.

8/20. Village Questionnaire: AC reported that he will circulate a questionnaire as soon as he has one prepared.

9/20. VE Day 2020: It was reported that physical celebrations will be postponed and the recommended dates are the 15th-16th August 2020. It was noted that perhaps this could be a joint celebration for VE and VJ Days.

10/20. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>Comment</u>
W/20/00210/STC	Licensing application for Adam Soft Ice Cream	License to trade	North Leigh Parish council is happy for this to proceed once government restrictions due to Covid-19 are lifted.
20/00800/HHD	Ammonite Cottage Church Road North Leigh	Erection of single storey rear extension	North Leigh Parish Council has no comments on this planning application.

11/19. Open Spaces Report

- **Children’s Playground lease:** There was no update.
- **Playground Inspection/ reports:** It was reported that the playgrounds are closed and have signs indicating the closure. The playgrounds look tidy. GM reported that Nigel Green will continue to keep on top of the work he does.

It was noted that it would be useful to have a path 2 metres wide at the Adventure Playground. AL will e-mail BGG regarding this.

- **Cuckamus Green report:** CF reported that David Green has cut this recently. She reported that watering of the new tree is working well.
- **Parking** – DF reported there is documentation AL should have regarding the ownership/verges. AL was unaware of this and DF will send it to AL.

12/20. Cemetery/Churchyard

- **Activity:** It was reported that there had been reports of a gathering at the cemetery. AL will get notices regarding social distancing printed for AC to put up at the Cemetery.
- AC reported he has met with the gravedigger regarding burials during the Covid-19 period.
- It was noted that people are using the car park as a place to park while going for a walk.

13/20. Finance

- Finance report:

<u>Payments authorised</u>						
<u>Payee</u>	<u>Item</u>	<u>Cheque number</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>	<u>Date</u>
Volunteer Link-up	Donation (meant for 2019/20)	102999	100.00	0.00	100.00	09/04/2020
Citizens Advice West Oxfordshire	Donation (meant for 2019/20)	103000	150.00	0.00	150.00	09/04/2020
North Leigh Youth Project	Donation	103001	2000.00	0.00	2000.00	09/04/2020
Staff Costs	Staff Costs	103002	466.37	0.00	466.37	30/04/2020
Allison Leigh	Clerk expenses	103003	36.00	0.00	36.00	09/04/2020
Tetbury Accounting Limited	Payroll management	103004	180.00	36.00	216.00	09/04/2020
HMRC	PAYE	103005	26.00	0.00	26.00	09/04/2020
Greg Matthews	Zoom subscription	103006	143.88	0.00	143.88	09/04/2020
WODC	Adventure Playground cleaning	103007	117.22	23.44	140.66	14/04/2020
<u>Receipts</u>						
<u>From</u>	<u>Item</u>		<u>Amount</u>		<u>Total</u>	<u>Date</u>
HSBC	Interest		27.79		27.79	6/3/2020
Greens Funeral Services	Cemetery fees		800.00		800.00	12/03/2020
Jerrams	Cemetery fees		155.00		155.00	18/03/2020
Peter Smith and Son	Cemetery fees		400.00		400.00	19/03/2020

Bank reconciliation:

Cash in Hand 1/4/19	65408.37
Add total receipts as of 31/3/2020	42000.44
Suttract Total payments as of 31/3/2020	48628.80
Cash in Hand 31/3/2020	58780.01
*****	*****
Communit Account balance 31/3/2020	1464.01
Business Money Manager Account Balance 31/3/2020	57336.00
Less unrepresented cheques:	
Cheque 102989	20.00
Total	20.00
Plus unrepresented receipts	0.00
Adjusted Bank Balance	58780.01

14/20. Correspondence:

It was noted that an e-mail had been received by Claire Bromley of WODC regarding S106 monies. HSJ will follow this up per agenda item 5/20.

It was reported that Bewley's application has not been registered as of yet.

It was noted that on the A4095 a 40mph speed limit up to Common Road would be a good idea.

15/20. Matters for report: JM reported the GP surgery will be open during the Bank Holiday. She reported that Witney Hospital was in the process of setting up a Covid-19 hub in part of the hospital.

Date and time of next meeting: The next meeting will be held on the 14th May 2020.

The meeting closed at 9:20pm.