

**MINUTES of the meeting of North Leigh Parish Council held in the
Turner Hall on Thursday 9 June 2011 at 7 pm.**

Present: Cllrs. St John (in the Chair), Crew, Gough, Norton, and Fletcher

In attendance: Lynda Scott, Clerk to the Council

1 Apologies for absence: Cllr. Soper, Langley, Cusick and Frost

2 Declarations of interest:

Cllr Soper declared a personal and prejudicial interest in planning application 0621/11 Lollipops – East End

3 MINUTES

Resolved that the Minutes of the Meeting held on the 12 May 2011, previously circulated, be taken as read and approved as a true and correct record.

4 MATTERS ARISING None

5 PUBLIC SESSION

One member of the public attended to request that the Parish Council support residents of Cuckamus Lane in arranging for the double white lines to be re-painted at the junction of Cuckamus Lane and Heath farm Lane, to emphasise the right of way for Cuckamus Lane traffic. Following discussion, it was agreed that the Clerk write to OCC Highways requesting a site meeting.

6 THAMES VALLEY POLICE REPORT

Cllr. St John reported that anti-social behaviour continues at the Memorial hall, especially on Youth Club nights. He advised that he was in the process of setting up a meeting with PCSO Helen Keen and Mike Alexander to discuss the matter

7 PLANNING DECISIONS

The Clerk reported that planning permission had been granted to the erection of a first floor and single storey extension at Chilburn, The Green, East End.

8 PLANNING APPLICATIONS & CORRESPONDENCE

8.1 Lollipops: Cllr St John reported that he had had a meeting with the planning officer regarding this application and would attend the Planning Committee on 20 June to express the Council's concerns and objections.

8.2 Wilcote View: erection of a single storey side extension/loft conversion: to be considered by the working group

8.3 Lark Rise, The Green, North Leigh; to be considered by the working group.

8.4 Working Group Report; no planning applications considered

9 FINANCE

9.1 Accounts for Payment

It was resolved that the items set out in the attached list be paid.

9.2 Finance Report: Bank statements were circulated and a summary report given by the Clerk.

9.3 Insurance

The Clerk reported that the renewal premium had been paid.

Members considered the matters raised by Cllr Soper following his review of the

Council's insurance cover.

9.3.1 The Clerk tabled a copy of her motor insurance certificate which includes cover '*for use commuting to and from a permanent place of work*'. Accepted

9.3.2 Fidelity cover: it was resolved that the limit is appropriate.

9.3.3 Public Liability/inspections of play equipment: noted

9.3.4 Street furniture(notice boards) indemnity: noted

9.3.5 Personal accident cover: Clerk to extend cover to persons beyond 75 years.

9.4 Internal audit review and risk assessment

The Clerk reported that the internal audit of Parish Council accounts was complete and signed off by the Internal Auditor. The Chairman and Clerk signed the Accounting Statements and Annual Governance statement sections of the Annual Return.

The Clerk confirmed that the notice re the Exercise of Electors' Rights had been posted on the notice boards in the village.

The Clerk reported the findings and recommendations of the Internal Auditor, as follows:

9.4.1 Petty Cash Book: It was agreed that the petty cash book/cheques be replaced by an expenses claims form system. Clerk to put in place

9.4.2 Risk assessment statement: It was agreed to create a document setting out risks and how the Council is controlling them. Clerk to action.

9.4.3 2011/12 Budget: The budget was prepared by the Clerk and Chairman during November 2010 and approved at the December 2010 Parish Council meeting.

9.4 St John Ambulance; County request for donation

Cllr. Gough declared an interest in this item and left the meeting for the duration of the discussion/resolution. Following discussion it was resolved that the Clerk respond explaining that the Council supports the local branch of St John Ambulance.

9.5 Citizens Advice Bureau; request for donation; it was resolved to donate £110.

10 OPEN SPACES REPORTS and RENEWAL OF PLAY AREA LEASE

10.1 Tree Survey

Members discussed and amended the WODC plan identifying trees to be surveyed; it was agreed that the Clerk advise WODC of the amendments to its plan.

10.2 Closure of Footpath: from Chapel Lane to the allotments

The Clerk reported that Luke Dawson, Assistant Field Officer had responded following investigation by the EA. The water on the footpath is not sewage and there is no evidence that the water was overflowing from a cesspit or otherwise. Dan Weeks, the area field officer, is pursuing the continuing issue of standing water on this footpath with the land owner to find a resolution. It was agreed to keep the matter under review.

10.3 Reports

Cllr Fletcher submitted a report on the Play Area.

11 TRAFFIC & ROADS REPORTS AND OTHER HIGHWAYS MATTERS None

12 CEMETERY/ CHURCHYARD REPORTS

Cllr St John agreed to contact a contractor concerning the need to clean the cemetery/Turner Hall car parks. It was previously noted that the PCC was looking for a contractor to deal with the work and was willing to share the cost with the Parish Council – resolved to accept this arrangement but separate invoices to be sent to each party.

Cllr St John reported that a tree in the Churchyard had been strangled by ivy and needs removing. It was agreed that the Clerk make enquiries re a quote for this work.

13 POSSIBLE CLOSURE OF NORTH LEIGH PUBLIC LIBRARY

Cllr Norton advised that consultation on OCC's revised proposals were due imminently and recommended that the Parish Council be proactive in its participation. Members discussed various options for maintaining NL Library including sharing the Librarian with Milton and Stonesfield libraries; deploying volunteers, and redesigning the role of the librarian to include the training and professional support of volunteers.

14 LOCALISM BILL: awaiting further information

15 WATER CONSERVATION

The Clerk reported that she was awaiting confirmation that a representative from Thames Water would attend the next Parish Council meeting to discuss opportunities and initiatives for village involvement

16 CLA GAME FAIR

Cllr St John presented the Traffic Management Plan for the CLA Game Fair confirming that it had been agreed with WODC, the Police and the Highways Agency. Members discussed the plan and Cllr St John responded to questions with details of the arrangements.

17 COMMUNITY TRANSPORT SCHEMES – SHARE A TAXI

The Chairman asked that this item be deferred to the next Council meeting.

18 CONSULTATION

Proposal for the transfer of properties in Wilcote to the Parish of Ramsden

The Clerk reported that she had received acknowledgement of the Parish Council's objections and advised that a decision on this issue would be taken by WODC Audit and General Purposes Committee at its meeting on 29 September.

19 CORRESPONDENCE

(i) Letter received from WODC inviting Members to attend Code of Conduct briefings in July. Clerk to email Cllrs Gough, Langley and St John with the details.

(ii) Closure of Dean Pit Recycling Centre: posters to be displayed on notice boards.

20 ANY OTHER BUSINESS (For mention only)

Cllr Norton reported that young people had been congregating on the common and had left rubbish and paperwork from which the Police had been able to identify some of the culprits. All would be receiving letters from the Community Safety Partnership.

Cllr St John advised that ORCC had produced leaflets about the forthcoming digital transfer and asked that the Clerk obtain copies for distribution in North Leigh.

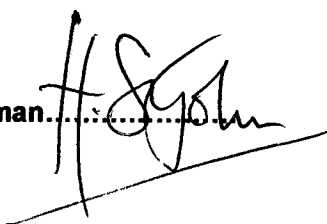
21 DATE and TIME OF NEXT MEETING Thursday 14 July 2011 at 7 pm.

The meeting closed at 9.30 pm.

Accounts for payment: Parish Council meeting 9 June 2011

Cheque no	Description	Supplier	Net	PAYE	Vat	IPT	Admin Fee	Total
102031	Mowing of Play area March/April/May	NPJ Green	129.00					129.00
102032	Adventure playground area cleaning May	WODC	141.73	-	28.35			170.08
102033	LCR Subscription	Association of Local Clerks	15.50					15.50
102034	PAYE (Clerk)	HMRC/Post Office Ltd	237.60					237.60
102035	Computer Services	Lynda Scott	70.00					70.00
102036	Turner Hall rental	North Leigh PCC	20.00					20.00
102037	Spraying and mowing Adv. Playground: April	MV Firmin	413.30		82.66			495.96
102038	Room Hire 19 May	Memorial Hall Trustees	21.00					21.00
102039	Grass cutting April	WODC	574.56		114.91			689.47
102040	Painting Cemetery/Churchyard gates	A. Kerpache	185.00					185.00
SO	Clerk's Salary	Lynda Scott	316.80					316.80

Chairman.....



Date 2011

