

MINUTES of the Parish Council Meeting of North Leigh Parish Council held on Thursday 10th June 2021 at 7.30 pm in the North Leigh Youth Centre of the Memorial Hall

Present: J. Minch (JM) (Vice Chair), Councillors S. Cusick (SC), J. Nicholson (JN), A. Clements (AC), and K. Swann (KS), District Councillor Harry St John (HSJ) and County Councillor L. Walker (LW)

Also present: Allison Leigh (Clerk) (AL)

46/21. Apologies for absence: G. Matthews (Chairman) (GM)

47/21. Minutes of the meeting held 13th May 2021: The minutes of the meeting of the 13th May were approved and signed.

48/21. Public Forum: No members of the public were present

49/21: Declaration of Acceptance: Harry St John signed the Declaration of Acceptance form.

50/21. District and County Councillor Reports:

Oxfordshire County Council (OCC)

LW reported the following:

- Highways is due to make a decision on the speed limit on the A4095. He reported that it may go to consultation.
- There is a boundary review taking place and there is a possibility that North Leigh will move into the constituency of Bicester.
- Liberal Democrat, Labour and Green councillors have taken control of Oxfordshire. The parties have agreed to form a coalition to take power from the Conservatives, who lost 10 seats, including the council's leader, in the local elections.
- There is no further information on 20mph speed limits.
- Some of North Leigh's bike racks have been installed by OCC.

West Oxfordshire District Council (WODC)

HSJ reported the following:

- WODC has indicated S106 monies are in except for the Bewley amount. WODC indicated another £20,000 is due. The council discussed this and

would like to ensure the amounts WODC is referencing align with what the council expects. AL will check this.

- HSJ is working to see if there is a possibility to work with Bewley as to using some of their land for a new, all-age play area.
- Bellway is to provide a Local Equipped Area for Play (LEAP) on its site and the council would like to know their plans for equipment on that site.

51/21. Matters arising from the May meeting and not appearing elsewhere on the agenda:

- AL reported that KS had sent a Risk Assessment and Asset Register for her and JM to review. They will be discussing this and this will be put on the July agenda
- AL reported that the defibrillator is now registered with the ambulance service.

52/21: Communication

- **Parish Council flyer/newsletter:** The council discussed the next newsletter is to be delivered in the September timeframe. Some suggested topics were:
 - Speed
 - Parish Council's responsibilities/powers
 - Planning
 - Grass
 - Footpaths
 - Dog fouling
- **Mailchimp:** AL reported that there have been people who have signed up to receive information. Council members who had signed up to Mailchimp reported no issues and that is working well so far.

The council discussed the possibility of planning applications being something that could be e-mailed to resident. There was no resolution on this.

- **Website:** The council had a follow on discussion after the May meeting as to the possibility of having someone other than the clerk update the website. Someone has come forward and expressed interest in such a role. A discussion was had as to whether this person was needed and, if so, should be a councillor. The council asked AL to check with Oxfordshire Association of Local Councils as to whether a lay person should be updating the site without being a councillor.

The council resolved that the website as it currently stands isn't user friendly and, as there is budget remaining from the website design, would like to look into changing the site. AL will contact the other company the council was interested in regarding pricing.

The council asked AL to write to the person who expressed interest in the role and make them aware of the current thinking

The council discussed the possibility of having a Facebook page with links to the website and other key areas, but not have the ability for commenting. There was no resolution on this.

53/21: Bus Shelters: JN reported that the foundations of the new bus shelters should be installed by OCC in August. The council agreed to proceed with The Shed Man for the timber shelter by Cuckamus Green. JN will send the agreement to AL to sign and send back.

The council would like the Bus Shelters cleaned every one to 2 months. AL will contact the clerk at Minster Lovell as to who they use.

The council would like AL to contact Adolfo regarding staining the bus shelter at Cuckamus Green. They would like the whole shelter to be stained the original colour.

54/21. Planning Applications:

| <u>Planning number</u> | <u>Address</u> | <u>Proposal</u> | <u>NLPC Response</u> |
|------------------------|---|---|--|
| 21/01049/HHD | The Laurels 30A Park Road North Leigh | Apply external render to the property on all elevations | North Leigh Parish Council has no comments on this planning application. |
| 21/01368/S73 | 6 Cuckamus Lane North Leigh | Non compliance of condition 3 of planning permission 16/02182/HHD to allow cedar timber cladding (part retrospective) | North Leigh Parish Council has no comments on this planning application. |
| 21/01816/LBC | Church Farm Cottage Church Road North Leigh | Replacement of window with new glazed door and internal addition of doorway to connect | North Leigh Parish Council has no comments on this planning application. |

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|--------------|---------------------------------|--------------------------------------|--|
| | | workshop area to main house | |
| 21/01919/HHD | 16 Windmill Heights North Leigh | Conversion of garage to form a study | North Leigh Parish Council has no comments on this planning application. |

- **S106 monies:** This was discussed in agenda item 50/21. The council further discussed possibly using some of the funds for the Platinum Jubilee. AL will seek clarification from WODC as to the amounts and what they can be spent on.

55/21. Open Spaces Report

- **Playgrounds:**
 - SC and JM presented proposals for the refurbishment of the Children's Playground from Proludic and HAGS. The next step is for the working group to meet with the group of parents involved. JM will circulate the quotes for the above proposals to the council.
 - SC reported that the mowing has been done at the Adventure Playground and the brambles have been cut back. SC reported that all is looking fine at the Children's Playground.
 - Children's Playground Lease: AL reported that AC has signed the lease and GM is working on signing the lease with a solicitor.
- **Cuckamus Green report:** SC reported that all looks good at Cuckamus Green.
- **Grass Cutting:** AL reported that she and SC had met with one of the grass cutting contractors regarding the cutting of the grass at Windmill Heights. It was reported there had been a misunderstanding as to what would be cut and that now the grass had been cut. The contractor will work on the flower beds as well, but is doing this more slowly so as not to remove any flowers while weeding.

The council clarified that the hedge along the path inside of Windmill Heights is to be cut. AL will inform the contractor.

AL and SC also discussed the trees at Windmill Heights and the school/Children's Play areas with the contractor. They indicated that some of these trees may need attention and has sent AL a quote for this.

The council reported there is a tree down at the Adventure Playground. AL will follow up on this.

It was reported that David Green has cut the nettles at Black Alley.

HSJ has asked for a site meeting with Gigaclear to discuss any issues.

The council would like AL to double check that the contractors are informing her when they do a cut.

56/21. Cemetery/Churchyard

- **Activity:** AL reported there has been no activity since the last meeting.
- **Regulations:** AL and AC will meet to review the Cemetery Regulations, but the council had no comments on the regulations e-mailed in April.
- AL is researching what areas of the cemetery are consecrated and not consecrated.
- AL is looking into a drawing of the plots.
- AL reported that an application for a memorial for a stillborn baby from 1997 has come in and asked about charges. The council resolved not to charge for this.

57/21. Traffic/ Highway matters/Speedwatch: AC reported that Speedwatch is carrying on.

It was noted that the speed sign on Park Road isn't functioning. LW will look into this.

58/21. Finance Report:

AL presented the finance Report. KS suggested that the excel report should show the payments for the month in which the Bank Reconciliation has been done. AL will do this for next month as well as send the payments to be authorised to the council.

The council would also like AL to add a tab for reserves.

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 | 484.32 | 0.00 | 484.32 | 30/06/2021 |
| Allison Leigh | Clerk expenses | online payment | 80.81 | 7.08 | 87.49 | 10/06/2021 |
| WODC | Adventure Playground cleaning | online payment | 121.47 | 24.29 | 145.76 | 10/06/2021 |
| HMRC | PAYE | online payment | 96.80 | 0.00 | 96.80 | 10/06/2021 |
| IAC | Internal audit | online payment | 265.00 | 53.00 | 318.00 | 10/06/2021 |
| Andy Clements | Post and legal fee for Children's Playground lease | online payment | 12.92 | 0.00 | 12.92 | 10/06/2021 |
| BGG | Grass cutting at the Church, Cemetery and Windmill Heights (May) | online payment | 520.00 | 104.00 | 624.00 | 10/06/2021 |
| BGG | Grass cutting at the Church, Cemetery and Windmill Heights (April) | online payment | 270.00 | 54.00 | 324.00 | 10/06/2021 |
| Grundon | Cemetery bin management | online payment | 51.01 | 10.20 | 61.21 | 10/06/2021 |
| Robin Taylor | Defibrillator installation | online payment | 248.00 | 0.00 | 248.00 | 10/06/2021 |
| North Leigh Youth Project | Meeting room hire | online payment | 20.00 | 0.00 | 20.00 | 10/06/2021 |
| <i>There are no receipts.</i> | | | | | | |

Bank Reconciliation as of 31/5/2021:

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|--|-----------------|--|
| Cash in Hand 1/4/21 | 78705.78 | |
| Add total receipts as of 31/05/2021 | 15338.00 | |
| Subtract Total payments as of 31/05/2021 | 4959.00 | |
| Cash in Hand 3/04/2021 | 89084.78 | |
| ***** | ***** | |
| | | |
| Unity Bank Balance 31/05/2021 | 89084.78 | |
| Less unrepresented cheques: | | |
| | | |
| Total | 0.00 | |
| | | |
| Plus unrepresented receipts | 0.00 | |
| | | |
| Adjusted Bank Balance | 89084.78 | |

- **Review Internal Audit Report:** The council reviewed the Internal Audit Report for 2020/2021 at the May meeting.
- **Review and sign Annual Governance Statement:** The Annual Governance Statement for 2020/2021 was approved and signed.
- **Review and sign Accounting Statements:** The Accounting Statements for 2020/2021 were approved and signed.
- **Confirm posting of Notice of Public Rights:** The council resolved that the date of announcement will be Friday, the 11th June, the date of commencement will be Monday the 14th June and the date of the ending of period will be the 23rd July.
- **Review variances and reserves for audit:** The council agreed to the variances and reserves for the 2020/2021 audit.

- **Review any other paperwork being sent to the external auditor:** The council reviewed and approved all paperwork being sent to the external auditor.
- **Donation Requests:**
 - Enrych: The council resolved to review this at the next donation period.
 - Oxfordshire Association for the Blind: the council resolved to donate £100 tot Oxfordshire Association for the Blind.

59/21. Correspondence: The council reviewed the correspondence received since the last meeting. The following was discussed;

- AL received an e-mail from a resident regarding an issue with wooden fencing along the pathway between the houses in Park Road. LW will look at this.
- HSJ may respond to the Salt Cross Area Action Plan.
- AL reported that the Royal British Legion are looking for a North Leigh representative. HSJ will ask the resident who has been arranging for the poppy wreath if they are no longer doing this.

60/21. Matters for report: It was noted that the Friends of North Leigh Library will be meeting the 22nd June and it was noted that the council is still prepared to support the library as minuted in a previous meeting. AL is waiting for an invoice from OCC on this.

AC reported there have been queries as to the toilets being open at the Hall.

Date and time of next meeting: Thursday, 8th July 2021 at 7.30pm in the North Leigh Youth Centre of the Memorial Hall.

The meeting closed at 10:00 pm.