



# EYNSHAM PARISH COUNCIL

You are summoned to attend the Parish Council Meeting at 7.30pm on Tuesday 19 January 2021 to be held remotely

## AGENDA & SUMMONS

**Please note:** due to the current Coronavirus measures, the Parish Council will meet remotely via Zoom Meeting ID: <https://us02web.zoom.us/j/84121974425> / Tel 0203 481 5240

1. To receive apologies for absence.
2. To receive Declarations of Interest in agenda items.
3. To approve the minutes of the Parish Council Meeting of 5 January 2021.
4. To approve the minutes of the Traffic Advisory Committee Meeting of 12 January 2021.
5. Public Participation - to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders.
6. To receive correspondence and agree actions.
7. To receive the Clerk's Report.
8. To receive an update on the Nature Recovery Network hedge planting at Old Witney Road Play Area, consider adding Oak trees to the planting scheme and agree actions.
9. To consider the repair or removal of Barnard Gate bus shelter and agree actions.
10. To consider quotes for the Annual Winter Maintenance work.
11. **Communications**
  - (a) To consider the organisation of the Annual Parish Meeting (scheduled 9 March).
  - (b) To receive an update on S106 Projects and Infrastructure consultation so far and agree actions.
  - (c) To consider undertaking a survey on how residents wish the Council to communicate with them.
  - (d) To review the Communications Officer job profile and resolve employment options.
  - (e) To review distribution of [Eynsham Unlocked](#) and the Eynsham Directory and consider re-publication options.
12. **Consultations**
  - (a) To consider a response to [Thames Valley Police's consultation on the future of front counter provision from 2021](#) (closure of counter provision at Witney Police Station). Closing date 31 January.
  - (b) To consider a response to [Thames Valley Police's consultation on Council Tax increase proposals](#). Closing date 20 January.
  - (c) To consider a response to [Oxfordshire County Council's Disabled Persons Parking Places \(West Oxfordshire District Amendment no.14\) consultation for a new bay at 11 Queen Street](#). Closing date 5 February.
  - (d) To consider a response to [Oxfordshire County Council's Street Design Code](#) consultation.
13. **Finance**
  - (a) To approve payment of accounts.
  - (b) To approve bank reconciliation.
  - (c) To review the income and expenditure for the year to date.
14. **Planning matters**
  - (a) To consider planning applications:-
    - (i) [20/03368/HHD](#) - 6 Evans Close - Replacement of existing garden shed/outbuilding.
    - (ii) [20/03391/FUL](#) - Unit 2-3 Stanton Harcourt Road - Erection of single storey office building, plus associated car parking (retrospective) and new vehicular access off internal estate road.

- (b) To review the planning applications log and note recent decisions.
- 15. To receive reports from Councillors representing the Council on outside bodies/ meetings.
- 16. To note dates of the next Parish Council meetings:-
  - (a) Full Council Meeting – 2 February 2021 at 7.30pm.
  - (b) Full Council Meeting – 16 February 2021 at 7.30pm.

*K. Doughty*

Katherine Doughty, Clerk to the Council – 12 January 2021

**Please contact the Clerk if you have concerns regarding accessibility of the meeting venue. The public and press are welcome to attend.**

CLERK: KATHERINE DOUGHTY, 91 Brize Norton Road, Minster Lovell, Witney, Oxford OX29 0SG  
Telephone: 07956 901622 Email: [epc.clerk@eynsham-pc.gov.uk](mailto:epc.clerk@eynsham-pc.gov.uk) Web: [eynsham-pc.gov.uk](http://eynsham-pc.gov.uk)



## Remote Meeting Procedures

From 4 April 2020 until 7 May 2021, Parish Councils have been given provision under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") to hold legal virtual meetings.

This can be via a variety of different platforms – the Parish Council has chosen to use [Zoom](#) in order that the meeting is publicly available. The Clerk will Host the meeting using the Parish Council-paid account.

The meeting will be a formal Parish Council meeting and will be held using the agenda which the Clerk has published. It will be governed by the usual Standing Orders, Financial Regulations, Code of Conduct and associated policies.

A code and link to the virtual meeting will be detailed on the agenda and published on the website in order that the public are able to attend, just as they would be able to attend a meeting in the Bartholomew Room. Attendees will also have the ability to dial in to the meeting via telephone.

Attendees will collect in the Zoom 'waiting room' prior to the meeting and will be admitted by the 'Host'. As the Host, the Clerk will have the ability to mute or remove anyone deemed a nuisance.

All attendees will be set to 'mute' on entry to the meeting and only the Chairman of the meeting will remain unmuted. All other participants, if they wish to speak will be unmuted as directed by the Chairman.

As with meetings in the Bartholomew Room, members of the public will be given the opportunity to speak on agenda items during the public participation session, but will not be permitted to speak at other times, unless invited to do so by the Chairman.

In order to protect participants from malware, the 'chat', file sharing and screen sharing function will be disabled during the meeting. If necessary, the Clerk will display any documents required using the 'share screen' function.

Anyone wanting to speak should raise their hand using 'raise hand' in the options within the Participants section or by waving if they're using a camera so that the Chairman can see.

Where a member has disclosed a Pecuniary Interest or other declaration in an agenda item that requires them to be absent from the meeting for that item, the member will leave the virtual meeting (go to the waiting room) for the duration of the item. Failure to do so would be a breach of the Council's Code of Conduct. At the conclusion of the item, the Chairman/Clerk will ensure that any member who has absented themselves from the meeting has re-joined the meeting before moving to the next agenda item.