

MINUTES of the meeting of North Leigh Parish Council held in the Memorial Hall on Thursday 12th July 2018 at 7.30 pm.

Present: S. Cusick (Vice Chair) (SC), P. Lawrence (PL), I. Hogg (IH), C. Frost (CF), Andy Clements (AC), Harry St John (Parish and District Councillor) (HSJ) and Liam Walker (LW)

In attendance: Allison Leigh (Clerk) (AL)

64/18. Apologies for absence: G. Matthews (Chair), J. Nicholson (JN), D. Fettes (DF),

65/18. Declarations of interest: None

66/18. Minutes of meeting held on 24th May 2018 and meeting held on 14th June 2018: The minutes were approved and signed. The draft minutes for the APM held on 24th May 2018 were deemed acceptable for posting on the website and circulating to those in attendance who provided e-mail addresses.

- **Signing of Declaration of Acceptance – Susie Cusick, Vice Chair:** SC signed the Declaration of Acceptance for her role of Vice Chair for 2018/2019.

67/18. Public Forum: No members of the public were in attendance.

68/18. District and County Councillors Report:

WODC

HSJ reported that there has been a delay with the Local Plan as a new habitat report is needed.

HSJ reported that he is still waiting for a solution with regards to the footpath (can we spell out which one to make this clearer?) from Bellway. He reported a number of residents have complained about the works on the south side of the road as neighbours had not been made aware it was going to take place when it did. A line of communication from the developers in the Nor'Lye News would be very helpful. HSJ will speak to Bellway about this.

Other concerns raised were that of dust, the timing of the beginning of work in the morning and ensuring they are sticking to the plans. HSJ will speak to them about these issues as well.

Green lane ditch? Harry, could you clarify?

HSJ reported that he'd had an e-mail from Mark Johns in regards to the issues about speed guns. Thames Valley Police have indicated their position is that it is against their policy for parish councils to operate speed guns for legal, health and safety and personal safety issues. HSJ has asked to meet with him about this.

The issue of speed limit was discussed and HSJ indicated there have been discussions around a 20MPH speed limit in parts of West Oxfordshire.

HSJ reported that Thames Water has been invited to West Oxfordshire to talk about drainage. HSJ referenced an e-mail sent by Thames Water and is going to contact them as to why the drains have not been upgraded (not sure if this is exactly what you wanted to say??)

HSJ reported he would download and circulate a document on section 106 monies.

HSJ went to a meeting of ACRE Network and CFO. There was a woman who offers an advisory service for Neighbourhood Plans and HSJ will get the details.

HSJ spoke about the Garden Village and CF reported she had gone to an exhibition. HSJ felt that the PC should make a comment and CF agreed. The deadline is 3/8/18. AL to ask GM about this.

OCC

LW reported that speed humps have been place in between the 2 developments and down the other side (perhaps this could be clearer?). He reported that there was not much negativity surrounding these.

LW reported that OCC will borrow £120million over 10 years for highway maintenance which will include handling potholes. There will be more re-surfacing of roads and a dragon patch purchased.

The issue of unclear road markings was raised and LW will pass this along. He also mentioned that holes are beginning to be filled in NL.

Fix My Street: wasn't clear on the discussion around this.

69/18. Thames Valley Police (TVP) Report: HSJ reported there has not been a Neighbourhood Action Group (NAG) meeting, but there is one coming up on Monday. AL asked if the council are receiving alerts and they are not, but would like to. AL to look into this.

70/18. General Data Protection Regulation (GDPR): AL reported that she had attended OALC's AGM on the 2nd July. There was a speaker on GDPR and AL determined that the council does not need to worry about consent forms as it

does not hold sensitive data. Also, the speaker confirmed that as long as documents are stored in the clerk's locked home, the clerk does not need to worry about locked filing cabinets. There was also not a great concern as sensitive data is not held.

AL reported that she continues to work towards compliance and learn more about what compliance means for Parish Councils. She will be attending a GDPR training session given by OALC in October.

AL will put a notice in the NLN making reference to the fact that the council is working toward compliance.

71/18. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Date received</u>	<u>Date comments due</u>	<u>Comments</u>	<u>Decision</u>
18/01592/FUL	The Bungalow Wilcote	18/6/18	13/7/18	North Leigh Parish Council has no comments on this planning application.	
18/01752/HHD	27 Windmill Heights North Leigh	25/6/18	16/7/18	North Leigh Parish Council has no comments on this planning application.	

- **S106 agreement monies:** HSJ will circulate the documents he has on this.
- **E-planning:** AL reported she has an e-mail into the WODC contact handling this.

72/18. Open Spaces

- **School Playground lease:** AL reported that she has received the lease and has an e-mail into Gavin Clark of Pullmans to review it.

IH reported he has contacted the school and left a message regarding the security fence being moved close to school.

- **Playground inspection/reports:** IH reported that a swing in the school playground (?) is twisted. He also reported the grass at the Adventure Playground is dry. He reported the 2nd cut done by BGG has been done very well and the grass is looking very well cut.
- **Cuckamus Green report:** CF reported all was fine with Cuckamus Green and that the grass has been cut. She reported that the grass has never looked so good.
- **Grass cutting:** AL reported that there have been several reports on grass cutting.

David Green has cut the patch of grass at the junction of Windmill Road and Windmill Close that had gotten too long. AL has received e-mails to say he has done an excellent job.

AL indicated it would be a good idea to walk around the village and sort the areas of grass needing attention, ascertain who owns them and then enquire as to any insurance implications with regards to the council cutting areas of grass not belonging to it. The council agreed. AL to work with CF to arrange a time for them to meet and do the above.

- **Noticeboards:** AL reported that she has put a cost comparison together which she has e-mailed to the council. Councillors asked if she would send the e-mail addresses of the companies to them which she will do along with speaking to Wendy Goddard of the WI about cost. It was discussed that perhaps LW would have some money in his fund and/or a community faculty grant could be sued.

73/18. Finance:

Payments to be authorized

<u>Payee</u>	<u>Item</u>	<u>Cheque number</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>	<u>Date</u>
WODC	Adventure Playground cleaning	102821	113.91	22.78	136.69	12/7/18
Allison	Clerk Salary	102822	491.40	0	491.40	31/7/18

Leigh						
Allison Leigh	Mileage and expenses	102923	143.89	4.00	147.89	12/7/18
BGG	Adventure Playground (7/6 and 15/6), Church (16/6) and Cemetery (16/6)	102824	750.00	150.00	900.00	12/7/18
NLYP	Room hire	102825	20.00	0	20.00	12/7/18
David Green	Cuckamus Green (15/4, 7/5, 3/6, 17/6) and Common Road (15/4, 7/5, 3/6)	102826	243.00	0	243.00	12/7/12
HMRC	PAYE	102827	81.80	0	81.80	12/7/18

Receipts since last meeting

<u>Payee</u>	<u>Item</u>	<u>Amount</u>	<u>Date</u>
HSBC	Bank interest	7.95	1/6/18

Account Balances as of 30/6/18

Community Account
GB87HBUK40470760614815 \$23,475.02

Business Money Manager
GB71HBUK40470771294318 £46,310.56

Reconciled accounts as of 30/6/18 £64,593.72

AL presented the quarterly budget against spend from Scribe. The council would like to see a better report. AL to check with Scribe and, if not, perhaps create one in excel. AL raised the issue of if the reports generated by Scribe are not what the council are looking for, perhaps the council does not renew the subscription for 2019/2020 and moves to an excel spreadsheet. This will be discussed further as AL researches the reporting system with Scribe.

AL reported that cheque number 102811 in the amount of £2,461.50 for the library written at the meeting on the 10th May was never received. She is going to put a stop payment on the cheque and re-issue a new one. AL to have IH sign a letter for the bank.

74/18. Cemetery/ Churchyard:

- **Activity:** AL reported that a burial had taken place and one would be taking place on the 16th July.
- **Cemetery gate:** AL is in touch with Eynsham Sawmill and their fitter getting a quote for a wooden gate. AL presented images from a blacksmith and will measure the gate to obtain a quote.
- **Regulations:** AL referred to the discussion on regulations from the last meeting and suggested that she do a draft for AC and GM to review and then circulate for approval to the council. AL also indicated she will look to do the same with the fee structure.

AL noted that she will be meeting with Richard Langley to review the cemetery plan with AC on Saturday the 14th July. She has had difficulty with grave diggers not alerting her to when digging will take place and the council discussed AL speaking with the undertakers about indemnifying the council from the gravediggers' digging. AL will discuss this with one of the undertakers, speak to the insurance company and report back. AL also suggested stricter rules in the regulations that are then distributed to the undertakers.

75/18. Traffic/Highways Matters/Speedwatch:

The council has been continuing Speedwatch but is not capturing the data. AL to contact the insurance company following the letter from TVP as to coverage.

AC reported that he and AL had been in touch with Jon Gammage of Long Hanborough PC. They are looking to purchase a portable speed sign for £2400, a £350 data recorder, spare battery (+VAT) and wondered if NLPC would like to share the cost. It was discussed as to whether or not sharing made the most sense.

HSJ would like to meet with TVP on the issue of Speedwatch prior to making a decision and AL will e-mail Jon Gammage to this effect.

The council also discussed an option of posting the percentages of overages on speed on the noticeboards, but no decision was made on this.

Other options of speed control were discussed, but no decision was made.

The question was raised as to why Church Enstone received a chicane. HSJ is looking into this but has not had a response as of yet.

76/18. Correspondence:

- **Notice of landowner deposit: Land at Church Road, North Leigh Oxfordshire OX29 6TX:** The council discussed this and, upon discussing, realized it was clear as to the meaning of the notice. It indicates that the landowner wishes to be clear on what is a footpath and what is not on their property.
- **Salt storage:** The council discussed that there is excess salt – 2 x 1 tonne bags of salt – at Richard Langley’s house. These need to be moved and the council discussed many ideas as to how to solve this.

CF has researched options but not had any luck with the business park. HSJ will also check with one of the site owners there. The football club have indicated they don’t use salt. CF looked at Mason’s, but there is no room for storage. The possibility of it going on the land behind the school car park was raised and HSJ will check with WODC on this. Another option raised was to discuss the possibility of storage with the new owners of Eynsham Hall. No decision was reached.

77/18. Matters for report: To raise matters for discussion without decision or items for next meeting: It was reported that there is a meeting on the 18th July on the A40 that CF and IH would like to attend. HSJ will also attend as a District Councillor as the PC can only have 2 attendees. AL will register CF and IH for this.

It was noted that the footpath of Occupation Lane was approved.

CF gave her apologies for the September meeting.

Date and time of next meeting: Thursday 13th September 2018 at 7.30 pm.

The meeting closed at 9:50pm.

Chairman

Date