

MINUTES of the meeting of North Leigh Parish Council held in the Memorial Hall on Thursday 14th June 2018 at 7.30 pm.

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

In attendance: Allison Leigh (Clerk) (AL)

48/18. Apologies for absence: D. Fettes (DF), L. Walker (County Councillor) (LW)

49/18. Declarations of interest: None

50/18. Minutes of meeting held on 10th May 2018: The minutes were approved and Signed.

51/18. Public Forum: None

52/18. District and County Councillors Report:

OCC

None

WODC

HSJ reported that there has been no further news from the Inspector with regards to his final report on the Local Plan.

HSJ raised the consultation on the draft Area Action Plan for the proposed Garden Village at Eynsham north of the A40. It came before the WODC Cabinet and will be published for consultation in Late June and once a satisfactory scheme has been agreed in principle a planning application will be made and a decision made.

HSJ reported on some flooding issues that had arisen after the storm the week of the 4th June. At the entrance to the churchyard there was water pouring out of a manhole and water running down Church Road. Likewise on Common Road water was seen coming out of a manhole by Windmill Road junction and clearly some pipes are blocked on the east side of Common road downstream from that junction.. Where Perrots Close meets New Yatt Road and Bridewell Close, there is a gulley and culvert that clearly are not working and water floods down Br]idewell Close.

AL to contact Highways regarding the condition of pipes and how they prioritise.

There was a discussion regarding the responsibility of the District, which is responsible for street cleaning and OCC, which is responsible for gulleys and the conditions of drains.

HSJ reported on a housing conference mainly about affordable housing delivery run by ACRE and Community First Oxfordshire (based in Cassington) which is part of the

ACRE Network of similar bodies in 38 areas round the country.. ACRE offers help on Neighbourhood Plans and HSJ will look into what services they offer. ACRE stands for Action for Communities in Rural England.

The District Council planning committee is discussing next week the enforcing of planning conditions and reducing the backlog of cases- having had staff shortages they soon hope to catch up with the backlog.

HSJ has spoken to Les McMahon of Bellway who has confirmed the they will plant individual memorial trees named after each villager who died in the first war in their new development and that also they will make a donation to the British Legion.

HSJ has been liaising with OCC and the homeowner whose property adjoins the proposed footway beside New Yatt Road. Revised plans are awaited and have yet to be finally approved by the OCC safety audit team.

53/18. Thames Valley Police (TVP) Report: There has been no update from TVP on Speedwatch. TVP has said that neighbourhoods can't use speed guns as part of the Speedwatch initiative. HSJ will check up on this again. AL will e-mail Steve Hookham to thank him for attending the meeting and to say we are looking forward to his update.

54/18. Neighbourhood Plan (NP): The council discussed the possibility of doing a questionnaire to generate interest and discover what is of interest to residents.

AC raised the issue about whether a Neighbourhood Plan would be of use as much development has already taken place. HSJ indicated he is worried about the open space by the Windmill in terms of developments.

The council took a vote and, by majority vote, resolved not to move forward with a Neighbourhood Plan at this time. HSJ noted that he would be in favor of proceeding with a Neighbourhood Plan.

The council agreed to leave this off of the agenda and raise it again at the December meeting.

55/18. General Data Protection Regulation (GDPR): AL reported that per her e-mails, the law that came into effect on the 25th May 2018 does not require councils to have a Data Protection Officer. AL will now move forward on next steps, using NALC's toolkit. AL will also look to book OALC's course in October.

56/18. Emergency Plan: HSJ had asked if there is an emergency plan policy. AL indicated there isn't, but that OCC had conducted an emergency planning survey in 2017 where the council information on locations that could be used in case of an emergency. AL also indicated there is an e-mail from OCC to update information which AL will submit. The council was happy with these arrangements.

57/18. Planning Applications:

<u>Planning number</u>	<u>Address</u>	<u>Date received</u>	<u>Date comments</u>	<u>Comments</u>
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18/01423/HHD	Wisteria Cottage East End	24/5/18	19/6/18	The Parish Council had no comments on this planning application.

- **S106 agreement monies:** HSJ will circulate the documents he has on this.
- **E-planning:** AL reiterated what she had circulated in an e-mail which is that WODC requests councils do either paper or e-planning. The council resolved to move forward with e-planning and AL will contact Phil Shaw in terms of next steps.

58/18. Open Spaces

- **School Playground lease:** AL reported that she has still not heard back from OCC on this despite several e-mails stating she would. AL will contact LW to see if he can assist.
- **Playground inspection/reports:** PL advised that he has done reports of both playgrounds and e-mailed them to AL. IH will take back the responsibility of reports. AL reported that Rospa will be doing their inspection in July.
- **Cuckamus Green report:** CF reported all was fine with Cuckamus Green.
- **Grass cutting:** AL reported that there have been several reports on grass cutting. The Adventure Playground has now been cut as the contractors have the key. They may do an extra cut to help churn up the longer grass that had been there.

There is a patch of grass at the junction of Windmill Road and Windmill Close that has gotten too long. It is not on the spec to be cut, so the council agreed for AL to contact David Green for him to do as a one off.

The council would also like for David Green to trim the wall around Windmill Field as well as cut an area of Dark Alley. CF will assist with showing David Green and AL exactly where this is.

AL reported that a resident had cut the corner of Park Road and A 4095 and requested reimbursement. The council agreed this would not be possible. AL to contact OCC with regards to the map and cutting schedule.

AL to ask BGG about a cemetery cut.

- **Noticeboards:** AL reported that she has gotten some more details on quote and will put a cost comparison together. She has spoken to the WI and they are happy to review and contribute. It was discussed that perhaps LW would have

some money in his fund and/or a community faculty grant could be sued.

- The issue of school parking was raised. LW is looking into this??

59/18. Finance:

Payments to be authorised

<u>Payee</u>	<u>Item</u>	<u>Cheque number</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>	<u>Date</u>
Came and Company	Insurance premium	102812	789.71	0	789.71	8/6/18
WODC	Adventure Playground cleaning	102813	113.91	22.78	136.69	14/6/18
Allison Leigh	Clerk Salary	102814	440.56	0	440.56	30/6/18
Allison Leigh	Mileage and expenses	102815	45.00	0	45.00	14/6/18
NYLP	Donation	102816	2,000.00	0	2000.00	14/6/18
BGG	Churchyard and Cemetery grass – 5/5 and 12/5	102817	500.00	100.00	600.00	14/6/18
North Leigh War Memorial Hall	Hire 24/5/18	102818	27.30	0	27.30	14/6/18
NLYP	Room hire	102519	20.00	0	20.00	14/6/18
Clean Slate	Donation for 2017/8 and 2018/9	102520	200.00	0	200.00	14/6/18

Receipts since last meeting

<u>Payee</u>	<u>Item</u>	<u>Amount</u>	<u>Date</u>
Edd Frost and Daughters Ltd	Biddle cemetery fees	400.00	18/5/18
Greens Funeral Services	Busby cemetery fees	400.00	18/5/18

Account Balances as of 31/5/18

Community Account
GB50MIDL40470760614815 £25,487.18

Business Money Manager
GB34MIDL40470771294318 £46,302.61

- **Audit update:** AL reported that PWLB had made an error in the statements sent which then needed to be changed on the external audit paperwork. AL has updated the number on the Annual Governance and Accountability return and GM and AL signed it. AL will send and post the audit.
- **Clerk salary increase:** GM reported that a proposed increase of the clerk's salary had been sent from OALC. The council agreed on this pay scale and AL will make the payroll accountant aware, ensuring to cc GM on any e-mails.
- **Clean Slate donation request:** AL reported that the council had agreed to a donation of £100 to Clean Slate in 2017/2018 but did not see a cheque. Another request has come in and AL confirmed that Clean Slate is assisting people in the village. The council agreed to a donation of £100 for 2018/2019 and including last year's as well for a total of £200. AL has included the cheque in the finance report of this meeting.

60/18. Cemetery/ Churchyard:

- **Activity:** AL reported that a burial had taken place.
- **Cemetery gate:** AL is getting a quote for a wooden gate and is looking into a blacksmith for an iron gate.
- **Regulations:** The council agreed to defer this to the next meeting.

61/18. Traffic/Highways Matters/Speedwatch: The issue of potholes was raised.

The council discussed the possibility of continuing Speedwatch, but not capturing the data as this would be acceptable to TVP. The council agreed and AC to contact the council regarding dates.

IH reported that he had not been notified about the speed humps on New Yatt Road by OCC.

62/18. Correspondence:

- **Storm flooding:** It was reported again that there had been drain issues during the storm the week of the 4th June. Cottsway cleared a bit of an area where a resident had had an issue and exposed the pipe. The pipe is still blocked and HSJ contacted Cottsway to resolve the issue
- **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 is going to check with the

football club. Another idea was to store it at New Yatt Business Park. The council will wait to hear from CF and then look to that/further options.

63/18. Matters for report: To raise matters for discussion without decision or items for next meeting: It was reported that the Friends of North Leigh Library have a meeting on the 18th July. AC will attend this meeting.

Date and time of next meetings: Thursday 12th July 2018 at 7.30 pm.

The meeting closed at 10:00pm.

Chairman

Date