



# EYNESHAM PARISH COUNCIL

Parish Council Meeting  
held at Eynsham Village Hall, 7.30pm  
on Tuesday 7 September 2021

## MINUTES

**Councillors Present** – Cllr N Relph (Chairman), Cllr K Crowe Cllr T Crowley, Cllr D Knight, Cllr R Macken, Cllr A Mosson, Cllr S Osborne, Cllr N Victory and Cllr M Zumbuhl.

Also in Attendance – Clerk to the Council, Deputy Clerk and three members of the public were present.

**21/141 To receive apologies for absence** – Cllr S Brown, Cllr M Chen, Cllr C Rylett and Cllr F Zealley.

**21/142 To receive Declarations of Interest in agenda items** – Cllr Macken declared an interest in agenda item 21/145 and abstained from the resolution.

**21/143 To approve the minutes of the Parish Council Meeting of 6 July 2021** - It was **RESOLVED** that the minutes were signed as a true record.

**21/144 To approve the following meeting minutes and note the delegated decisions contained therein:-**

- (a) Amenities & Estates Committee - 13 July 2021.
- (b) Planning Committee - 20 July 2021.
- (c) Extra Finance & General Purposes Committee - 27 July 2021.
- (d) Planning Committee – 24 August 2021.

It was **RESOLVED** that all meeting minutes were signed as a true record and the delegated decisions were noted.

**21/145 To approve the minutes of the Eynsham Traffic Working Group meetings of 27 July and 24 August 2021 and consider the recommendations contained therein** – Cllr Macken declared an interest in the recommendations contained in the minutes (21/T6 of 27 July 2021) and abstained from the resolution. It was **RESOLVED** to approve the minutes and the recommendations contained therein.

**21/146 Public Participation - to receive submissions from members of the public** – A member of the public discussed their artwork installation project proposal (21/155 below refers).

**21/147 To receive an update report from Eynsham’s West Oxfordshire District Councillors** – Cllr Levy was welcomed to the meeting. A recent West Eynsham Strategic Development Area (SDA) Liaison Meeting was discussed. It was felt that West Oxfordshire District Council (WODC) should produce an appropriate masterplan for the area. Noted that the shirt race is being held on 2 October with road closures. The South Leigh Solar Farm is on hold due to land ownership issues.

**21/148 To receive an update report from Eynsham’s Oxfordshire County Councillor** – The A40 work is ongoing albeit there is a short delay due to Oxford North development implications.

**21/149 Communications.**

- (a) To consider the purchase of visibility items – It was **RESOLVED** to purchase ID cards, lanyards, hi-viz vests and nameplates.
- (b) To receive a report on communication channels with the community, consider recommendations and agree actions. It was **RESOLVED** to:-
  - (i) Create Council Twitter and Facebook accounts with direct messaging and one way communications, for review in 6 months’ time. The Council’s website is to remain the lead communication platform which social media should refer to.

- (ii) Purchase a double page spread in each Eynsham News at a cost of £150 per issue. Clerk and Communications Officer is to clarify whether the arrangement is a business or sponsorship arrangement.
- (iii) Produce a monthly e-newsletter with regular readership reviews.
- (iv) To more comprehensively use the website. Councillor profiles to provide relevant business information and content to consistently have ID branding.
- (v) Councillors to undertake Saturday engagement activities at various locations. Communications Officer is to help co-ordinate/oversee.
- (vi) Engage with Bartholomew School to set up a Youth Council and/or assist with school activities, eg work experience, play area surveys, sixth form projects. Liaison with extra curricular activity providers is to be considered.
- (vii) Councillors are to engage with more village organisations. Communications Officer is to draft a list of organisations that members do not currently engage with, for consideration.
- (viii) Set up a Digital Skills Workshop with the assistance of a partnership provider in collaboration with the Repair Café.
- (ix) Organise a Parish Meeting at the end of October to receive feedback on the Council's draft Strategic Plan and other engagement activities.
- (c) To consider the adoption of a Social Media Policy - It was **RESOLVED** to approve the policy.
- (d) To note that Councillor communication requests are to be co-ordinated through the Clerk – To prevent the Communications Officer being over-committed and for monitoring purposes, members noted to communicate with the Clerk.

**21/150 To resolve the Council's corporate position regarding the Salt Cross Garden Village Area Action Plan/West Eynsham Strategic Development Area and proposed media coverage** – The proposal was outlined and it was felt the current time wasn't appropriate. It was **RESOLVED** not to proceed, but instead, support community groups with the media coverage.

**21/151 Planning.**

- (a) With reference to [Planning Committee meeting minutes of 24 August 2021 ref. 21/P29 ii](#), the Clerk is delegated authority to obtain legal advice (in liaison with the Chair) up to a maximum cost of £2000 and the task is prioritised – It was **RESOLVED** that legal advice is sought up to a cost of £2000 in liaison with the Chair, regarding compliance by WODC with the Neighbourhood Plan Policy 12A and the task is prioritised.
- (b) To consider planning applications:-

Reference	Address	Proposal
<a href="#">21/02781/FUL</a>	Twelve Acre Farm, Chilbridge Road	Erection of an agricultural building. No objection to the proposal
<a href="#">21/02873/HHD</a>	25 Queen Street	Proposed single and double storey rear extension. No objection to the application if the Conservation Officer is content with proposed materials/quality.

**21/152 Finance.**

- (a) To approve payment of accounts – It was **RESOLVED** to pay the accounts as presented. Appendix B refers.
- (b) To approve bank reconciliation – It was **RESOLVED** to approve the bank reconciliation.
- (c) To review the income and expenditure – Reports previously circulated were noted. Clerk is to check why the grass verges/maintenance costs are low.

**21/153 To receive correspondence and agree actions.**

- (a) Lieutenancy Office - Queen's Platinum Jubilee week 2-5 June 2022 – It was **RESOLVED** to offer small grants for street closure administration costs.
- (b) Resident – Double yellow lines on south side of Acre End Street (from The Swan) – Proposal is to be considered when other lining requirements are reviewed.

- (c) OCC Winter Service – It was **RESOLVED** not to request any salt or new bins.
- (d) WODC – Womens Cycle tour 4 October – Clerk is to refer to Bikesafe (B4044 Path) for appropriate action along the route.
- (e) Residents – Eynsham to Botley Cyclepath – Clerk to respond with supporting comments.
- (f) Oxfordshire Play Association – Event report – The report was noted. Clerk is to pass on the Council’s appreciation and ascertain whether 2 events per year can be provided in the future.
- (g) Witney Oxfordshire Transport Group – News update. The report was noted. The Council look forward to receiving an update on the engineering route options work.
- (h) 20mph Project – Emails with varying levels of support – The Eynsham Traffic Working Group is to consider the correspondence and respond directly going forward.
- (i) Complaint from resident – Mud left on the road by Thames Water. Clerk is to report the mud left on the road at Back Lane to Thames Water for clearance.

**21/154 To receive the Clerk’s Report and agree actions** – Clerk is to check the weedkilling service.

**21/155 To consider a Project Appraisal for an artwork installation of ‘Mr Whale II’ at the Fishponds** – The artist responded to queries raised by Councillors. It was noted that the artwork weighs c.60kg; it will be suspended 6m above the ground using catenary wires and will be checked daily once installed. It was **RESOLVED** to approve the project. Clerk is to note the tree identification numbers used and cross check with the tree survey report.

**21/156 To consider amending the Scheme of Delegation to delegate authority to the Clerk (in liaison with Councillors) for Project Appraisal applications** – It was **RESOLVED** to amend the Scheme of Delegation as proposed for occasions of urgency. The Council will otherwise continue to consider applications.

**21/157 To agree participation at the Great Big Green Week, resolve subject displays, display equipment and attendance** – It was **RESOLVED** that Councillors Macken and Crowley will participate on the subjects of the 20mph scheme, Councillor recruitment and the ‘green wheel.’ Equipment needs will be assessed and proposals submitted for future displays.

**21/158 To resolve to be a member of the Oxfordshire Neighbourhood Plan Alliance** – It was **RESOLVED** to become a member of the Oxfordshire Neighbourhood Plan Alliance.

**21/159 To resolve Cllr Nolan Victory’s committee membership** – It was **RESOLVED** to appoint Cllr Nolan Victory to the Amenities & Estates Committee.

**21/160 To consider a request by GreenTEA that a Councillor is formally appointed as a representative** – It was **RESOLVED** to appoint Cllr Macken as a Council representative for GreenTEA.

**21/161 To consider a request by Eynsham Museum and Heritage Centre that a Councillor is formally appointed as a representative and Trustee** - It was **RESOLVED** to appoint Cllr Mosson as a Council representative for the Eynsham Museum and Heritage Centre.

**21/162 To consider a replacement Trustee to Eynsham Consolidated Charities** – It was **RESOLVED** to appoint Jane Osborne to Eynsham Consolidated Charities for a 4 year period.

**21/163 To receive reports from Councillors representing the Council on outside bodies/meetings** – Cllr Relph met with Community First Oxfordshire regarding compliance with the Eynsham Neighbourhood Plan and its revision. Cllr Relph attended a West Eynsham SDA Liaison Group meeting with developers and met with Freeland Parish Council and Cllr Macken regarding the Neighbourhood Plan creation process.

**21/164 To note dates of the next Parish Council meetings (at 7.30pm in the Village Hall unless otherwise specified):-**

- (a) Amenities & Estates Committee meeting – 14 September 2021.
- (b) Eynsham Traffic Working Group – 21 September 2021 – 6.45pm.
- (c) Planning Committee meeting – 28 September 2021.
- (d) Full Council meeting – 5 October 2021.

The meeting closed at 9.57pm.

**Schedule of Payments for approval at the Parish Council Meeting  
7<sup>th</sup> September 2021 – Revised**

PAYEE	INFORMATION	£
KATHERINE DOUGHTY	MILEAGE + EXPENSES	659.71
SARAH REES	MILEAGE	44.64
MICROSHADE BUSINESS	OMEGA HOSTING – JULY	68.40
MICROSHADE BUSINESS	OMEGA HOSTING – AUG	68.40
PELLMANS SOLICITORS	LAND REGISTRY – BARTHOLOMEW RM	567.00
ROSPA PLAY SAFETY	ANNUAL INSPECTION	505.20
McCRACKEN & SON LTD	GRASSCUTTING	725.26
McCRACKEN & SON LTD	GRASSCUTTING	657.25
WHITES CLEANING COMPANY	PAVILION CLEANING	168.48
WHITES CLEANING COMPANY	PAVILION CLEANING	147.42
VIKING	STATIONERY	76.38
WODC	BARTHOLOMEW RATES	286.56
UBICO LTD	PLAYAREA+STREETCLEAN- JUNE	900.00
UBICO LTD	PLAYAREA+STREETCLEAN – JULY	930.00
UBICO	EMPTY LIT BIN-BIT RD – JULY	36.83
UBICO	EMPTY LIT BIN-BIT RD – AUG	36.83
SETON	RUBBER TOPPED CABLE MATS	83.98
SAFETY SIGNS	NO HORSES SIGNS	19.14
ROSS MACKEN	KEY – VEHICLE GATE	4.95
LEYS LONGDEN	CONTRACT ADMINISTRATOR – BAR	2400.00
INSIDE OUT	EXTERNAL + INTERNAL WORKS -BAR	68400.00
OXFORD SECURITY SERVICES	PLAYING FILED LOCK UP – JUNE	708.00
OXFORD SECURITY SERVICES	PLAYING FIELD LOCK UP - JULY	672.00
EXTERNITURE	BUS SHELTER REPAIR	2874.00
LEYS LONGDEN	CONTRACT ADMINISTRATOR – BAR	1500.00
INSIDE OUT	EXTERNAL + INTERNAL WORKS - BAR	38880.00
OXFORD SECURITY SERVICES	PLAYING FIELD LOCK UP - AUGUST	672.00
JENKS	TREE WORK – SURVEY REPORT WORK	1404.00

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.