

**MINUTES of the meeting of North Leigh Parish Council held in the Youth Centre at the Memorial Hall on Thursday 13<sup>th</sup> April 2017 at 7.30 pm.**

**Present:** G. Matthews (Chair), S. Cusick (Vice Chair), I. Hogg, D. Fettes, H. St. John, C. Frost, J. Nicholson

**In attendance:** Allison Leigh (Clerk)

**1/17 Apologies:** P. Lawrence

**2/17 Declarations of interest:** None

**3/17 Minutes**

Minutes from 09.03.17 were approved and signed.

**4/17 Public Forum**

There were no members of the public in attendance.

**5/17 District and County Councillors Report**

See Attachment 1.

HSJ also discussed the EIP West Oxfordshire Local Plan and indicated Stage 2 will begin the 9<sup>th</sup> of May for 2 weeks. Stage 3 will be in July.

**6/17 Thames Valley Police Report:** AL circulated the new TVP Crime Plan 2017 – 2021.

HSJ reported an e-mail received regarding Speedwatch. GM to send PL to a meeting with regards to getting Speedwatch going.

**7/17 Matters Arising**

- Parish Councillor Vacancy: AL indicated the subcommittee consisting of GM, SC and IH is to formalise next steps. AL to re-send candidates' information to GM. GM to ask for candidates' CVs. AL to confirm any other necessary components in the process.
- APM/AGM: APM/AGM to take place on Thursday, the 25<sup>th</sup> May in Memorial Hall at 7pm. AL to place this in the NLN.

**8/17 Neighbourhood Plan Update:** There was a discussion about the difference between a Neighbourhood Plan and a Community Plan. The council resolved to have a representative from SODC come to the APM/AGM to clarify the point. AL to contact Astrid Harvey about speaking at it.

**9/17 Planning Applications and Correspondence:** The council confirmed that the Planning Working Group is a group – not a committee.

It was discussed that planning applications should be discussed with a decision to bring to council by the Planning Working Group and the formal decision of the council resolved at the next council meeting. AL to look into process if applications come in with a quick turnaround time.

The council responded to the following 2 planning applications:

17/00444/FUL: Erection of a replacement dwelling  
The Chalet  
New Yatt Road  
North Leigh  
Council response: No objections

17/00549/HHD: Attic conversion and porch extension  
Cuckamus Cottge  
5 Cuckamus Lane  
North Leigh  
Council response: No objections

There were no outstanding planning applications at the time of the meeting.

There is no decision as of yet on Rectory Homes.

### **10/17 Open Spaces Report**

- **Playground lease:** The woman IH e-mailed is on holiday.
- **Playground inspections/reports:** IH indicated the Adventure Playground is littered and that he will look into it.

CF indicated she is up to date with the Cuckamus Green reports. All is well except the Virgin van parked there. HSJ is to ask who gave permission for the van to be there. GM to make a phone call to Virgin.

- **OCC/WODC grass cutting/rural cuts:** Council agreed to ask OCC for quote on extra cuts. DF to follow up on this. AL to put a note in the NLN asking people to please cut their verges.

### **11/17. Finance**

- Choose internal auditor: The council resolved to appoint Trish Ingham as its internal auditor.
- Finance Report

*Payments since last meeting*

<u>Payee</u>	<u>Item</u>	<u>Cheque number</u>	<u>Amount</u>	<u>Date</u>
WODC	Cleaning Adventure Playground	102600	127.98	13/04/17
WODC	Windmill Heights Shrubs and Hedges/NL Cemetery Hedges	102601	659.13	13/04/17
Scribe	License renewal	102602	339.60	13/04/17
OCC	Library staffing	102603	2,280.50	13/04/17
North Leigh Memorial Hall Trustees	Room Hire – 27/02/17 – Rectory Homes meeting	102604	8.70	13/04/17
North Leigh Memorial Hall Trustees	Room hire 19/01/17	102605	8.70	13/04/17
Allison Leigh	Clerk salary	102606	440.76	13/04/17
PWLB	Loan payment	Direct Debit	£5,038.56	31/03/17
Allison Leigh	Mileage, Expenses and Home allowance	102608	£140.85	13/04/17
HMRC	PAYE	102609	£280.60	13/04/17

*Receipts since last meeting*

23/03/17	Memorial	£40.00
27/02/17	Burial plot for non-resident.	£310.00

*Bank Balances as of 31/03/17*

GB50MIDL40470760614815	£ 4,255.51
GB34MIDL40470771294318	£ 39,234.17

- External Audit Report: AL reported that the first part of the external audit needed to be signed. GM signed the first part of the report, the Annual Governance Statement 2016/2017. AL indicated that the next part of the form will be signed at the next meeting.

It was discussed that the PC is the trustee for Memorial Hall. The council resolved it should examine the accounts once/year.

#### **12/17 Cemetery/ Churchyard:**

- Activity: AL reported that this month there were a new memorial, a new burial and someone who no longer needs their plot. That plot number will now become available.
- Fees: There was a minor word change made to the fees list.

**13/17 Traffic/Highways Matters/Speedwatch:** This was discussed earlier in the meeting. See minute reference 6/17

#### **14/17 Correspondence**

- Nor Lye Feast: The council received a note that the Nor Ly Feast will take place the 20 – 22<sup>nd</sup> August.

#### **15/17 Matters for report: To raise matters for discussion without decision or items for next meeting:**

An e-mail was sent regarding the preservation/upkeep of the Windmill. AL to put a notice in the NLN to gauge the community feeling on preserving the Windmill.

GM to contact SODC regarding the Windmill being inspected so as to ascertain what damage is currently there. GM to put his findings in the NLN.

It was noted that litter is being strewn from the bins in the village. HSJ to follow up on this problem.

CF has arranged the Village Spring Clean on Sunday, the 14th May from 10am – 12noon. C. Frost will do a risk assessment. Litter pick is to be on the next agenda.

CF indicated that drivers need to be more aware of horse riders. AL to put a notice in the NLN about this.

AL to add the library as an agenda item for the next meeting.

**Date and time of next meeting:** Thursday 11th May 2017 at 7.30 pm

The meeting closed at 10:00pm.

Chairman .....

Date .....

## **ATTACHMENT 1**

### **PARISH REPORT**

#### **COUNTY COUNCIL ELECTIONS**

Elections to Oxfordshire County Council are now just under five weeks away and there are a series of key dates in the lead up to the Thursday, May 4 poll.

The final full council meeting of the county councillors elected in May 2013 took place on Tuesday, March 21.

All 63 county council seats will be up for election and residents all over Oxfordshire began to receive polling cards during the last week of March.

On Wednesday, April 5 the list of candidates for each OCC seat will be published. A number of existing county councillors have already indicated they are standing down but the definitive list will not be clear until April 5.

I will be standing for the Woodstock Division and will be out and about across the division meeting as many residents as possible.

#### **Registering to vote**

The last day for people to register to vote is Thursday April 13. Although this is a county council election, Oxfordshire's district councils are the authorities responsible for administering the electoral register and people should contact them if they are not already registered to vote.

The last date to apply for a postal and postal proxy vote is Tuesday 18 April and the last date to apply for a new proxy vote is Tuesday 25 April 2017.

#### **Polling day**

Polling Day on Thursday, May 4 runs from 7.00am to 10 pm. The election count takes place on Friday, May 5 in Abingdon.

#### **PURDAH**

The County Council pre-election period ('purdah') has now started and the Council must comply with restrictions outlined in Section 2 of the Local Government Act 1986. In addition, a 'Code of Recommended Practice on Local Authority Publicity' published in 2011 makes clear that particular care should be taken in periods of heightened sensitivity, such as in the run up to an election. The Act defines publicity as "any communication, in whatever form, addressed to the public at large or to a section of the public."

Generally, the Act says that a council should “not publish any material which, in whole, or in part, appears to be designed to affect public support for a political party.” The Code of Practice recommends that authorities should generally not issue any publicity which seeks to influence voters and that publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute.

## **UNITARY UPDATE**

For the reasons above, the County Council, Oxford City Council and the four District Councils have agreed not to promote their standpoint on the issue of Unitary Government for the period of purdah.

## **TRAVEL APP CAN SHOW BETTER WAZE TO GO**

OCC has joined forces with Waze, the free crowdsourced traffic and navigation app, in a data-sharing link-up that could help residents get from A to B more easily. Waze is effectively a Sat Nav app used exactly as any in-car navigation device – except Waze has the added benefit of crowd-sourced traffic flow info and OCC roadworks as part of the mix. This means that the app can see the traffic hotspots on the roads and route residents round them where appropriate, saving them time. Waze is FREE to download and use – simply go to <https://www.waze.com/download>

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