



EYNSHAM PARISH COUNCIL

Annual Parish Council Meeting
held remotely at 7.30pm
on Tuesday 4 May 2021

MINUTES

Councillors Present – Cllr N Relph (Chairman), Cllr S Brown, Cllr M Chen, Cllr K Crowe, Cllr R Macken, Cllr A Mosson, Cllr S Osborne, Cllr C Rylett, Cllr F Zealley and Cllr M Zumbuhl.

Also in Attendance – Clerk to the Council and Responsible Financial Officer/Deputy Clerk. There were four members of the public present.

21/74 Election of Chair – Cllr Relph was elected as Chair for 2021/22. The Acceptance of Office form was signed and witnessed.

21/75 Election of Vice-Chair – Cllr Macken was elected as Vice-Chair for 2021/22. The Acceptance of Office form was signed and witnessed.

21/76 To receive apologies for absence – None.

21/77 To receive Declarations of Interest in agenda items – None.

21/78 To confirm the minutes of the Parish Council meeting of 23 April 2021 - It was **RESOLVED** that the minutes were signed as a true record.

21/79 Public Participation – None

21/80 To review delegation arrangements to committees and staff - It was **RESOLVED** to approve the document.

21/74 To consider the terms of reference for new committees and agree actions – It was **RESOLVED** to approve the terms of reference for the following new committees:-

- (a) Finance & General Purposes.
- (b) Planning.
- (c) Amenities & Estates.
- (d) Senior.

21/81 To resolve appointment of new committees and memberships – It was **RESOLVED** to appoint the following new committees and memberships:-

- (a) Finance & General Purposes – Cllr Relph (Chairman), Cllr Brown, Cllr Knight, Cllr Macken, Cllr Mosson, Cllr Zealley.
- (b) Planning – Cllr Knight (Chairman), Cllr Macken, Cllr Mosson, Cllr Relph, Cllr Zumbuhl.
- (c) Amenities & Estates – Cllr Macken (Chairman), Cllr Brown, Cllr Chen, Cllr Crowe, Cllr Osborne, Cllr Relph, Cllr Rylett, Cllr Zealley, Cllr Zumbuhl,
- (d) Senior – Cllr Relph, (Chairman), Cllr Brown, Cllr Macken, Cllr Mosson, Cllr Osborne.

21/82 To approve the dissolution of the Traffic Advisory Committee – It was **RESOLVED** to dissolve the Traffic Advisory Committee. All traffic issues are to be considered by Full Council.

21/83 To resolve the agenda structure for future meetings – It was **RESOLVED** to extend public participation to 15 minutes; to permit items unrelated to the agenda and to include agenda items for District and County Councillor reports.

21/84 Review and adoption of appropriate standing orders and financial regulations – Standing Orders were amended at 3 (e) and (f) to reflect agenda item 21/83. It was **RESOLVED** to approve the Standing Orders (amended) and Financial Regulations (unchanged).

21/85 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses – It was **RESOLVED** to approve the report.

21/86 Review of representation on or with external bodies and arrangements for reporting back – The following members were appointed:-

- (a) Allotment Association (1 member) - Cllr Osborne.
- (b) Oxfordshire Association of Local Councils (1 member) - Cllr Relph.
- (c) Worton Farm Liaison (1 member) - Cllr Rylett.
- (d) Playing Fields Management Committee (2 members) - Cllr Brown & Cllr Osborne.
- (e) Public Transport Representative (1 member) – Unappointed.
- (f) Village Hall Management (2 members) - Cllr Brown & Cllr Crowe.
- (g) Broadband Champion (1 member) - Cllr Relph.
- (h) RAF Brize Norton Liaison Group (1 member) - Cllr Macken.
- (i) Eynsham Charities (3 members) - Cllr Mosson, Cllr Relph & Cllr Rylett.
- (j) Pavilion Alarm responders (2 members) - Cllr Knight & Cllr Ross Macken.
- (k) Eynsham Community Primary School Youth Council (3 members) – Cllr Chen, Cllr Crowe, & Cllr Zealley.

21/87 Review of inventory of land and other assets including buildings and office equipment – Clerk is to query the ownership/licence arrangements of the bus shelters. Wharf Stream Way signage and the Abbey cairns are to be included (where appropriate). Duplications and trophies are to be removed. It was **RESOLVED** that the Asset Register is approved subject to the amendments.

21/88 Confirmation of arrangements for insurance cover in respect of all insurable risks – It was **RESOLVED** that appropriate insurance cover is in place.

21/89 Review of the Council's and/or staff subscriptions to other bodies – It was **RESOLVED** that the summary document is approved.

21/90 Review of the Council's complaints procedure – It was **RESOLVED** that the policy was approved subject to inclusion of reference to the Local Government & Social Care Ombudsman.

21/91 Review of the Council's policies – It was **RESOLVED** that the policies were approved subject to updating the Public Participation Policy as per agenda item 21/83.

- (a) Climate Change Policy.
- (b) Complaints Policy.
- (c) General Data Protection Regulation Policies.
- (d) Grant Aid Policy.
- (e) Investment Strategy.
- (f) Media Policy.
- (g) Public Participation Policy (updated).
- (h) Use of The Square for Political Canvassing on Saturdays Policy.
- (i) Remote Meeting Procedures.
- (j) Public Engagement Policy.
- (k) Equality & Diversity Policy.
- (l) Memorial Policy.
- (m) Training & Development Policy (new). It was recommended that a new policy is drafted for Working Group members on similar principles.

21/92 Review of the Council's expenditure incurred under General Power of Competence – It was **RESOLVED** that the summary document is approved.

21/93 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council – It was **RESOLVED** that the circulated schedule of meetings is approved. Meetings will take place in the Village Hall with immediate effect.

21/94 To consider appointing a charity for financial contributions and public awareness – It was **RESOLVED** to appoint Eynsham Consolidated Charities to receive any donations made to the Council. Clerk is to contact the Secretary accordingly.

Other Council business transacted:-

21/95 To note the resignation of Cllr Gordon Beach – Cllr Beach's resignation was noted.

21/96 Finance.

- (a) To approve payment of accounts - It was **RESOLVED** to pay the accounts as presented. Appendix A refers.
- (b) To approve bank reconciliation - It was **RESOLVED** to approve the bank reconciliation.
- (c) To review the income and expenditure for the year to date – The financial information was reviewed and noted. A review of the Bartholomew Room Refurbishment Project and its finances is to be scheduled for the next Finance & General Purposes Committee.

21/97 Planning.

- (a) To consider planning applications 21/01235/FUL - Construction of temporary canteen building with link to main factory building - Siemens Magnet Technology Ltd, Wharf Road. No objection.
- (b) To note the Ministry for Housing, Communities & Local Government's decision to not call-in Oxfordshire County Council's A40 planning application ref. R3.0057/19 and consider whether to raise concerns with its Monitoring Officer. It was **RESOLVED** to raise concerns relating to process and conduct with the Monitoring Officer.
- (c) To note that Examination of Salt Cross Garden Village Area Action Plan (AAP) is scheduled to commence on 28 June 2021 to be held virtually. Noted
- (d) To consider whether the Council wish to speak at Hearing sessions and agree actions – It was **RESOLVED** to make representation at the sessions. Cllr Rylett, Cllr Zumbuhl and Cllr Knight are to draft points. Councillors are to liaise with GreenTEA and EPIC on the points to be raised, for an associated approach.

The meeting closed at 9.08pm.

**Schedule of Payments for approval at the Annual Parish Council Meeting
4th May 2021**

PAYEE	INFORMATION	£
UBICO LTD	PLAY AREA & STREETCLEAN - MARCH	930.00
PARISH ONLINE	ANNUAL FEE	200.00
ANDREW BIRD ASSOCIATES	ASSESSMENT FEE	204.00
WHITES CLEANING COMPANY	CLEANING -12 TH APRIL	42.12

Please refer to the Cashbook file for all transactions in the previous month and the Nominal Ledger for all transactions in the current financial year.