

**MINUTES of the meeting of North Leigh Parish Council held via Zoom on Thursday 11<sup>th</sup> March 2021 at 7.30 pm.**

**Present:** G. Matthews (Chairman) (GM), J. Nicholson (JN), A. Clements (AC), D. Fettes (DF), J. Minch (JM) and K. Swann (KS), County Councillor Liam Walker (LW) and District Councillor H. St John (HSJ) (HSJ joined at agenda item 168/20)

Also present: Allison Leigh (Clerk) (AL)

**164/20. Apologies for absence:** S. Cusick (Vice Chair)

**165/20. Declarations of interest:** None

**166/20. Minutes of the meeting held 11<sup>th</sup> February 2021:** The minutes of the meeting of the 11<sup>th</sup> February 2021 were approved and will be signed and returned to AL.

**167/20. Public Forum:** One member of the public was in attendance to listen.

**168/20. District and County Councillor Reports:**

**Oxfordshire County Council (OCC)**

LW reported the following, which was current at the time of the meeting of the 11<sup>th</sup> March 2021:

- The Covid-19 vaccination process is going well with 95% over 80s vaccinated and 100% of care home residents vaccinated. Front line, health and social workers have been offered the vaccination. The vaccine is being offered to those over 56 years old. 30,000 vaccinations are taking place each week in Oxfordshire.
- Children return to school the week of the 8<sup>th</sup> March.
- Oxfordshire is the best authority for recycling in the country
- There are several road closures taking place in the North Leigh area, among them being Park Road from the 22<sup>nd</sup> April – 7<sup>th</sup> May, A4095 by Eynsham Hall the 10 – 14<sup>th</sup> May and New Yatt Road by the Masons Arms from the 1<sup>st</sup> – 8<sup>th</sup> June.
- A missing link of the footpath will be added in Bladon.
- It is hoped the missing link of the footpath between Common Road and Park Road will be put in 2021/2022.

***HSJ jointed the meeting at this stage.***

## **West Oxfordshire District Council (WODC)**

HSJ reported the following which was current at the time of the meeting of the 11<sup>th</sup> March 2021:

- Covid infections in West Oxfordshire were 25 per 100,000 the last week in February which is the lowest in Oxfordshire. Overall, the number of Covid-19 cases are decreasing.
- The 2021/2022 budget will be balanced. There is a £5 increased for Band D properties.
- HSJ has asked Bellway and Bewley if they will provide salt bins and waste bins and is waiting to hear back.
- Bellway will replace the trees taken down by Green Lane. The new trees will have plaques for every man killed in World War I.
- The situation of mud on the road by the new developments has improved.
- The play area at Bellway will be a LEAP which is a simple playground for smaller children.

**169/20. Matters arising from the February meeting and not appearing elsewhere on the agenda:** AL reported she is waiting for quotes on the installation of the defibrillator in East End.

**170/20: Parish Councillor Elections and Vacancy:** It was reported there haven't been any expressions of interest for a councillor as of yet.

### **171/20: Communication:**

- **Parish Council flyer/newsletter:** KS reported he has circulated a newsletter, but it will need to be revised to reflect the time of year in which it will be send out. The possibility of using Mailchimp as an electronic database by which to send e-mails to those who sign up was discussed. No decision was made on this at the meeting.

It was discussed that the newsletters may be delivered to all homes via paper copy initially as well as electronically to those who sign up.

It was decided to do the initial drop via the post office even though it covers South Leigh and Barnard Gate as this will save on costs.

**172/20: Neighbourhood Plan:** AC noted that the council had sent a note to those who expressed interest in a Neighbourhood Plan to say it would be in touch in the new year.

HSJ and KS agreed to craft a joint letter to those who expressed interest. HSJ will draft an initial letter for KS to review.

**173/20: Parish Council Elections:** AL reported she has received election packs. She will be receiving a notice from WODC and, once received, will send one to Helen Keen to put on the Facebook page and will put them on the noticeboards and the website.

**174/20: In-person meetings as of 7<sup>th</sup> May 2021:** AL reported that as of the 7<sup>th</sup> May there will be no allowance for virtual meetings. The council will review this again in the April meeting to see if there has been any change in legislation.

**175/20: Bus Shelters:** JN reported that OCC are seeking quotations for the shelters. AL will obtain another quotation for the timber bus shelter.

**176/20. Planning Applications:**

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>NLPC Response</u>
21/00405/HHD	Littlecott Church Road North Leigh	Erection of a two storey side extension of a single storey detached garden studio	North Leigh Parish Council has no comments on this planning application.
21/00273/S72	Annexe Church Farm House Church Road North Leigh	Variation of condition 8 of planning application 14/1398/P/FP to allow the garage/store and converted outbuilding to be used separately from the main dwelling, but not to be sold off as such.	North Leigh Parish Council has no comments on this planning application.
21/00484/HHD	67 Park Road North Leigh	Erection of detached timber garage	North Leigh Parish Council has no comments on this planning application.

**HSJ provided the following update on Planning Decisions:**

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>WODC Decision</u>
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20/02593/HHD	32A Common Road North Leigh	Erection of detached home office.	Refused
20/02900/FUL	44 Common Road North Leigh	Demolition of existing residential property. The erection of 10 detached two storey dwellings and construction of a new access onto Common Road, with associated garaging and parking, landscaping and all enabling works.	Refused
20/03383/HHD	Nab Cottage East End	Removal of existing conservatory and construction of single storey rear extension	Approved
20/03496/HHD	23 Commo Road North Leigh	Two storey side and single storey rear extensions along with changes to fenestration	Approved

It was noted that WODC currently has not been advising the council as to the planning decisions. HSJ will look into this.

- S106 monies from Bellway (south side) for Public Art in the parish: AL has e-mailed Martin Holland regarding the process on this. He has advised that he is retiring, but has passed the request onto his colleagues.

## 177/20. Open Spaces Report

- **Playgrounds:**

- AL has enquired with Martin Holland from WODC as to obtaining the S106 monies for the play area.

GM, SC and JM have met with 3 playground companies who are preparing quotes. There is a 4<sup>th</sup> company they have not met yet due to scheduling issue. It appears that £30,000 will not be sufficient, so the council is keen to understand from WODC when the S106 monies will be available.

The council would like the Children's Playground works to take place in 2021/2022. The working group will be in touch with the Parent Teacher Association for input.

The Thames Water pumping station in the middle of the playground was discussed. The council discussed possibly having some artwork put on it.

HSJ reported he hasn't heard from Bewley with regards to the possibility of using land for a new all-age play area.

- SC sent a report to say the Children's Playground was tidy with no rubbish on the ground. The equipment was in good working order at the time of the meeting.

The Adventure Playground is clean and fairly tidy. There were a couple of plastic bottles lying around. There was some more recent graffiti on the skateboard half pipe.

- Children's Playground Lease: The council agreed to proceed with the lease. AL will inform Pellman's.

- **Cuckamus Green report:** SC reported Cuckamus Green was clear of discarded rubbish and was tidy. The recently planted tree was starting to bud and the tree ties were secure with plenty of growing room. The grass was starting to grow but the weather is going to change again after the last few days of sun so it shouldn't get too long in the next week or two.
- **Grass Cutting contracts:** AL reported she had received quotes on the grass cutting. The council would like to hold a separate meeting to discuss the grass cutting.
- **Flowering troughs at the entrances to Park Road and Common Road:** The possibility of having plant containers at the entrances to the village at Park Road and Common Road was raised. It was noted that the placement is dependent on highway land. AL will work with LW as to this.

#### **178/20. Cemetery/Churchyard**

- **Activity:** AL reported that she and AC had met with the family of the stillborn baby from 1997 regarding stone placement. AL provided the family with a list of stone masons who have worked in the cemetery.

AL reported there is a burial of ashes on the 19<sup>th</sup> March.

- **Regulations:** AL reported she and AC are very close to sending a draft of revised Cemetery Regulations to the council

**179/20. Traffic/ Highway matters/Speedwatch:** It was noted that speedwatch is allowed to continue as it is classed as volunteering. AC will look to fill in dates after the 29<sup>th</sup> March.

## 180/20. 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>	
Staff Costs	Staff Costs	online payment	509.92	0.00	509.92	31/03/2021	
Allison Leigh	Clerk expenses	online payment	75.57	9.00	84.57	11/03/2021	
Scribe	Annual subscription	online payment	288.00	57.60	345.60	11/03/2021	
OALC	Annual subscription	payment	365.45	73.09	438.54	01/04/2021	
Summit Trees	Tree works at the Children's Playgroudn and Windmill Heights	online payment	350.00	70.00	420.00	11/03/2021	
OALC	Cemetery training	online payment	200.00	40.00	240.00	11/03/2021	
WODC	Adventure Playground cleaning - January	online payment	120.15	24.03	144.18	11/03/2021	
WODC	Adventure Playground cleaning - February	online payment	120.15	24.03	144.18		
Grundon	Cemetery bin emptying	Direct Debit	43.39	8.68	52.07	28/02/2021	
HSBC	Transfer of funds to Unity Trust Bank	online payment	81257.30	0.00	81257.30	26/02/2021	
David Green	Grounds maintenance 2020 2021	3000001	434.00	0.00	434.00	11/03/2021	
<u>Receipts</u>							
<u>From</u>	<u>Item</u>		<u>Amount</u>		<u>Total</u>	<u>Date</u>	
HSBC	Transfer of funds to Unity Trust Bank	online payment	81257.30		81257.30	26/02/2021	
Peter Smith and Son	Payment of fees for Dennis Thomas	online payment	250.00		250.00	22/02/2021	

## Bank Reconciliation

Cash in Hand 1/4/20	58780.01	
Add total receipts as of 28/02/2021	185056.04	
Subtract Total payments as of 28/02/2021	164237.63	
<b>Cash in Hand 28/02/2021</b>	<b>79598.42</b>	
*****	*****	
<b>Community Account balance 28/02/2021</b>	<b>0.00</b>	
<b>Business Money Manager Account Balance 28/02/2021</b>	<b>0.00</b>	
<b>Unity Bank Balance 28/02/2021</b>	<b>81257.30</b>	
Less unrepresented cheques:		
Cheque 103073	510.12	
Cheque 103074	59.19	
Cheque 103075	19.60	
Cheque 103076	104.97	
Cheque 103077	875.00	
Cheque 103078	60.00	
Cheque 103079	30.00	
<b>Total</b>	<b>1658.88</b>	
<b>Plus unrepresented receipts</b>	<b>0.00</b>	
<b>Adjusted Bank Balance</b>	<b>79598.42</b>	

**181/20. Items for Website:** JM noted it might be useful to have a volunteer be dedicated to putting updated content on the website.

### **182/20. Correspondence:**

The council discussed correspondence received. It noted that there was comment about rubbish and tidiness of Dark Alley. The council will review the possibility of tidying the non-homeowner side of Dark Alley with the grass contractors.

A correspondence was received regarding muddiness and barbed wire on the footpath off of Park Road. The council asked if someone can get in touch with the landowner.

**183/20. Matters for report:**

<b>From</b>	<b>Content</b>	<b>Action</b>
WODC	Licensing application	This will be place on the April agenda.
Graham White, OCC	Library agreement for 2021/2022	The council agreed to proceed with the payment as this had been agreed to in the budget discussions. It will be place on the April agenda.
North Leigh Youth Project (NYLP)	Donation request for NYLP	This will be place on the April agenda.
HSJ	Nor'Lye News	HSJ will discuss an update with Kay Alty.

Date and time of next meeting: Thursday, 8<sup>th</sup> April 2021

The meeting closed at 9:40pm.