



EYNSHAM PARISH COUNCIL

Parish Council Meeting held at
Eynsham Village Hall
7.30pm on Tuesday 21 March 2023

MINUTES

Councillors Present – Cllr R Macken (Chair), Cllr S Brown, Cllr M Chen, Cllr D Knight, Cllr A Mosson, Cllr S Osborne, Cllr A Partlett, and Cllr C Rylett.

Also in attendance – Clerk to the Council. There were four members of the public in person - none joined remotely.

23/31 To receive apologies for absence – Cllr B Partlett, Cllr T Crowley. Cllr N Victory was not present.

23/32 To receive Declarations of Interest in agenda items – None.

23/33 Minutes

- (a) It was **RESOLVED** to approve the recommendations of the Amenities & Estates Committee of 7 February 2023.
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the Full Council meeting of the of 28 February 2023.
- (c) It was **RESOLVED** to approve and sign as a true record the minutes of the Planning Committee of 28 February 2023.
- (d) It was **RESOLVED** to approve and sign as a true record the minutes of the Finance & General Purposes Committee of 14 March 2023 and note the delegated decisions contained therein.
- (e) An Extraordinary Amenities & Estates Committee meeting was held on 21 March 2023 (immediately prior to the Full Council meeting on 21 March). The Council considered the following:-

It was **RECOMMENDED** to approve a tender (with minor amendments) from Wicksteed Leisure Ltd of £70,000 for improvements to Old Witney Road Play Area. Inclusion of table tennis was queried – it was noted that this was not included in the tender specification. The Council **RESOLVED** to approve the recommendation.

23/34 Public Participation – None.

23/35 To receive an update report from Eynsham’s West Oxfordshire District Councillors and Oxfordshire County Councillor – District and County Councillor Dan Levy was welcomed to the meeting. It was noted that the West Eynsham Strategic Development Area Masterplan Addendum has been referred to the Scrutiny Committee for the public to make representations to. It is likely to be considered in June due to the pre-election period and it should not hold up any existing applications or the appeal.

On street parking will revert to Oxfordshire County Council (OCC) from West Oxfordshire District Council (WODC) which might enable some enforcement if required. Requests/ suggestions for enforcement should be forwarded to Cllr Levy. Oxford City Council’s Local Plan 2040 consultation was discussed (a response will be considered at the Parish Council’s Planning Committee next week). It was noted that The Vale of White Horse District Council

and South Oxfordshire District Council have sent strong objectional responses to the proposals. Regarding the A40 improvements, a revised planning application is likely to be considered by OCC in the next couple of months. District Councillor Carl Rylett raised the closure of Old Witney Road. This has now been [published on the Council's website](#) for information purposes.

23/36 Eynsham Good Neighbour Network (EGNN)

- (a) To welcome members of the organisation and receive a short presentation of their work – Marshall Leopold was welcomed to the meeting to provide an overview of the EGNN. There are 60-70 volunteers who are actively involved in helping the community some of whom are DBS checked. It was noted that EGNN is the umbrella organisation for 3 groups. The [Eynsham Car Scheme](#) supports those who need transport for health appointments. [The volunteering and befriending scheme](#) assists with shopping, prescriptions, mobility services etc. [Eynsham Foodbank](#) was set-up during Covid to help those who needed shopping undertaken for them due to health vulnerability. This is now a long-term arrangement and its aim has changed to provide support for those who are unable to afford food. Funding is received from organisations such as the Rotary Club, Eynsham Parish Council and the Bartholomew Players.
- (b) To note concerns raised regarding the need for community crisis support and consider how best the Council can help – The Council was contacted to set up a crisis support service, however the EGNN has recently produced a leaflet that signposts residents to subject-specific organisations who can help and therefore the Council's assistance is not directly required. The Council offered to help with the signposting and a grant is being provided in the forthcoming financial year. Cllr Rylett offered WODC's support as necessary.

23/37 West Eynsham Strategic Development Area & Salt Cross Garden Village Stewardship

Members recently received a presentation by Community First Oxfordshire on different management options for the forthcoming developments. It is understood that existing residents do not support Management Companies and they do not promote community governance.

- (a) To consider supporting and exploring a stewardship arrangement with the most sustainable management structure of community assets – It was **RESOLVED** to support stewardship arrangements that do not include use of Management Companies.
- (b) To consider draft S106 Heads of Terms to propose to West Oxfordshire District Council – It was **RESOLVED** to approve and endorse the Heads of Terms as a 'direction of travel.'
- (c) To consider costs for Heads of Terms legal support provided via Community First Oxfordshire – The costs were considered. It was **RESOLVED** to refer to WODC as a next step and ask that they commission the legal work to support stewardship and both councils work together on this.

23/38 Finance

- (a) It was **RESOLVED** to approve the Payment of Accounts (Appendix A refers).
- (b) It was **RESOLVED** to approve bank reconciliation.
- (c) To review the income and expenditure for the year to date. A query was raised regarding community programme reserves. Clerk to follow up.
- (d) It was **RESOLVED** to approve Rachel Brown (the replacement Responsible Financial Officer) as an Administrator for Unity Trust Bank.

23/39 Eynsham Village Hall

- (a) To note the lease to the Village Hall Management Committee expires on 18 June 2023 with reversion of the property back to the Parish Council. Noted.
- (b) It was **RESOLVED** not to renew the lease.
- (c) To consider an Action Plan for the transition back to the Parish Council – The following forms part of the wider Action Plan:-
 - Prompt communications with hall users.
 - Resolve employee arrangements.
 - Understand assets/liabilities.
 - Set up Working Group dates.
- (d) To resolve financial management of the Village Hall – It was noted that:-
 - Hire Fees - It was understood the Committee is currently implementing an increase in hire fees for all users. The Council will consider the Village Hall hire fees as part of its normal property hire fee review process which will continue to be assessed fairly, sympathetically and transparently. Any changes to Village Hall hire fees will be implemented after 31 March 2024.
 - Transfer 18 June 2023 - Committee funds will be transferred to a Village Hall Reserve.
 - Finances 19 June 2023 to 31 March 2024 – Any surplus funds generated will be added to the Village Hall Reserves. Any deficit will be made up from the Village Hall Reserves and then general council funds if required. Income and expenditure is expected to balance.
 - Finances 31 March 2024 onwards - Any remaining funds in the Village Hall Reserve will be ring fenced for Village Hall use only. The income and expenses will be managed as normal ie not ring fenced. However, the Council may choose to continue to operate a Village Hall Reserve to build funds up for future Village Hall work/projects as part of its usual annual budgeting procedure.

23/40 To review the Master Project List and Dashboard Report – The Master Project List is due to have an overhaul which will be implemented shortly.

23/41 To receive reports from Councillors representing the Council on outside bodies/meetings – None.

23/42 of the next Parish Council meetings (all at 7.30pm in the Village Hall unless otherwise indicated):-

- (a) Traffic Working Group meeting – 28 March 2023, 6.45pm
- (b) Planning Committee meeting – 28 March 2023
- (c) Amenities & Estates meeting – 11 April 2023, 6.45pm
- (d) Full Council meeting – 11 April (re-arranged from 18 April 2023)

The meeting closed at 9.30pm.

SCHEDULE OF PAYMENTS

PAYEE	INFORMATION	£
CLOUDY IT	IT SUPPORT – MARCH	552.48
CLOUDY IT	BROADBAND – FEB	22.44
COMMUNITY FIRST OXFORDSHIRE	STEWARDSHIP SUPPORT	144.00
COMMUNITY FIRST OXFORDSHIRE	STEWARDSHIP S106 SUPPORT	180.00
COMMUNITY FIRST OXFORDSHIRE	NEIGHBOURHOOD PLAN SUPPORT	3432.00
EVENLODE DIY	SUNDRIES/MATERIALS	244.54
EYNSHAM CONSOLIDATED CHARITIES	DONATION	275.00
EYNSHAM NEWS	DOUBLE PAGE SPREAD - MARCH	150.00
FIELDS IN TRUST	NORTH PLAYING FIELD RENT	
-DEC21-DEC22		200.00
INFORMATION COMMISSIONERS OFFICE	ANNUAL DATA PROTECTION FEE	40.00
K DOUGHTY	EXPENSES / MILEAGE	225.56
LOWE & OLIVER	PAT TEST – XMAS TREE LIGHTS	344.52
OALC	MEMBERSHIP 2023-24	1095.22
OXFORD SECURITY SERVICES	LOCK UP PAV -FEB 23	708.00
PROTECH	PAVILION – FIRE PROTECTION	1049.95
R MACKEN	EXPENSES - APM	91.69
SLCC	SLCC MEMBERSHIP 2023-24-KD	351.00
UBICO	PLAY AREA UPKEEP & STREET	
	CLEANING	840.00
WHITES CLEANING	CLEANING SUPPLIES	62.46
NICHOLSONS	EPC FULL TREE SURVEY	3360.00

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.

PAYMENTS APPROVED SINCE THE LAST MEETING UNDER FINANCIAL REGULATIONS 4.1 AND PAID ON CHARGE CARD(S)

AMAZON	NOTICEBOARD PAINT	11.20
B & E SKIP HIRE	COMPOUND WASTE & CUTTINGS	210.00
B&Q	TIMBER	12.35
KALL KWIK	ANNUAL PARISH MEETING FLIERS	126.00
KALL KWIK	ANNUAL PARISH MEETING POSTERS	70.80