

MINUTES of the meeting of North Leigh Parish Council held via Zoom on Thursday 8th April 2021 at 7.30 pm.

Present: G. Matthews (Chairman) (GM), S. Cusick (Vice Chair) (SC), J. Nicholson (JN), A. Clements (AC), D. Fettes (DF), J. Minch (JM) and K. Swann (KS), and District Councillor H. St John (HSJ)

Also present: Allison Leigh (Clerk) (AL) and three members of the public

1/21. Apologies for absence: None

2/21. Declarations of interest: None

3/21. Minutes of the meeting held 11th March 2021 and Extraordinary meeting of North Leigh Parish Council on 24th March 2021: The minutes of the meeting held 11th March 2021 and Extraordinary meeting of North Leigh Parish Council on 24th March 2021 were approved and will be signed.

4/21. Public Forum: Three members of the public were in attendance to discuss the refurbishment to the Children's Playground. The council noted that all of the play equipment would be replaced other than the zip wire. They are looking at fresh coverings for the ground and new pads where required. The council is also looking at walkways in the play area. It was noted that the play area will remain the same size.

The council noted that the Thames Water station in the play area cannot be removed, but the council is looking having a mural painted on it.

HSJ noted that there will be 2 other play areas for young children in the village: one at the Bewley site and one at the Bellway site. He noted the council will be working with the developers so as not to duplicate equipment. HSJ noted there is discussion about a new all-age play area, but this is in the early stages due to securing a lockdown.

The council noted it is hopeful to complete the Children's Playground refurbishment in 2021.

One of the members of the public raised the idea of a landscape architect and possibly different pieces from different manufactures as well as wooden equipment.

The council would like to set up a working group of parents of children aged 2-12 to ensure that the council is taking into account the needs and wants of local families.

5/21. District and County Councillor Reports:

West Oxfordshire District Council (WODC)

HSJ reported the following:

- There had been complaints about noise and offensive language from radios at the Bewley site. HSJ will speak to them.
- He would like to see the speed on the A4095 be 40mph from Long Hanborough to Common Road.

Oxfordshire County Council (OCC)

There was no report.

6/21. Matters arising from the February meeting and not appearing elsewhere on the agenda

- **Electrician to install defibrillator in East End:** The council resolved to proceed with Robin Taylor as he is a local electrician
- AL noted she had been in touch with Liam Walker (LW) about the flower pots at the entrances to the village at Park Road and Common Road. LW said that the council should show OCC a plan once one is available and then OCC can advise.

7/21: Communication:

Parish Council flyer/newsletter: The council is eager to get the newsletter printed and distributed as soon as possible. AC will work with the post office for deliver and AL will ask for a revised printing quote for 1200 copies

8/21: Neighbourhood Plan (NP): HSJ will write a draft letter regarding a NP and send to the council for review. This letter would then be sent to those who had expressed in a NP. JM mentioned that perhaps the letter could also ask if there is someone who might be interested in keeping the website current.

9/21: In-person meetings as of 7th May 2021: AL advised that as of the 7th May 2021, virtual meetings are no longer allowable. The council acknowledged this, but resolved to meet on the 13th of May virtually due to Covid concerns.

10/21: Bus Shelters: JN reported that he has is waiting for OCC to come back to him.

11/21: West Oxfordshire District Council Playing Pitch Strategy: The council discussed this consultation and HSJ will have a look with a view to respond on behalf of the council.

12/21: North Leigh Library: The council resolved to continue its support of the library for 2021 2022. AC noted that the library has not sent an invoice as of yet as they are waiting to see how many hours will be worked. A first invoice will be sent to the council in May.

13/21. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>North Leigh Paris Council Comments</u>
21/00625/LBC	Windmill Cottage Kingston Heights North Leigh	Internal and external alterations to include installation of new windows and window shutters and french doors to replace existing sliding patio door. new windows (wooden) on non listed part of house Planning (Listed Building and Conservation Areas) Act	North Leigh Parish Council has no comments on this planning application.
21/00485/LBC	Windmill House 9 Park Road North Leigh	Internal and external works to refurbish property including removal of two chimney stacks, insertion of two ground floor windows in East elevation, insertion of three rooflights and changes to internal layout. Planning (Listed Building and	North Leigh PC has no objection to this application; however, the PC must express its great concern and disappointment that the applicant has failed to implement the same proposals made initially in 2015 and repeated in 2018. The building is an eyesore in the village and all improvements would be welcome.

		Conservation Areas) Act	
W/21/00130/PRMA	Heavy Water Brewing Company Limited Unit H1 New Yatt Business Centre New Yatt	Application for New Premises License	North Leigh Parish Council has no comments on this planning application.

KS noted that there are works taking place at Lower Riding Farm and wondered if this falls within what they should be doing. There was no resolution on this.

S106 monies: There was a discussion on S106 monies. The council would like a better understanding of how the monies on the WODC spreadsheet are being delivered and when. HSJ will speak to WODC and work with AL to arrange a meeting with them to discuss for clarity.

14/21. Open Spaces Report

- **Playgrounds:**

- JM reported that the working group on the Children's Playground refurbishment is waiting for 2 more proposals. It was noted that children's educational and physical development need to be taken into consideration with the refurbishment.

- SC reported that the Adventure playground is looking tidy as is the Children's playground. The equipment is in good order.

- Children's Playground Lease: The council resolved to proceed with the lease and GM and AC will sign the lease as required by the solicitors. AL will inform Pellmans of this.

- **Cuckamus Green report:** SC reported that Cuckamus Green is looking tidy, but that it needs a cut. AL will contact David Green.

SC reported she will water the tree.

AL reported that she had an e-mail from Gigaclear who are looking for an area to store materials. AL will set up an on-site meeting for Gigaclear, SC, JN and HSJ to discuss.

15/21. Cemetery/Churchyard

- **Activity:** AL reported there have been no new burials since the ones noted at the March meeting.
- **Regulations:** AL circulated updated regulations to the council. The council will review these and provide AL comments with a view to approving new regulations at the May meeting.
- It was reported that there had been an enquiry as to reserved plots in the cemetery. A discussion was had as to whether the council assign actual plots to reserve, hold a reserve list while being aware of how many plots are available or not reserve plots. AL noted that there are currently 2 reserved plots with one being a double reserved (i.e., a double plot taking one space). AL noted that there is plenty of space currently for these.
- AC proposed having an aerial photo taken of the cemetery as it stands for a cost of £125 and the council resolved to do this. AL will look into having the cemetery properly mapped and a cost for that.

16/21. Traffic/ Highway matters/Speedwatch:

- **Speedwatch:** AC reported that Thames Valley Police is not happy for the council to continue with speedwatch until the beginning of May due to Covid restrictions.
- **Consultation on A4095 (North Leigh) Proposed 40mph Speed Limit & No Entry Restriction:** The council discussed the consultation on the A4095 and JN agreed to fill this in on the council's behalf.

17/21. Finance Report:

Payments authorised

<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	455.72	0.00	455.72	30/04/2021
Allison Leigh	Clerk expenses	online payment	36.00	0.00	36.00	08/04/2021
PWLB	Loan payment	online payment	2478.75	0.00	2478.75	31/03/2021
Unity Bank	Service Charge	online payment	18.00	0.00	18.00	31/03/2021

Greg Matthews	Zoom subscription	online payment	143.88	0.00	143.88	08/04/2021
Greg Matthews	Go Daddy .org domain renewal	online payment	22.94	0.00	22.94	08/04/2021
SLCC	Membership - 40% of cost	online payment	71.20	0.00	71.20	08/04/2021
Grundon	Cemetery bin emptying	Direct Debit	43.39	8.68	52.07	28/02/2021
Harry St John	Flowers for Carol Frost	online payment	63.30	0.00	63.30	08/04/2021
WODC	Adventure Playground Cleaning	online payment	120.15	24.03	144.18	08/04/2021
Oxfordshire Playing Fields Association	Membership 2021/2022	online payment	53.00	0.00	53.00	08/04/2021
North Leigh Youth Project	Donation	online payment	2000.00	0.00	2000.00	08/04/2021
<u>From</u>	<u>Item</u>		<u>Amount</u>		<u>Total</u>	<u>Date</u>
Peter Smith and Son	Cemetery fees for Mr Miles		250.00		250.00	10/03/2021
HMRC	VAT return 2020/21		3728.63		3728.63	18/03/2021

Bank Reconciliation

Cash in Hand 1/4/20	58780.01	
Add total receipts as of 31/03/2021	189034.67	

Subtract Total payments as of 31/03/2021	169108.90	
Cash in Hand 31/03/2021	78705.78	
Community Account balance 28/02/2021	0.00	No longer open
Business Money Manager Account Balance 28/02/2021	0.00	No longer open
Unity Bank Balance 31/03/2021	79139.78	
Less unrepresented cheques:		
Cheque 300001	434.00	
Total	434.00	
Plus unrepresented receipts	0.00	
Adjusted Bank Balance	78705.78	

North Leigh Youth Project Donation 2021/2022: The council resolved to donate £2000 to North Leigh Youth Project for 2021/2022. This amount is in the budget. *(Note: This was not reviewed in March as the request arrived too late for the meeting. It is being discussed outside of the usual donation discussion schedule as it is a long-standing donation.)*

- **Cancellation of Direct Debit:** The council resolved to cancel the direct debit for Grundon. The payments will be made from an invoice and paid via BACs.

18/21. Items for Website: AL reported she received the SSL information from Vision ICT and GM has sorted this for the website.

19/21. Correspondence: The council reviewed the correspondence that had come in since the March meeting.

- AL reported she had attended a webinar where it was noted that there is an expectation that organisations such as parish councils should be on social media. GM noted that perhaps Twitter was a good way forward. There was no resolution on this.

- A flooding survey was sent from CPRE. KS and HSJ will work together on filling this in.

- There is a Climate Day being held by WODC on the 23rd April. SC would like to attend.

- SC noted there had been complaints about Bewley. These were addressed in agenda item 5/21.

- HSJ had sent around information on benches for which the council might be able to use S106 monies. The council will review the information.

20/21. Matters for report:

- GM reported he has a PAYE booklet for AL to collect.

- AL reported she had spoken with WODC and they have no facility for sending planning decisions to parish councils such as the Vale of White Horse District Council does as they use different software.

Date and time of next meeting: Thursday, 13th May 2021, 7:30pm, via Zoom

The meeting closed at 9:40pm.