

MINUTES of the Annual Parish Council Meeting of North Leigh Parish Council held via Zoom on Thursday 13th May 2021 at 7.30 pm.

Present: G. Matthews (Chairman) (GM), S. Cusick (Vice Chair) (SC), J. Nicholson (JN), A. Clements (AC), J. Minch (JM) and K. Swann (KS), and County Councillor L. Walker (LW)

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

ANNUAL PARISH COUNCIL MEETING

21/21. Election of Chairman: JN proposed GM as Chairman. SC seconded the nomination. GM accepted the nomination.

22/21. Election of Vice-Chairman: SC reported she did not wish to act as Vice Chairman for 2021/2022. JN proposed JM as Vice Chairman. SC seconded the nomination. JM accepted the nomination.

23/21. Signing of Declaration of Acceptance of Chairman, Vice-Chairman and Councillors: The Chairman, Vice Chairman and councillors signed the Declaration of Acceptance forms.

24/21. Apologies for absence: Harry St John

25/21. Adoption of Standing Orders and Financial Regulations: The council adopted the Standing Orders and Financial Regulations. It was noted that there have been no changes from 2020/2021.

26/21. Confirmation of Risk Assessment and Asset Register: AL reported that she has been working with KS and JM on the Risk Assessment and Asset Register. AL and KS will continue to work on this and review at the June meeting.

27/21. Confirmation of Councillor Roles and Working Groups: The councillors approved the Councillor Roles and Working Groups as the following:

<u>Role</u>	<u>Councillor</u>
Cuckamus Green inspection	Susie Cusick
Cemetery grounds inspection	Harry St John
Cemetery layout, maintenance, burials	Clerk with support from Andy Clements
Speedwatch	Andy Clements
Adventure Playground inspection	Susie Cusick
School Playground inspection	Susie Cusick
Emergency contact	Harry St John
Library	Andy Clements
North Leigh Youth Project	Julie Minch

Inspection of finances	Julie Minch
Grass Cutting	Greg Matthews, Susie Cusick, Julie Minch, Harry St John

Working Groups

Planning

Jim Nicholson, Chair
 Susie Cusick
 David Fettes
 Andy Clements
 Kevin Swann

Human Resources

Susie Cusick
 Andy Clements

Grass Cutting

Greg Matthews
 Susie Cusick
 Julie Minch
 Harry St John

North Leigh Charities representative

Susie Cusick

28/21. Confirmation of Cemetery Regulations and fees: The council asked that it would like to add a note that with if the council needed to make any fixings to memorial stones there would be a charge at the disposal of the council. AC also noted that he and AL had had a training session and, based on that, there may be further changes.

The Cemetery regulations will be added to the June agenda.

The council adopted the Cemetery fees which have not changed since the July 2020 adopted version.

29/21. Confirmation of bank signatories: The bank signatories were confirmed as SC, AC and HSJ. The council resolved to add KS as a signatory.

30/21. Confirmation of meeting times as the second Thursday of the month at 7:30pm with no regular meeting being held in August: The council resolved to continue to hold meetings on the second Thursday of the month at 7:30pm with no regular meeting being held in August. These meetings would take place in the Youth Centre at the Memorial Hall.

31/21. Declarations of interest: None

32/21. Minutes of the meeting held 8th April 2021: The minutes of the meetings of the 8th April 2021 were approved and will be signed and returned to the clerk.

33/21. Public Forum: Three members of the public were in attendance to comment on planning application 21/00812/FUL.

One member of the public was concerned that the scale of the building is in excess of what is required. They noted that the size of the building is inappropriate.

Another member of the public noted that the windows are overlooking gardens and the placement of them should be moved. They noted that perhaps the existing hedge could be looked at and be enhanced to suit the environment.

It was noted that perhaps additional parking for the Memorial Hall could be on the piece of land next to the allotments. The council noted that they have tried various options on this front with no success. JM reported she will speak to the family member of the owner about this.

34/21. District and County Councillor Reports:

Oxfordshire County Council (OCC)

LW reported that he has been re-elected as county councillor. He noted that at the time of the meeting there was no leader of OCC.

LW reported that the A4095 is currently closed at nights due to roadworks.

LW reported that Gigaclear is looking for an area for storage. They are looking at an area by Perrots Close. LW acknowledges it looks messy, but it necessary if Gigaclear is to put int their system.

SC reported there is a large ditch on the edge of New Yatt Road. LW noted that he will put this stretch of road in for work.

West Oxfordshire District Council (WODC)

HSJ was not in attendance, but sent the following report:

Obviously the last 14 months have been dominated by the pandemic but WODC has managed to keep delivery of their services to residents largely without much disruption. The staff are to be congratulated for adapting to working from home and undertaking in some cases very different work loads. The waste team

have performed really well given the health risks entailed travelling in their bin lorry cabs early on when the virus was rife.

As part of the emergency many staff were deployed helping the most vulnerable in the District and liaising with Social services and NHS teams.

I attach the Recovery Plan of WODC as the focus over the next year will be getting the local economy back on its feet and back to normal asap- Obviously it will take longer than 12 months...

On the finance side, the Council balanced its budget in the year to 31st March 2021 and the ne budget to end March 2022 aims to achieve much the same - this has been achieved by careful management of funds over the years and being better placed to cope with the dramatic reduction of income during the last year- largely offset by central Govt support to ourselves and local businesses. However it is clear that from 2023 onwards funding will be more difficult. That is a hurdle we will be focussing on.

The Council's climate change plan is well advanced being led by newly appointed officers and a working group; included in the process is a review of how the council's property and premises are managed.

We will see the rollout of electric car charging points in various public car parks over the next 18 months.

The delivery of affordable homes has continued apace and on average over the last 3 years just short of the annual target of 270 such homes has been delivered across the District - something few other councils can say.

There is a still a significant number of people in the three top bands on the Housing waiting list but the figure is significantly lower than it was four years ago. There remain too many long term (over 2 years) empty homes across the District (c 300) and the Council is encouraging owners to renovate them and get them occupied as that all helps reduce housing need.

The Council have purchased a number of properties to be used solely as emergency accommodation to house people in emergency housing situations to avoid cost of putting them up in B and Bs or hotels out of the area. When opportunities allow we hope to buy more such properties to give us a suitable buffer.

I would like to thank everyone in North Leigh for their support in the Local election last week and I will continue to do my best for every resident and the community as their representative at WODC. My contact details are on the PC website and I will continue to hold monthly surgeries from Friday June 4th onwards in the Memorial Hall committee room."

35/21. Matters arising from the April meeting and not appearing elsewhere on the agenda: AL reported that the defibrillator cabinet has been installed in East End. AL will work on registering the defibrillator.

36/21: Communication:

Parish Council flyer/newsletter: AC reported that the newsletters have been delivered to Swindon Post Office for delivery to North Leigh Parish and will go out the week of the 17th May. AC has taken 30 for Wilcote to be hand delivered

The council asked AL to e-mail the clerks of Hailey and South Leigh to make them aware that their residents will be receiving this due to the post office delivery area/costs.

The council noted that it must begin to work on the next newsletter.

37/21: Bus Shelters: JN reported that he has circulated a quotation from OCC which expires on the 30th May. AL noted that the 2021/2022 budget has £230001 for bus shelters and there is another £8000 in reserves. JN confirmed that the remainder of the cost would be covered by S`106 monies. JN reported the footpath at the bus stop at the east end of Park Road would be repaired as part of the quotation.

38/21. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Proposal</u>	<u>Parish Council Response</u>
21/00812/FUL	Land At E43950 N213110 Nursery Road North Leigh Business Park	Erection of Industrial building for storage (class B2 use) with offices. Associated works including landscaping and parking.	North Leigh PC objects to this application on grounds of the damaging impact on the local landscape and amenity of neighbouring residents. Although approval 19/01469/FUL is currently under construction, it is now proposed that a new unit will be erected almost on the site boundary. The ridge height is in excess of 7.5 metres and five windows, two at 5 metres face onto private homes on Park Road and Wilcote View. It is obvious that: - The height of the unit will be clearly visible and impact on the

			<p>rural skyline when viewed from the north and west.</p> <ul style="list-style-type: none"> - The windows will have a clear view into private homes. - There will be insufficient space to plant urgently required new tree screening. <p>The PC urge officers and the applicant to review the proposals to:</p> <ul style="list-style-type: none"> - reduce the height of the unit - relocate the meters unit away from the boundary - and relocate the windows from their present aspect.
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- **S106 monies:** AL reported that HSJ has been in communication with WODC about the S106 monies, but there has been no success in scheduling a meeting. AL will continue to try and set up a meeting.

39/21. Open Spaces Report

- **Playgrounds:**

- It was noted that the council is trying to set up a meeting with Playdale. DF will provide AL with the contact information for one of the parents who attended the April meeting and enquire about their subgroup for the play area.

- Adventure Playground: SC asked if AL will ask BGG to cut a wider path. SC noted there is some graffiti on the ramp in the Adventure Playground.

- Children's Playground: All is looking ok.

- Children's Playground Lease: AL reported she is waiting for Pellmans to come back to her with next steps for the signing of the lease.

- Heads of Terms – The council agreed to the revised Heads of Terms for the Adventure Playground

- **Cuckamus Green report:** It was noted that the grass is growing on the green, but is ok at the moment. SC noted that there is a campaign for not mowing in May in aid of bees and insects.
- AL reported that a resident had contacted her about the length of the grass at Windmill Heights. AL will arrange a meeting between herself, the resident and SC to review.

40/21. Cemetery/Churchyard

- **Activity:** AL reported there have been no burials since the last meeting.
- **Institute of Cemetery and Crematorium Management (ICCM) membership:** The council discussed the benefits of ICCM membership and resolved to the council becoming members of ICCM

41/21. Traffic/ Highway matters/Speedwatch: It was reported that speedwatch surveys are taking place. A question about solar powered sign was raised. LW will look into this.

42/21. 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	512.72	0.00	512.72	31/05/2021	
Allison Leigh	Clerk expenses	online payment	79.98	10.74	99.72	13/05/2021	
Grundon	Cemetery bin emptying March	online payment	43.81	8.76	52.57	13/05/2021	
WODC	Adventure Playground cleaning	online payment	121.47	24.29	145.76	13/05/2021	
Tetbury Accounting	Payroll management	online payment	180.00	36.00	216.00	13/05/2021	
The Flying Press	Printing of newsletters	online payment	62.07	0.00	62.07	13/05/2021	
Grundon	Cemetery bin emptying April	online payment	60.67	12.13	72.80	13/05/2021	
Peter Smith and Son	Refund for overpayment	online payment	8.00	0.00	8.00	13/05/2021	
OALC	Clerks - The knowledge training course (shared cost with Appleton with Eaton PC)	online payment	50.00	10.00	60.00	13/05/2021	
BGG	Mowing of cemetery, churchyard and Windmill Heights	online payment	270.00	54.00	324.00	13/05/2021	
Andy Clements	Payment to Royal Mail for the delivery of n	online payment	200.60	40.00	240.60	13/05/2021	
<u>From</u>	<u>Item</u>		<u>Amount</u>		<u>Total</u>	<u>Date</u>	
WODC	Precept		15000.00		15000.00	07/04/2021	
Peter Smith and Son	Cemetery fees - memorial for Miles and Crow: note - this was overpaid by £8 (see payment above)		338.00		338.00	14/04/2021	

Bank Reconciliation

Cash in Hand 1/4/21	78705.78	
Add total receipts as of 30/04/2021	15338.00	
Subtract Total payments as of 30/04/2021	3428.76	
Cash in Hand 3/04/2021	90615.02	
*****	*****	
Unity Bank Balance 30/04/2021	90615.02	
Less unrepresented cheques:		
Total	0.00	
Plus unrepresented receipts	0.00	
Adjusted Bank Balance	90615.02	

- **Review Internal Audit Report:** The council accepted the Internal Audit Report.
- **Review and sign Annual Governance Statement:** This will be deferred to the June meeting due to clarification from the Internal Auditor.
- **Review and sign Accounting Statements:** This will be deferred to the June meeting due to clarification from the Internal Auditor.
- **Confirm posting of Notice of Public Rights:** This will be deferred to the June meeting when the Annual Governance Statement and Accounting Statements are reviewed.
- **Review variances and reserves for audit:** This will be deferred to the June meeting when the Annual Governance Statement and Accounting Statements are reviewed.
- **Review any other paperwork being sent to the external auditor:** This will be deferred to the June meeting when the Annual Governance Statement and Accounting Statements are reviewed.
- **Review and approve insurance:** The council reviewed the quotes from Came & Company and Zurich. The council resolved to proceed with a 3-year agreement with Zurich on the basis of cost.

43/21. Items for Website: AL noted she is working with Vision ICT to put the Mailchimp sign up form on the website.

44/21. Correspondence: The council discussed the correspondence received.

45/21. Matters for report: SC noted that there is ivy on the path side by Windmill Heights. AL will review with SC.

AL reported that HSJ had sent a noted about the status of the Nor'Lye News (NLN). The council noted that it would welcome reviewing any proposals from the NLN. The council noted that is in support of the NLN.

Date and time of next meeting: Thursday, 10th June, 7:30pm, North Leigh Memorial Hall.

The meeting closed at 9:05 pm.