



# EYNSHAM PARISH COUNCIL

Parish Council Meeting held at  
Eynsham Village Hall  
7.30pm on Tuesday 20 December 2022

## MINUTES

**Councillors Present** – Cllr R Macken (Chair), Cllr S Brown, Cllr T Crowley, Cllr D Knight, Cllr A Mosson, Cllr S Osborne, Cllr A Partlett, Cllr B Partlett, Cllr C Rylett and Cllr N Victory.  
Also in attendance – Clerk to the Council. There was one member of the public.

**22/159 To receive apologies for absence** – Cllr M Chen.

**22/160 To receive Declarations of Interest in agenda items** – None.

### 22/161 Minutes

- (a) It was **RESOLVED** to approve and sign as a true record the minutes of the Full Council meeting of 15 November 2022.
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the Amenities & Estates of 22 November 2022 and note the delegated decisions contained therein.
- (c) It was **RESOLVED** to approve and sign as a true record the minutes of the Traffic Working Group of 29 November 2022. The recommendations were considered and approved.
- (d) It was **RESOLVED** to approve and sign as a true record the minutes of the Planning Committee of 29 November 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 Full Council meeting of 29 November 2022.

### 22/162 Finance

- (a) It was **RESOLVED** to approve the Schedule of Payments at Appendix A subject to a satisfactory invoice being received from Ady Podbury.
- (b) It was **RESOLVED** to approve bank reconciliation.
- (c) To review the income and expenditure for the year to date. The Clerk raised some code re-postings required. A query was raised regarding expenses incurred by the Maintenance Operative. The Clerk confirmed that future expenses will now be paid using his council chargecard.
- (d) It was **RESOLVED** to increase the Clerk's chargecard limit to £2000 to avoid other employees or Councillors incurring expenses.
- (e) To resolve the budget and Precept for 2022/23 financial year – The Chair discussed challenges with the 2023/24 budget. These were summarised as:-
  - High inflation impacting many costs (salary, energy)
  - Precept lagging behind expenditure
  - Running deficits year on year
  - Declining reserves (cash in the bank)

This was demonstrated as follows:-

	18/19 Actual	19/20 Actual	20/21 Actual	21/22 Actual	22/23 Budget	22/23 F/cast	23/24 Draft
Precept	99	101	126	146	167	167	188
Other Income	21	23	44	13	77	36	97
Total	121	124	171	159	243	203	285
Expenditure	97	151	141	158	277	223	314
Surplus/(deficit)	24	(27)	29	1	(34)	(3)	(29)

The Chair explained further what has changed over recent years, as follows:-

- Increased Officer support
- More professional services:-
  - Communications improvements
  - Routine tree surveys and maintenance
  - Health and Safety inspections
  - Security services at the car parks and Dovehouse Close Play Area
- Time-consuming planning consultations
- Bartholomew Room refurbishment (£21k per annum Public Works Loan repayments)
- Improvements to I.T. systems and the Council office and equipment
- More project delivery:-
  - 20mph, Fields in Trust transfer, Bartholomew Room lease, Phase 1 Pavilion Rebuild

To start to address the challenges, it was proposed to:-

- Raise the Precept to match expenditure
- Raise income from rents (annual review)
- Trim expenses without impacting service
- Arrest fall in reserve levels to maintain above minimum (Minimum general reserve = 50% of precept)

It was **RESOLVED** to approve the budget and Precept of £216,113 which represents a £23.01 p.a. /44 pence per week increase per Band D household. Appendix B refers.

#### 22/163 Sports Pavilion

- (a) To consider purchasing and installing a defibrillator cabinet at the Sports Pavilion at a cost of c.£750 to house a defibrillator donated by Taylor Wimpey and agree actions – It was **RESOLVED** to ask Taylor Wimpey for funds for the cabinet and if these are not forthcoming, to proceed as proposed.
- (b) To consider a quote to install smoke detectors at the Pavilion – The Clerk provided information on the Fire Risk Assessment. It was **RESOLVED** to accept the quote of £874.96 for the installation of heat/smoke detectors.

#### 22/164 Oxfordshire Play Association Play Day 2023

- (a) To consider holding a play event in 2023 and required arrangements for highways/ parking – It was **RESOLVED** to hold another play day in 2023 with improved parking arrangements. Clerk is to liaise with OPA to request early organisation of marshals.
- (b) To resolve grant funding towards the event – Deferred pending an application form.
- (c) To consider providing an activity/stall at the event to promote community engagement – It was **RESOLVED** that the Council will provide an activity/stall at the event.

## 22/165 Planning

- (a) To consider the following planning applications:-

<a href="#">22/03049/FUL</a>	The Bartholomew Building	Change of use from hall/meeting room (class use F2(b) to local community museum (class use F1(c)). Support.
<a href="#">22/03172/PN56</a>	Fir Tree Farm, Barnard Gate	Conversion of an agricultural barn to a dwelling house. No objection.
<a href="#">22/02709/LBC</a>	70 Acre End Street	Internal and external alterations to replace the existing two dormer windows on front elevation with identical new windows. No objection.

- (b) To review the planning applications log and note recent decisions – There were no recent planning responses received. Cllr Rylett advised that developers have drafted an Addendum to the West Eynsham Masterplan which includes an additional c.200 homes (taking the proposed number to 1187 (1000 approx. agreed) and amends the Land Use Strategy. It is understood to be planned for consideration at the next Cabinet meeting without consultation with the Parish Council. Cllr Rylett is to query the process and request the Parish Council's involvement.

**22/166 To review the Master Project List and Dashboard Report** – The report was noted.

**22/167 To receive reports from Councillors representing the Council on outside**

**bodies/meetings** – Cllr Rylett reported on WODC's Pavement Licence Scheme which is now free of charge and the temporary closure of Old Witney Road due to water/sewerage works. OCC's Temporary Traffic Regulation Order wording is now being queried for accuracy. Clerk is to write to OCC and request that they send letters to households when works such as this are proposed.

**22/168 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 – 10 January 2023
- (b) Full Council meeting – 17 January 2023
- (c) Amenities & Estates Committee meeting – 24 January 2023
- (d) Traffic Working Group meeting – 31 January 2023, 6.45pm
- (e) Planning Committee meeting – 31 January 2023

The meeting closed at 9.40pm.

## SCHEDULE OF PAYMENTS

PAYEE	INFORMATION	£
<b><u>INVOICES TO BE APPROVED FOR PAYMENT</u></b>		
WHITES CLEANING	CLEAN PAV&BAR-31/10-27/11	421.20
WHITES CLEANING	CLEAN PAV&BAR-3/10-30/10	421.20
OXFORD SECURITY SERVICES	LOCKUP – PAV – NOV	1044.00
OXFORD DIRECT SERVICES	PLAYAREA REPAIRS	18,861.11
JENKS	TREE MAINTENANCE	5,820.00
EYNSHAM VILLAGE HALL	VILLAGE HALL RENT – APR-SEPT22	1,750.00
CLOUDYIT	IT SUPPORT – DEC	505.08
RACHEL JOHNSON	MILEAGE	36.18
DAN SHARP	EXPENSES	224.18
RACHEL JOHNSON	EXPENSES- PAYROLL LICENCE	93.60
EARTH ANCHORS	PARTS FOR BENCH	16.80
UBICO	STREET CLEANING/PLAY AREA UPKEEP NOV22	900.00
KATHERINE DOUGHTY	MILEAGE	73.71

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.

**PAYMENTS APPROVED SINCE THE LAST MEETING UNDER FINANCIAL REGULATIONS  
4.1**

WIZZPRINT	DAN SHARP WORKWEAR	236.53
AWBS	FISHPONDS MATERIALS	187.70
B&Q	FISHPONDS TIMBER FOR PATH	163.20
ROSS MACKEN	EXPENSES XMAS DISPLAY	956.52
HELPFUL HIRINGS LTD	PLATFORM LIFT XMAS DISPLAY	97.20
SAFE WATER SOLUTIONS	LEGIONELLA TESTS FOR PROPERTIES	108.00
WE PRINT GIFTS	ID CARDS FOR DAN, ANN, BETH, ROSS & DAVID	74.94
ADY PODBERY	GRASSCUTTING – PLAYING FIELDS	547.20

<b>INCOME</b>		<b>22/23</b>	<b>23/24</b>
		<b>Budget</b>	<b>Budget</b>
101	Precept + support grant	£167,053	£216,113
101	Admin	£200	£1,200
102	Allotments	£990	£1,089
103	Verges and Footpaths	£1,713	£1,713
105	Pavilion	£49,660	£8,800
107	Play Areas	£20,000	£65,000
109	Bartholomew Room	£4,000	£1
111	Village Hall		£20,000
123	Neighbourhood plan	£0	£0
	<b>Total Income</b>	<b>£243,616</b>	<b>£313,916</b>
<b>EXPENDITURE</b>		<b>22/23</b>	<b>23/24</b>
		<b>Budget</b>	<b>Budget</b>
101	Admin	£119,758	£135,521
102	Allotments	£250	£250
103	Verges and Footpaths	£23,203	£16,827
105	Pavilion	£55,448	£12,130
106	Wharf stream way ( Footpaths )	£200	£0
107	Play areas	£36,565	£87,900
108	Community Facilities	£5,750	£7,595
109	Bartholomew Room	£6,240	£2,000
113	Village Hall	£3,500	£20,000
123	Neighbourhood plan	£0	£500
130	Fishponds	£1,500	£1,000
132	Communications	£1,400	£2,000
117	GPoC Grants	£2,550	£2,500
BAR	Capital Expenditure	£21,481	£25,693
	<b>Total Expenditure</b>	<b>£277,845</b>	<b>£313,916</b>

<b>Summary</b>			
	This Year's Surplus Income/Exp	-£34,229	£0
	Total Cash Brought Forward	£219,533	£216,244
	Total Cash Carried Forward	<b>£185,304</b>	<b>£216,244</b>
<b>Made Up Of:</b>			
320	General Reserve	£20,596	£108,057
	Bartholomew Room Maintenance reserve		£1,000
	Village Hall Reserve		£0
	Pavilion Reserve		£44,000
	Allotment trees Reserve		£30,000
321	Long Term Asset Building Reserve	£59,636	
322	Neighbourhood plan Reserve	£0	
323	Medium Term Asset Reserve	£58,102	

324	Bartholomew Room Reserve	£1,000	
325	Communications Reserve	£0	
326	Short Term Asset Renewal	£6,000	
327	Carpark Resurfacing Reserve	£0	
328	Play Area Equipment Reserve	£0	
330	Churchyard Reserve	£0	
332	Fishponds Reserve	£0	
	Website spilt Reserve	£0	
	Community Grant reserve	£631	
	Traffic Regulations Reserve	£23,335	£0
	Total Earmarked reserve (not including emergency free)	<b>£169,300</b>	<b>£183,057</b>
	<b>General Reserve Above/Below Target</b>	<b>£16,004</b>	<b>£33,187</b>