

MINUTES of the meeting of North Leigh Parish Council held in the Memorial Hall Youth Centre on Thursday 9 May 2013 at 7.30 pm.

Present: R. Soper (in the Chair), R. Langley, B. Norton, D Gough, I. Hogg, S Cusick, C.Frost, H. St John and G. Matthews

In attendance: Lynda Scott, Clerk to the Council; Heather McCulloch, resident

1 Apologies for absence: None required

2 Election of Chairman and Vice Chairman

It was proposed by Barry Norton, seconded by Richard Langley and unanimously agreed that Richard Soper be elected to the office of Chairman. RS accepted the office and took the chair.

It was proposed by Richard Soper, seconded by Harry St John and unanimously agreed that Richard Langley be elected to the office of Vice Chairman. RL accepted the office.

3 Declarations of interest: None

4 Minutes

Resolved that the Minutes of the Meeting held on the 11 April 2013 be approved as a true and correct record.

5 Public Session

Heather McCulloch thanked Members for the Council's contribution to the QDJ Commemorative booklets which will be delivered to all properties in the village within the next few weeks. She advised that the NL Events Group were planning a Fawth Festival on 8 June and outlined the activities that will take place.

6 Matters Arising

(i) North Leigh Windmill and land adjoining

No new information

(ii) The future of North Leigh Library:

No further information: it was agreed to remove this standing item for the time being.

(iii) Broadband Upgrading

GM reported that he had formed a group of 6 residents to promote/campaign for faster broadband in the village and was anticipating that more residents would be joining. RS and RL suggested that the group include residents from East End and RS agreed to support recruitment.

(iv) Emergency plan

On-going: RL asked that the Clerk obtain prices for grit boxes from WODC.

(v) NL Website

GM reported that there were still outstanding Parish Councillor biographies and Members agreed to submit these before the next meeting.

(vi) ROSPA actions

The Clerk reported that she had received a quotation for the work outstanding from the ROSPA report from R. Allsworth; as follows:

□ Small repairs/checking of children's play equipment	£80	Agreed
□ Replacing the bark under the cable runway	£800	TBC

Members discussed alternatives to replacing the bark and IH agreed to look at these and advise the Clerk. If no suitable alternative is found, members agreed to the purchase of 5 cu metres of bark chippings.

(vii) Bus Shelter: Cuckamus Green
Deferred until s106 funding is confirmed.

(viii) No 11 Bus route

The Clerk reported that she had requested OCC to extend the 16.35 number 11 bus route to North Leigh. OCC has agreed to consider the change in its forthcoming consultation and will consult the Parish Council in due course. CF agreed to write up the issue for the website.

(ix) Village entrance signs

Under consideration.

7 Thames Valley Police Report

Previously circulated: no issues for North Leigh.

8 Planning Decisions:

Erection of a detached garage with store room over at Northside, New Yatt Road: **granted**
Conversion of first floor and one bay of the ground floor garage to self-contained accommodation at 30B Common Road: **granted.**

9 Planning Applications & Correspondence:

- Land off Fish Hill, Wilcote Rd. Retrospective erection of an agricultural building to provide a store and stables. Comments/objections submitted
- Green Close Cottage, East End. Erection of a detached garage and store. Comments/objections submitted.
- 21 Perrott Close: Erection of a single storey front extension. No comments

10 Finance

10.1 The following accounts were approved for payment:

Cheque no	Description	Supplier	Net	Vat	IPT	Admin Fee	Total
102189	AP Cleaning April	WODC	99.92	19.98			119.90
102192	Donation to commemorative booklet QDJ	Nor 'Lye events group	100.00				100.00
102190	Annual membership	Wychwood Project	30.00				30.00
102191	PAYE	HMRC	88.10				88.10
102193	Internal audit fees	Burrows&Edwards	160.00	32.00			192.00
102194	AP grasscutting/spraying	MV Firmin	480.00	96.00			576.00
SO	Clerk's salary May	Lynda Scott	352.40				352.40

10.2 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.

10.3 Internal audit report

The Clerk confirmed that the internal audit was complete and that there were no issues/concerns raised.

10.4 PC General Insurance review/renewal

RS reported a change to the Council's policy including a requirement for a weekly inspection of the play areas which he has challenged with the Council's Insurer. Members discussed the feasibility

and reasonableness of weekly inspections and it was agreed:

- (i) That RS will write a policy based on fortnightly inspections and seek agreement from the Insurers.
- (ii) Subject to (i) above, IH and DG will undertake the fortnightly inspections and submit reports for each.
- (iii) RS will make enquiries regarding training available to councillors involved in play equipment inspection

11 Open Spaces

11.1 Reports:

Received from IH.

12 Cemetery/ Churchyard Report

12.1 Unsafe Headstones: Churchyard

At a site meeting with the PCC on 28 April, it was agreed that any unsafe headstones would be neatly laid down and the relatives of the deceased contacted, if possible. The basis for decision on the safety of the headstone would be the potential to cause injury or death to a 6 year old child running around in the Churchyard.

The following headstones were laid down

Emily T Robins
Charles H Robins
Kathleen Lydia Gough
Stephen John Gough
Brian Henry Oliver
George James Scott
Ettil Hopkins

Following a lengthy discussion about the erection and safety of headstones, it was agreed to review the Council's policy and strengthen the guidelines and specification for the erection of memorials..

13 Traffic & Roads Reports and other Highways Matters

13.1 VAS signs for the village

Site meeting to confirm location of signs arranged for 10 May.

14 Consultation: none

15 Correspondence

An email from Chris Lilley expressing his thanks to the PC for its support regarding the issue of the contentious 'village shop' sign.

16 Any Other Business

GM raised the issue of waste bins left on the grass verge outside the gates of New Yatt Farm, Farm Lane during the week as a result of the property being a holiday/weekend let. Clerk to report to WODC

CF reported a pothole on Bridewell Close: Clerk to report to OCC

Date and time of next meeting: Thursday 13 June 2013 at 7.30 pm.

The meeting closed at 9.15 pm.

Chairman

Date