



# EYNESHAM PARISH COUNCIL

Parish Council Meeting held at  
Eynsham Village Hall and remotely by M.Teams,  
7.30pm on Tuesday 27 September 2022

## MINUTES

**Councillors Present** – Cllr R Macken (Chair), Cllr S Brown, Cllr M Chen, Cllr K Crowe, Cllr D Knight, Cllr S Osborne, Cllr A Partlett, Cllr B Partlett, Cllr C Rylett and Cllr N Victory. Also in attendance – Clerk to the Council and three members of the public.

Also in attendance remotely – Deputy Clerk.

The Chairman opened the meeting by thanking Cllr Crowley, the Traffic Working Group and the Clerk for implementation of the 20mph scheme which has been progressed over many years.

**22/109 To receive apologies for absence** – Cllr T Crowley and Cllr A Mosson.

**22/110 To receive Declarations of Interest in agenda items** – Cllr Macken re item 22/123.

**22/111 To approve the following meeting minutes and note the delegated decisions contained therein:-**

- (a) It was **RESOLVED** to approve and sign as a true record the minutes of the Parish Council Meeting of 21 June 2022.
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the Amenities & Estates Committee meeting of 22 August 2022 and note the delegated decisions contained therein.
- (c) It was **RESOLVED** to approve and sign as a true record the minutes of the Planning Committee meeting of 26 July 2022 and note the delegated decisions contained therein.
- (d) It was **RESOLVED** to approve and sign as a true record the minutes of the Planning Committee meeting of 23 August 2022 and note the delegated decisions contained therein.
- (e) It was **RESOLVED** to approve and sign as a true record the minutes of the Extra Finance & General Purposes Committee of 6 September 2022 and note the delegated decisions contained therein.

**22/112 Co-option to the Council - The Local Elections (Parishes and Communities) (England and Wales) Rules 2006 s5**

- (a) Ann Partlett introduced herself to the Council. It was **RESOLVED** to co-opt Ann to the Council and a Declaration of Acceptance of Office form was signed and witnessed by the Clerk. Cllr Partlett joined the meeting.
- (b) Beth Partlett introduced herself to the Council. It was **RESOLVED** to co-opt Beth to the Council and a Declaration of Acceptance of Office form was signed and witnessed by the Clerk. Cllr Partlett joined the meeting.

**22/113 Public Participation - to receive submissions from members of the public** – None.

**22/114 To receive an update report from Eynsham's West Oxfordshire District Councillors and Oxfordshire County Councillor** – District Cllr Andy Goodwin reported that the [Salt Cross Garden Village Area Action Plan \(AAP\) \(Main Modifications\) consultation](#) had opened and the Inspector will make his decision based on the feedback received, particularly on the currently-proposed watering-down of Policy 2 Net Zero. The Parish Council's press release on this subject, was published in the Oxford Mail. West Oxfordshire District Council (WODC) is unusually considering making a submission of its own to the consultation. A letter to Robert Courts MP was sent on 23 September raising concern about Policy 2 – a reply is awaited.

WODC Local Plan 2041 is out for (high level) consultation. County Cllr Dan Levy reported that as well as the AAP and forthcoming Oxfordshire County Council (OCC) budget consultations, other consultations are currently ongoing for the A40 and Central Oxfordshire Transport Strategy. No response had been received from OCC on the difficulties experienced in understanding the A40 planning application documentation.

**22/115 Oxfordshire County Council (Highways Infrastructure A40 HIF 2 Smart Corridor (Hill Farm to Dukes Cut)) (Side Roads) Order 2022** – The Stopping Up Order was noted which is to aid the A40 improvement work.

**22/116 Scheme of Delegation.**

- (a) To receive the updated Delegated Actions document – The delegated actions were noted.
- (b) To consider an amended Scheme of Delegation for approval which include the removal of headings only for clarity. The Clerk advised that the committee headings had been removed that allowed more flexibility and clarity. It was **RESOLVED** to approve the updated document.

**22/117 Finance**

- (a) To approve payment of accounts - 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. Clerk is to request that the RFO change the statement layout.
- (c) To review the income and expenditure for the year to date – Reports were noted. The Clerk answered queries raised.
- (d) To consider a training request for the Responsible Financial Officer. It was **RESOLVED** to approve the £55 fee for the Internal Auditor course.

**22/118 Master Project List and Dashboard Report.**

- (a) To review the Master Project List and Dashboard Report – Cllr Macken responded to a query regarding the re-opening of Dovehouse Close Play Area and confirmed that work has commenced. Cllr Macken provided an overview of finances, objectives, communications/social media and Councillor attendance for 2021/22 and 2022/23 years.
- (b) Officers to provide further information on projects/tasks if requested. A query was raised about the Maintenance Operative's role.

**22/119 To receive reports from Councillors representing the Council on outside**

**bodies/meetings** – Cllr Macken reported on the monthly meeting held with WODC Planning Officers to receive updates on the Garden Village and West Eynsham developments. The Clerk reported she had attended a WODC consultation evening on the next Local Plan.

**22/120 To note the dates of the next Parish Council meetings (all at 7.30pm in the Village Hall unless otherwise indicated):-**

- (a) Finance & General Purposes Committee meeting – 11 October 2022.
- (b) Full Council meeting – 18 October 2022.
- (c) Amenities & Estates Committee meeting – 25 October 2022.
- (d) Extra Planning Committee meeting – to be advised.
- (e) Extra Traffic Working Group meeting – to be advised.

**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.

**22/121 Oxford Road Playing Field (South) and Fishponds.**

- (a) To receive an update report and consider entering into an agreement with Fields in Trust. Clerk circulated a summary document that outlined the Council's legal position.

- (b) To agree actions which may include further representation by Wellers Hedleys Solicitors. It was **RESOLVED** to (1) enter into an agreement with Fields in Trust based on Wellers Hedleys advice and (2) if Fields in Trust do not accept the revised legal position, to request Wellers Hedleys act on the Council's behalf at a cost of £400.

**22/122 Bartholomew Room.**

- (a) To receive queries from members – The Clerk summarised the main points of the document.
- (b) To resolve to enter into a lease agreement – It was **RESOLVED** to enter into the lease subject to minor amendments.
- (c) To resolve the arrangements for the existing furniture – It was **RESOLVED** to permit the existing furniture to be used by the lessees who are required to keep items in their current condition. The Council is to remain as owners of the furniture. Clerk is to photograph the furniture to record the condition.
- (d) To resolve next steps and final arrangements. The lease is to be signed by the Chair and Vice Chair and witnessed by the Clerk.

**22/123 Pavilion Lock-up**

- (a) To receive background information and resolve to renew a licence – Cllr Macken left the room. It was **RESOLVED** to renew the licence.

The meeting closed at 9.10pm.

**Schedule of Payments for approval at the Annual Parish Council Meeting  
27<sup>th</sup> September 2022**

PAYEE	INFORMATION	£
EVENLODE DIY	TUBE, KETTLE, CHAIN, NUTS	34.84
EVENLODE DIY	HANDLES	15.60
EVENLODE DIY	GATE BOLTS	8.70
EVENLODE DIY	PADLOCK, KEY, KEYTAGS	30.45
UBICO	PLAYAREA UPKEEP +STREETCLEAN – AUG	930.00
UBICO	PLAYAREA UPKEEP + STREETCLEAN – JULY	930.00
UBICO	EMPTY LITTER BIN BIT ROAD – APR22-MAR23	457.49
SLCC	KD – COMMUNITY GOVERNANCE	1575.00
ROSPA	ANNUAL SAFETY INSPECTION	499.80
OXFORD SECURITY SERVICES	LOCK UP – PAV – AUGUST	936.00
OXFORD SECURITY SERVICES	LOCK UP – PAV – JULY	744.00
OXFORD SECURITY SERVICES	LOCK UP – PAV – MAY	1260.00
MCCRACKEN & SONS LTD	GRASSCUTTING	734.26
EYNSHAM PLAYING FIELD MGRS	SOCCER CAMP PITCH FEES-AUG	217.84
KATHERINE DOUGHTY	MILEAGE + EXPENSES	207.20
HIGH SPEED TRAINING	TRAINING – OUTDOOR OPERATIVE	394.20
EYNSHAM NEWS	DOUBLE PAGE SPREAD	150.00
CLOUDY IT	IT SUPPORT – SEPT	472.32
CLOUDY IT	IT SUPPORT – AUG	463.20
COMMUNITY FIRST OXON	NEIGHBOURHOOD PLAN SUPPORT	4752.00
TRICIA CROWLEY	TRAINING REIMBURSEMENT	114.00

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.