

**MINUTES of the meeting of North Leigh Parish Council held in the Memorial Hall on Thursday 14<sup>th</sup> February 2019 at 7.30 pm.**

**Present:** G. Matthews (Chairman), S. Cusick (Vice Chair) (SC), Councillors I. Hogg (IH), J. Nicholson (JN), C. Frost (CF), D. Fettes, Andy Clements (AC) County Councillor Liam Walker (LW), District Councillor H. St John (HSJ)

**In attendance :** Allison Leigh (Clerk) (AL), Julie Minch (JM)

**170/18. Apologies for absence:** None

**171/18. Declarations of interest:** HSJ declared an interest in planning application 18/03553/HHD. HSJ and CF declared an interest in agenda item 187/19. Request for donation from Volunteer Link-up

**172/18. Co-option of new Parish Councillor:** The council co-opted Julie Minch as new Parish Councillor. JM signed the Declaration of Acceptance and JM will supply AL with the Register of Interests.

**173/18. Minutes of meeting held on 10<sup>th</sup> January 2019:** The minutes were approved and signed.

**174/18. Public Forum:** No members of the public were present.

**175/18. District and County Councillors' Reports:**

**Oxfordshire County Council (OCC)**

LW reported that he has been dealing with Bellway on many issues such as flooding, signage and traffic calming and it has been a very frustrating situation. There was a question as to the ownership of Green Lane where there is flooding – private vs owned by OCC. LW will check this. LW has a meeting with Bellway the week of 18<sup>th</sup> February. The council thanked LW for his hard work on this situation.

LW reported that there will be a 2.99% council tax rise. A large portion of the additional monies will be spent on adult social care. £3 million will be spent on education. LW will also have a Councillor Priority Fund.

LW reported that he and AL had looked at the footpath by Park Lane due to complaints. It was found to be very muddy with brambles narrowing the path. LW will see if someone from OCC can take care of clearing the brambles and, if not, he will work to clear them.

## West Oxfordshire District Council (WODC)

HSJ referenced the construction and environmental plan with regards to the Bellway development. HSJ has asked both parties to re-write it.

HSJ has asked highway safety to look at the road markings at the Bellway development.

HSJ reported that the wheel washing has improved a bit, but is still not an effective system.

HSJ reported that there is a consultation on the Oxfordshire Spatial Strategy Plan. There will be an exhibition of it on 4/3/19 in Witney.

The WODC budget has been approved by the cabinet and there is a slight increase in council tax – about 2.99%.

HSJ reported that the felt is peeling off of the roof of the Windmill. There are holes in the roof on both sides of 9 Park Road. HSJ has drawn the attention of enforcement to it. The council asked AL to write a letter to the enforcement team regarding these 2 issues. HSJ to provide AL with the address.

HSJ reported that there had been a peer challenge review amongst counties and he will circulate a report.

HSJ noted that the Cotswold ANOB Board is seeking to turn into a national park.

**176/18. Thames Valley Police Report:** There was no report. It was discussed that it could be useful for a PCSO to attend a meeting quarterly. AL to contact Helen Keen about this.

HSJ reported that there is a meeting of the new Community Liaison Forum on 18/2/19 which he will attend.

**177/18. General Data Protection Regulation (GDPR):** AL noted that NALC had created a template for the General Privacy Notice and Staff Privacy Notice. The council agreed adopt these and AL will modify them to reflect the council's name and will circulate them to be formally adopted at the March meeting.

**178/18. Neighbourhood Plan (NP):** The council discussed whether or not it wishes to pursue a NP. The council agreed to do a bit of research and put it on the March agenda.

**179/18. Standing Orders:** The council adopted new Standing Orders with a few minor corrections. AL will update, circulate and ask GM to put on the website.

**180/18. Website Accessibility:** AL mentioned there is a website accessibility requirement which needs to be met by 23<sup>rd</sup> September 2020. The requirement is to comply to WCAG2.1AA. AL has looked at Drupal whose system northleigh.org uses. They are operating WCAG2.0 and are working towards compliance to the new regulation. AL has researched and how to comply is not overly clear. GM will look into this as well.

GM reported that the server may change.

**181/18. Library:** AC reported that there is a working group meeting on 18/2/19 which he will attend. GM noted that it would be helpful to know when the library think they might be financially self-sufficient. AL will check into how long the council have agreed to fund.

AC reported that the library is looking for either a Chairman or Treasurer.

The council agreed to donate £50 for prizes to library functions.

AC noted that the Friends of North Leigh Library has a goal of being a fund-raising group for the library.

JM, GM and SC may try and make the meeting on 18/2/19.

**182/18: Oxfordshire County Council Town and Parish survey response:** GM will fill in and submit the survey on behalf of the council.

**183/18. Scottish and Southern Electricity (SSEN) response:** A letter was sent from SSEN noting that there are service issues in North Leigh and they would like a location designated in case of an outage. The thought was the Memorial Hall would be a good location and AL will send this letter to Peter Van Cauwelaert to put on the next agenda for the Memorial Hall. It was discussed that HSJ will be the emergency contact. AL will compile the information once in hand and submit to SSEN

**184/18. Planning Applications:**

<u>Planning number</u>	<u>Address</u>	<u>Date received</u>	<u>Date comments due</u>	<u>Comments</u>
18/03553/HHD	22 Windmill Heights North Leigh	8/1/19	15/2/19	North Leigh Parish Council has no

				objections to this planning application.
Formal Consultation: Proposed Footpath Diversion Order (referencing planning application 17/02463/RES)	Footpath No. 312/35 (Part) North Leigh, Oxfordshire	24/1/19	25/2/19	HSJ would like to ensure that the footpath is separated from traffic within the site and that there is a clear definition as to where pedestrians can go. He wishes to make sure it is marked on the development plan. JN to look at this and e-mail AL for a response.
19/00236/HHD	Whitehill House East End North Leigh	8/2/19	28/2/19	North Leigh Parish Council has no objections to this planning application.

- **S106 monies:** HSJ will follow up on these.
- **E-planning:** AL reported she has purchased the projector and case which she brought to the meeting. JN will take the projector and test it. GM will e-mail Dave Broughton regarding wi fi in the North Leigh Youth Centre.
- **E-mail regarding 18/03415/FUL:** An e-mail was received from a resident with regards to the turning point at the former Methodist church. The council discussed that as this is an issue involving private land and not a planning issue, therefore the council has no powers to object. HSJ and JN will craft a response to the resident.

### 185/18. Open Spaces

- **School Playground lease:** IH reported he has had information back from Pellmans Solicitors. IH will forward this onto GM and SC. IH asked AL to send him the council's insurance documentation.
- **Playground inspection/reports:** IH reported that the school playground is ok except for the surfaces and swings which will be looked at once the lease is completed.

In terms of the Adventure Playground, it was noted that rubbish continues to be an issue. AL will follow up with WODC regarding this.

It was noted that the following bins need replacing:

- Adventure Playground
- School Playground
- North Leigh Common
- Park Road
- Cuckamus Green – AL has already contacted WODC about this one.

AL will contact WODC about this.

- **Cuckamus Green report:** It was noted that the grass is looking good, but the bin is in desperate need of replacing. As mentioned above, AL has contacted WODC about this. It was also noted that a dog bin had been overflowing, but it is now clear. CF noted that the bench has not been repaired. AL had thought HSJ was contacting Adolfo on this, but as not, she will contact him.

It was noted that the handles on 2 dog bin lids have come off: Adventure Playground and Common Close. AL will contact WODC about this.

- **Bus Shelters:** DF presented a quote and plan he had received regarding bus shelters. The cost was for 4 bus shelters on Park Road and Windmill Road. It was £14,000 for the shelters including installation. LW reported there are some Section 106 monies which may be able to be used for this. LW will also check the technicalities of who must install the shelters as they are on a highway.

It was noted that once the shelters are installed, it would be nice to note this in the Nor'Lye News

### **186/18. Cemetery/ Churchyard:**

- **Activity:** It was noted there has been one burial and one reservation since the last meeting.
- **Cemetery gate:** AL reported the gate has been done and AC reported the weather stops have been installed as well.
- **Regulations:** The council reviewed the draft regulations and made comments. Once approved, a note will go in the NLN to let people know there are new regulations.

- **Stone inspection:** It was noted that AL, HSJ and AC did an inspection of the stones. One of the stones broke in testing as it was not properly secured. AL has written to the owner and will follow up to ensure it will be fixed within the requested time.

### 187/18: Finance report

#### *Payments authorised*

<u>Payee</u>	<u>Item</u>	<u>Cheque number</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>	<u>Date</u>
Allison Leigh	Clerk Salary	102874	453.37	0	453.37	28/2/19
Allison Leigh	Mileage and expenses	102875	491.48	89.09	580.57	14/2/19
WODC	Adventure Playground cleaning	102876	113.91	22.78	136.69	14/2/19
North Leigh Youth Project	Room hire	102877	20.00	0	20.00	14/2/19
Brian Midgley	Supply and fit of new cemetery gate	102878	650.00	0	650.00	14/2/19

#### *Receipts since last meeting*

<u>Payee</u>	<u>Item</u>	<u>Amount</u>	<u>Date</u>
Smith and Son	Fees for Blackall	800.00	8/2/19
Diana and Patrick Power	Reservation fees	200.00	8/2/19

#### **Account Balances as of 31/1/2019**

Community Account £17,468.31  
GB87HBUK40470760614815

Business Money Manager £50,462.23  
GB71HBUK40470771294318

**Reconciled accounts as of 31/1/2019** £67,394.67

- **Appointment of internal auditor:** The council agreed to appoint IAC as its internal auditor for the financial year 2018/2019.
- **Request for donation from Volunteer Link-up:** The council agreed to donate £250 to Volunteer Link-up.

**188/18. Traffic/Highways Matters/Speedwatch:** AC is working on scheduling future speedwatch sessions. AC reported that he and HSJ had attended a meeting of several villages and a Thames Valley Police representative of which he has circulated the minutes. He reported that he has been to see the equipment Charlbury is using which costs in the realm of £2,000.

**189/18. Correspondence:**

- **East End – hedge cutting:** It was noted that a resident complained about the remnants of a hedge being cut at the bottom of Church Road by Wilcote Farm. During the hedge cutting, the resident’s Christmas lights were also cut and damaged. AL will write a letter to the farm to see if they might have any further information.

**190/18. Matters for report: To raise matters for discussion without decision or items for next meeting:**

IH asked AL to follow up with David Thurlow of WODC regarding the rent-free license to store salt at Ladywell Close.

It was noted that an invoice has come in for a salt bin. There was discussion over the location and CF requested this go on the March agenda.

AL asked about the defibrillator and the council confirmed that WODC had installed it and the Parish Council are to maintain it. AL will update the information and send to the ambulance service along with ordering pads and checking on the battery.

AC noted that the reinstatement of the land by Gigaclear at the villa end of East End had been very poor. LW will look into this.

JN asked about the noticeboards and AL reported that they should be ready in the March timeframe and will follow up.

CF asked for the litter pick to be on the March agenda.

**Date and time of next meeting:** Thursday 14<sup>th</sup> March 2019

The meeting closed at 10:10pm

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