



EYNSHAM PARISH COUNCIL

You are summoned to attend the Parish Council Meeting
at 7.30pm on Friday 23 April 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/82407346334> / Tel 0203 481 5237

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 6 April 2021.**
4. **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.**
5. **To receive correspondence and agree actions.**
6. **To receive the Clerk's Report.**
7. **To consider quotes for bus shelter maintenance and agree actions.**
8. **To recommend that footpath 206/4 is extended and to contact the landowner to request permission.**
9. **To consider whether to request polling cards are to be sent by West Oxfordshire District Council for the Parish Council's election.**
10. **Finance.**
 - (a) To approve payment of accounts.
 - (b) To approve bank reconciliation.
 - (c) To review the income and expenditure for the year to date.
 - (d) To consider and approve the Internal Audit Report for financial year 2020/21.
 - (e) To consider and approve the Accounts for the financial year 2020/21.
 - (f) Annual Governance and Accountability Return 2020/21 Part 3:-
 - (i) To consider and approve Section 1 (Annual Governance Statement 2020/21).
 - (ii) To consider and approve Section 2 (Accounting Statements).
 - (iii) To note the exercise of public rights period 2 June – 14 July 2021.
 - (g) To consider quotes for the Council's insurance.
11. **Planning matters.**
 - (a) To consider planning applications:-
 - (i) [21/00730/FUL](#) - Five Elms Farm, Old Witney Road - Erection of three dwellings and a detached double garage with associated works. Demolition of Existing Pool Building.
 - (ii) [21/00773/HHD](#) - 30 Dovehouse Close - Replace existing boundary wall with new 2m high close boarded fencing in revised position.
 - (iii) To review the planning applications log and note recent decisions.
12. **To receive reports from Councillors representing the Council on outside bodies/meetings.**
13. **To note dates of the next Parish Council meetings:-**
 - (a) Annual Meeting of the Parish Council – 4 May at 7.30pm.

At the conclusion of this part of the meeting, the Chairman will move that, considering the confidential nature of the business to be discussed, the public, press and broadcast media be excluded for the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.
14. **To determine the allotment lease at Witney Road and agree actions.**
15. **To note Andrew Bird Associates Bartholomew Room report and agree actions.**

K. Doughty

Katherine Doughty, Clerk to the Council – 19 April 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 Web: 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.