

**MINUTES of the meeting of North Leigh Parish Council held in the Memorial Hall Youth Centre on Thursday  
10 May 2012 at 7.30 pm.**

**Present:** Harry St John (in the Chair), R Langley, B. Norton, R.Soper, D Gough and C.Frost

**In attendance:** Lynda Scott, Clerk to the Council and five residents

**1 Apologies for absence:** S. Cusick

**2 Declarations of interest:**

Barry Norton expressed a non prejudicial interest in item 7(i) the future of the Adventure Playground.

**3 Election of Chairman and Vice-Chairman**

It was proposed by Richard Langley, seconded by Barry Norton and unanimously agreed that Richard Soper be elected to the office of Chairman. RS accepted the office and extended sincere thanks to Harry St John for all the work he has done in his time as Chairman. RS took the chair.

It was proposed by Barry Norton, seconded by Richard Soper and unanimously agreed that Richard Langley be elected as vice-chairman. Richard Langley accepted the office of vice-chairman

**4 PC Election**

Members agreed to advertise the two vacant positions for co-option to the Parish Council in the Nor 'Lye News and asked the Clerk to request CVs from the two residents who have already expressed an interest in co-option. The closing date for applications will be 14 June.

**5 Adoption of Standing Orders**

Amendments to the Standing Orders (previously circulated) were agreed and the Standing Orders adopted.

**6 Minutes**

**Resolved** that the Minutes of the Meeting held on the 12 April be approved as a true and correct record.

**7 Matters Arising**

**(i) Adventure Playground**

HStJ gave an overview of the situation regarding the lease and contracts pertaining to the Adventure Playground, explained more fully in a paper tabled at the meeting. Following discussion it was agreed that the Clerk set up a meeting between David Thurlow, Estates Manager at WODC, RS and HSt J to consider the issues further and to discuss available options.

**(ii) LDF**

BN advised that, in light of the MOD's reduced housing requirements, and following legal advice to WODC re the requirement for further consultation, there will be a further delay in finalising the draft core strategy of the LDF which will now be determined in late autumn. It is anticipated that the Core Strategy will then go to Public Inspection in the spring of 2013. **No further update**

**(iii) Localism Act**

No further information; awaiting WODC guidelines

**(iv) NL Windmill, Windmill House and land adjoining**

The Clerk reported a letter from WODC Planning Department confirming that, following inspection of both premises, no evidence of breaches of planning control had been found regarding their poor state of repair. The matter will however be reviewed in 12 months time. **No further information**

**(v) The future of North Leigh Library**

CC Chapman confirmed that North Leigh library would not be closed and the County Council will monitor the situation on an ongoing basis over the next 12-18 months; it may prove possible for the CC provide further financial support. **No further information**

**(vi) Broadband Upgrading**

The clerk reported a response to her enquiry to the County Council. OCC confirmed that:

- It is putting together a project to bring *next generation broadband* to the county.
- It is investing £10m and seeking further funding from *Broadband delivery UK*
- The Digital Strategy will be launched in June 2012 for public consultation
- The County Council will be in a better position to provide specific information regarding locations in November at the conclusion of consultations. **No further information**

**(vii) Proposed Bus Shelter**

Members discussed this matter further and agreed that the Clerk contact Eynsham Hall to elicit their views re the requirement of a bus shelter for visitors.

**(viii) Emergency plan**

RS proposed that a sub committee be established to develop an Emergency Plan for the village, based on the Long Hanborough model. It was agreed that CF, RL and RS would form the sub committee.

**8 Matters arising from the Annual Parish meeting**

**(i) Level of PC Reserves:** it was agreed that this matter be considered as part of the budget setting process for 2013/14

**(ii) PC meeting with Chief Inspector Payne:** it was agreed that the Clerk invite the Chief Inspector to meet with the PC to discuss the following:

- Impact of reduced opening hours of the main police station in Witney
- Overview of the PCSO system into the future
- Capacity/operational efficiency of officers on the beat

**(iii) Water Conservation: PC representative:** it was agreed to defer this appointment until the two vacant positions on the PC are filled.

**9 Public Session**

HStJ, on behalf of Heather McCulloch who had left the meeting by this time, outlined the QDJ committee's intention to produce a commemorative record of the event and its request for a financial contribution from the PC to support production of the record. Following discussion of the production of the record and concerns that it be distributed to all properties in the village, it was agreed in principle to make a financial contribution. HstJ to advise on production costs.

**10 Valley Police Report**

No local matters to report. BN confirmed that the people who had burgled and caused extensive damage at the Football Club had not yet been apprehended.

**11 Planning Decisions**

Land adjacent to the A4095 Woodstock Road: Erection of kennels and siting of mobile home: HStJ confirmed that he had sent a letter to the Planning Inspectorate

**12 Planning Applications & Correspondence:**

Installation of a modular classroom at NL Primary School for a temporary period of 6 years: no objections

**12.1 Working Group Report;**

No applications considered

**13 Finance**

**13.1** The following accounts were approved for payment:

Cheque no	Description	Supplier	Net	Vat	IPT	Admin Fee	Total
102112	Internal audit fee	Burrows and Edwards	150.00	30.00			180.00
102114	Grounds maintenance at Windmill Heights and Cuckamus Green. Sept 11 to 30 April 2012	David Green	540.00				540.00
102115	Adventure Playground mowing April 12	M.V.Firmin	360.00	72.00			432.00
102116	APM Room rental	MH Trustees	22.00				22.00
	Clerk's Salary May	Lynda Scott	340.00				340.00

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**13.2 Internal audit report**

The Clerk read the internal auditor's report highlighting the following key points:

- The auditor is happy with the Council's accounting records and has signed them off for submission to the external auditor.
- The auditor advised that the PC should cease the payment of round sum allowances to the Clerk for telephone and computer expenses as, under PAYE regulations, these would be a taxable benefit. He suggested that the PC pay a round sum allowance of £4 per week to the Clerk which falls within HMRCs rules and has no tax implications. The balance of £186 be added to the Clerk's PAYE income (salary). Following discussion it was resolved to action the auditor's recommendations

**13.3 Adoption of financial regulations**

Members adopted the revised Financial Regulations

**13.4 Council Insurance renewal**

Following review of the insurance renewal documents from AON, RS advised that he had found more beneficial and competitive insurance cover for the PC with Aviva. Members agreed to purchase the insurance cover with Aviva with effect from 1 June 2012.

**13.5 Annual Return/Governance Statement/Internal Audit Review**

Members reviewed their internal audit arrangements and the Chairman signed the Annual Return, Governance Statement and the Statement of Accounts.

**14 Open Spaces**

**14.1 Reports:** No reports received

**14.2 Tree survey:** HStJ to review once the trees are in leaf

**14.3 Children's Playground**

The Clerk reported that the aerial swing had been repaired at a cost of £268.80.

**15 Cemetery/ Churchyard Reports**

**15.1 Cemetery and Churchyard inspection**

It was agreed that RS and HStJ would undertake the inspection of the cemetery and churchyard on 28 May.

**16 Traffic & Roads Reports and other Highways Matters**

**'The pinch' – traffic calming measures**

The Clerk confirmed that a site meeting with the Area Steward had been arranged for 8am on Wednesday 16 May. CF to attend.

**17 Consultation**

None

**18 Correspondence**

Requests for donations from:

- North Leigh Pond Project: £150 agreed
- Oxfordshire Air Ambulance: £50 agreed

**19 Any Other Business (For Mention Only)**

RS confirmed that the closure of the road for the QDJ had been confirmed by WODC

CF will be the PC representative on the Village Charities Committee.

**Date and time of next meeting:** Thursday 21 June 2012 at 7.30 pm.

The meeting closed at 9.00 pm.

Chairman ..... Date .....