



EYNESHAM PARISH COUNCIL

Parish Council Meeting held at
Eynsham Village Hall and remotely by M.Teams,
7.30pm on Tuesday 24 May 2022

MINUTES

Councillors Present – Cllr R Macken (Chair), Cllr M Chen, Cllr K Crowe, Cllr T Crowley, Cllr D Knight, Cllr A Mosson and Cllr N Victory. Also in attendance – Clerk to the Council and one member of the public.

Also in attendance remotely – Responsible Financial Officer, Deputy Clerk and Cllr C Rylett.

22/64 Election of Chair – Cllr Macken was elected as Chair for 2022/23. The Acceptance of Office form was signed and witnessed.

22/65 Election of Vice-Chair – Cllr Knight was elected as Vice-Chair for 2022/23. The Acceptance of Office form was signed and witnessed.

22/66 To receive apologies for absence – Cllr Brown, Cllr Osborne and Cllr Zumbuhl.

22/67 To receive Declarations of Interest in agenda items – None received.

22/68 To confirm the accuracy of the minutes of the Full Council meeting for 5 April 2022 - It was **RESOLVED** that the minutes were signed as a true record.

22/69 To approve the following meeting minutes and note the delegated decisions contained therein. It was **RESOLVED** that the minutes were signed as a true record and delegated decisions were noted.

(a) Planning Committee – 19 April 2022.

(b) Amenities & Estates Committee – 3 May 2022.

22/70 Public Participation – to receive submissions from members of the public in accordance with the Council’s Code of Conduct and Standing Orders – District/County Councillor Dan Levy provided an update report. Oxfordshire County Council (OCC) has had a reshuffle with changes including Adult Social Care and Highways. Cllr Levy is the County Cycling Champion and will be working on cycling schemes for the area with a £10m Government grant. West Oxfordshire District Council (WODC) is now led by an alliance of Liberal Democrats, Labour and Green party members after 20 years of Conservative administration. Cllr Rylett (also Parish Councillor) is the cabinet member for Strategic Development. Cllr Levy is a cabinet member for Finance. It was noted that there are plans to make meetings more open and accessible to the public. District Cllr Andy Goodwin is now on the Lowlands Planning Sub-Committee. Parish Councillors queried on-street parking enforcement services which are reverting back to OCC from WODC and a cycle lane to Botley. Clarification is needed on who is able to enforce what.

22/71 To review delegation arrangements to committees and staff - It was **RESOLVED** to amend the document to read ‘The Council’s Scheme of Delegation authorises the Clerk to the Council (or in their absence, Deputy Clerk or in their absence, the Responsible Finance Officer) to act with delegated authority in the specific circumstances detailed.’

22/72 To review the Terms of Reference for standing committees and agree actions.

(a) Finance & General Purposes.

(b) Planning.

(c) Amenities & Estates.

(d) Senior.

(e) Traffic Working Group.

It was **RESOLVED** to make no amendments to the Terms of Reference documents.

22/73 To resolve appointment of members to existing committees.

Committee	2021/22 Members	2022/23 Members
(a) Finance & General Purposes	Chair (and Chair of the Council) – Cllr Nick Relph* Vice Chair (and Vice Chair of the Council) – Cllr Ross Macken* Cllr Sue Brown Cllr David Knight Cllr Andy Mosson Cllr Francis Zealley	Chair (and Chair of the Council) – Cllr Ross Macken* Vice Chair (and Vice Chair of the Council) – Cllr David Knight* Cllr Sue Brown Cllr Tricia Crowley Cllr Andy Mosson
(b) Planning	Chair – Cllr Mark Zumbuhl Vice Chair – Cllr David Knight Cllr Ross Macken* Cllr Andy Mosson Cllr Nick Relph*	Chair – Cllr David Knight* Vice Chair – ** Cllr Katy Crowe Cllr Tricia Crowley Cllr Ross Macken* Cllr Andy Mosson
(c) Amenities & Estates	Chair – Cllr Ross Macken* Vice Chair – Cllr Sue Osborne Cllr Sue Brown Cllr Milly Chen Cllr Kate Crowe Cllr Nick Relph* Cllr Carl Rylett Cllr Nolan Victory Cllr Francis Zealley Cllr Mark Zumbuhl	Chair – ** Vice Chair – ** Cllr Sue Brown Cllr Milly Chen Cllr Kate Crowe Cllr David Knight* Cllr Ross Macken* Cllr Sue Osborne Cllr Carl Rylett Cllr Nolan Victory
(d) Senior	Chair – Cllr Nick Relph* Vice Chair – Cllr Ross Macken* Cllr Sue Brown Cllr Andy Mosson Cllr Sue Osborne	Chair – ** Vice Chair – ** Committee is formed from Chairs and Vice Chairs of committees.
(e) Traffic Working Group	Chair – Cllr Ross Macken Vice Chair – Not appointed Cllr Tricia Crowley Cllr Sue Osborne Sophia Vernon (co-opted) Judy Reid (co-opted)	Chair – ** Vice Chair – ** Cllr Tricia Crowley Cllr Ross Macken Cllr Sue Osborne Sophia Vernon (to be co-opted)
* Ex-officio members. ** To be elected at the first meeting.		

22/74 Appointment of any new committees in accordance with standing order 4 – Youth

Council Steering Group – It was **RESOLVED** to approve the Terms of Reference and appoint Cllr Carl Rylett (Chair), Cllr Milly Chen, Cllr Nolan Victory and Cllr Katy Crowe as members. Terms of Reference for the Youth Council are to be drafted in due course. The Deputy Clerk is to clerk the meetings.

22/75 To review and adopt Financial Regulations (no amendments proposed) – It was **RESOLVED** to approve the Financial Regulations.

22/76 To review and adopt Standing Orders ((18 (f) updated and 18 (g) removed) – It was **RESOLVED** to approve the updated Standing Orders. Clerk is to provide details of all information that is specific to the Council.

22/77 To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses – It was **RESOLVED** to approve the report.

22/78 To review representation on or with external bodies and arrangements for reporting back.

	2021/22	2022/23
(a) Allotment Association (1 member).	Cllr Sue Osborne	Cllr Sue Osborne (subject to confirmation) or Cllr Nolan Victory
(b) Oxfordshire Association of Local Councils (1 member).	Cllr Nick Relph	Cllr Ross Macken
(c) Worton Farm Liaison (1 member).	Cllr Carl Rylett	Cllr Carl Rylett (Clerk is to ask if they still need a member)
(d) Playing Fields Management Committee (2 members).	Cllr Sue Brown Cllr Sue Osborne	Cllr Sue Brown Cllr Sue Osborne
(e) Public Transport Representative (1 member).	Cllr Tricia Crowley	Cllr Tricia Crowley
(f) Village Hall Management (2 members).	Cllr Sue Brown Cllr Katy Crowe	Cllr Sue Brown Cllr Katy Crowe
(g) Broadband Champion (1 member).	Cllr Nick Relph	It was RESOLVED to discontinue this role.
(h) RAF Brize Norton Liaison Group (1 member).	Cllr Ross Macken	Cllr Ross Macken
(i) Eynsham Charities (1 member).	Cllr Carl Rylett Cllr Nick Relph Cllr Andy Mosson	These are Trustee positions and therefore not appropriate for this meeting.
(j) Pavilion Alarm responders (2 members).	Cllr Ross Macken Oxford Security Services	Cllr Ross Macken Oxford Security Services
(k) Eynsham Community Primary School Youth Council.	Cllr Milly Chen Cllr Katy Crowe Cllr Francis Zealley	Cllr Milly Chen Cllr Katy Crowe Cllr Carl Rylett
(l) GreenTEA (2 members)	Cllr Ross Macken	Cllr Milly Chen Cllr Tricia Crowley
(m) Eynsham Museum & Heritage Centre	Cllr Andy Mosson	This is a Trustee position and therefore not appropriate for this meeting.

It was agreed to invite other community groups to consider requesting Councillor representation.

22/79 Review of inventory of land and other assets including buildings and office equipment – TV and refreshment equipment is to be moved from the Bartholomew Room to the Village Hall. Clerk's laptop information is to be updated. The Asset Register was otherwise approved.

22/80 Confirmation of arrangements for insurance cover in respect of all insurable risks –

Clerk provided confirmation of the Council's insurance cover.

22/81 Review of the Council's and/or staff subscriptions to other bodies - It was **RESOLVED** to approve the report.

22/82 Review of the Council's policies.

- (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.
- (h) Use of The Square for Political Canvassing on Saturdays Policy.
- (i) Remote Meeting Procedures – It was **RESOLVED** to delete this policy.
- (j) Public Engagement Policy – It was **RESOLVED** to update this policy to include reference to the availability of hybrid meeting access.
- (k) Equality & Diversity Policy.
- (l) Memorial Policy.
- (m) Training & Development Policy – It was **RESOLVED** to create a budget for Councillor training separate from employee training.
- (n) Grievance Policy.
- (o) Disciplinary Policy.
- (p) Social Media Policy – It was **RESOLVED** to update the policy to consider ethics of those providing the social media platforms.

All policies remain unchanged unless otherwise indicated.

22/83 Review of the Council's expenditure incurred under General Power of Competence –

The report was noted.

22/84 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** to approve the schedule of meetings for the forthcoming year.

Other Council business to be transacted:-

22/85 To note the resignation of Cllr Nick Relph and Cllr Francis Zealley and agree actions – It was noted that the Council is able to co-opt to fill Cllr Zealley's seat. Cllr Relph's resignation was noted and vacancy notices are displayed on noticeboards. Members discussed the need for new Councillors and it was agreed to hold a 'co-option surgery' at The Square. Clerk is to work with the Communications Officer on display material. Members are also to consider recommending being a Councillor to residents.

22/86 To resolve to apply for a NALC Quality Award at a cost of £50 – It was **RESOLVED** to apply for a National Association of Local Councils Foundation Quality Award.

22/87 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 be advised of income and expenditure - Reports previously circulated were noted.

22/88 Audit

- (a) To consider and note the Internal Audit Report for financial year 2021-22 – The Clerk presented the Internal Audit Report. No issues have been raised by the Internal Auditor. The Responsible Finance Officer and Clerk were thanked for their work in this respect.
- (b) To consider and approve the Accounts for the financial year 2021-22 - It was **RESOLVED** that the Accounts are approved.

- (c) To receive, approve and sign the Consolidated bank statement 31st March 2022 – It was **RESOLVED** to approve and sign the statement.

22/89 Annual Governance and Accountability Return 2021-22

- (a) To consider and approve Section 1 (Annual Governance Statement 2021-22) – It was **RESOLVED** to approve Section 1 of the AGAR.
- (b) To consider and approve Section 2 (Accounting Statements) – It was **RESOLVED** to approve Section 2 of the AGAR.
- (c) Period of Public Rights 2021-22 – It was noted that the Period of Public Rights will commence on 23rd June 2022 for 30 working days.

EXCLUSION OF THE PUBLIC AND PRESS: At the conclusion of this part of the agenda, the Chairman moved 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.

22/90 Finance & General Purposes Committee – 10 May 2022.

- (a) To confirm the accuracy of the minutes and note the delegated decisions contained therein - It was **RESOLVED** that the minutes were signed as a true record. Standing Orders were suspending to allow the meeting to exceed a duration of 2.5 hours.
- (b) To consider the recommendation from the Finance & General Purposes Committee that a lease is entered into, in principle – The Clerk's report was noted and queries raised. It was unanimously **RESOLVED** to enter into an agreement as proposed.

The meeting closed at 10.10pm.

**Schedule of Payments for approval at the Annual Parish Council Meeting
24th May 2022**

PAYEE	INFORMATION	£
LOWE & OLIVER	PA TESTING	134.40
BHIB INSURANCE	ANNUAL INSURANCE	2054.52
WODC	ANNUAL RATES-BARTHOLOMEW RM	561.37
WODC	ELECTIONS – PARISH COUNCIL 2021	53.05
WHITES CLEANING	CONTRACT CLEAN – FEB/MAR	189.54
WHITES CLEANING	CONTRACT CLEAN – MAR/APR	358.02
WHITES CLEANING	CONTRACT CLEAN – VARIOUS	358.02
OXFORD SECURITY SERVICES	LOCK UP GATE – PAVILION – MARCH	1008.00
OXFORD SECURITY SERVICES	LOCK UP GATE – PAVILION – APRIL	1152.00
PIPER HEATING LTD	SERVICE WATER HEATERS – PAVILION	294.67
PUMPKIN PIP	WEBSITE SPLIT/IMPROVEMENTS	1825.00
PUMPKIN PIP	WEBSITE HOSTING/RENEWAL	478.00
OALC	EMPLOYMENT TRAINING DK & SB	132.00
OALC	CHARITY LAW TRAINING KD & RJ	264.00
NALC	LOCAL COUNCILS AWARD SCHEME	60.00
EYNSHAM NEWS	FEB/APR/JUN EDITIONS	450.00
CLOUDY IT	IT SUPPORT – MAY	444.48
CLOUDY IT	IT SUPPORT – APRIL	458.52
AUDITING SOLUTIONS	INTERNAL AUDIT 2021-22	552.00
VIKING	STATIONERY	332.66
K DOUGHTY	EXPENSES FEB-MAY22	245.82

**REMAINING 2022-23 GRANTS/PAYMENT MADE UNDER GENERAL POWER OF
COMPETENCE:-**

EYNSHAM CONSOLIDATED CHARITIES	DONATIONS	250.00
OXFORDSHIRE PLAY ASSOCIATION	GRANT 2022-23	1000.00
EYNSHAM VILLAGE SHOW	GRANT 2022-23	250.00
FIRST AND LAST MILE	GRANT 2022-23	500.00

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.