



# EYNSHAM PARISH COUNCIL

Annual Parish Council Meeting held at  
Eynsham Village Hall  
7.30pm on Tuesday 16 May 2023

## MINUTES

**Councillors Present** – Cllr R Macken (Chair), Cllr S Brown, Cllr M Chen, Cllr T Crowley, Cllr D Knight, Cllr A Mosson, Cllr S Osborne, Cllr A Partlett, Cllr B Partlett, and Cllr C Rylett. Also in attendance – Clerk to the Council. There were three members of the public in person - none joined remotely.

**23/43 Election of Chair** – Cllr Ross Macken was elected as Chair for 2023/24. Cllr Macken welcomed back all Councillors present for a new 4 year term following elections.

**23/44 Election of Vice-Chair** – Cllr David Knight was elected as Vice Chair for 2023/24.

**23/45 Delivery by the Chairman of the Council and Councillors of their Acceptance of Office forms unless the Council resolves for this to be done at a later date** – It was **RESOLVED** to provide 7 days for the remaining forms to be signed (Ricardo Silva). Thereafter, Councillors would no longer be elected as Parish Councillor.

**23/46 To receive apologies for absence - None.** Ricardo Silva was not present.

**23/47 To receive Declarations of Interest in agenda items - None.**

**23/48 Minutes**

- (a) It was **RESOLVED** to approve and sign as a true record the minutes of the Traffic Working Group meeting of 11 April 2023.
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the Full Council meeting of 11 April 2023.
- (c) It was **RESOLVED** to approve and sign as a true record the minutes of the Extraordinary Amenities & Estates Committee of 25 April 2023.

**23/49 Public Participation** – None.

**23/50 To receive an update report from Eynsham's West Oxfordshire District Councillors and Oxfordshire County Councillor** – Cllr Levy was congratulated on his re-election as District Councillor. It was noted that the Head of Estates, Oxfordshire County Council has been contacted by Cllr Levy to help pursue the Parish Council's new burial ground project. Cllr Levy suggested that the Parish Council consider following Plantlife's reduced mowing regime to help promote nature/biodiversity. (Cllr Carl Rylett joined the meeting and promptly signed his Acceptance of Office form). The West Eynsham Strategic Development Area Masterplan Addendum will be considered by the District Council Scrutiny Committee at a forthcoming meeting and it was suggested that the Parish Council attend to represent local concerns. Cllr Levy agreed to investigate the replacement of the pedestrian safety barriers on the A40 and why there is no dropped pedestrian kerb on the Tesco side.

**23/51 To review delegation arrangements to committees and staff** – It was **RESOLVED** to approve the policy without amendment.

**23/52 To review the terms of reference for committees and agree actions.**

- (a) Finance & General Purposes – It was **RESOLVED** to approve the updated Terms of Reference.
- (b) Planning - It was **RESOLVED** to approve the updated Terms of Reference.

- (c) Amenities & Estates – A change in terminology was made from footpaths to Rights of Way. It was **RESOLVED** to approve the updated Terms of Reference.
- (d) Senior - A change from monthly to ‘meeting as and when required’ was made. It was **RESOLVED** to approve the updated Terms of Reference.
- (e) Traffic – The previous Traffic Working Group was changed to a standing committee with executive functions and a broader scope of matters for consideration. It was **RESOLVED** to approve the updated Terms of Reference.

**23/53 To resolve appointment of members to existing committees.**

<b>Committee</b>	<b>2022/23 Members</b>	<b>2023/24 Members</b>	<b>Substitute Members</b>
<b>(a) Finance &amp; General Purposes</b>  (Min 4)	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	Chair (and Chair of the Council) – Cllr Ross Macken* Vice Chair (and Vice Chair of the Council) – Cllr David Knight* Cllr Sue Brown Cllr Andy Mosson	Cllr Ann Partlett
<b>(b) Planning</b>  (Min 4)	Cllr Tricia Crowley Cllr Ross Macken* Cllr Andy Mosson	Cllr Tricia Crowley Cllr David Knight * Cllr Ross Macken * Cllr Andy Mosson	Cllr Sue Brown Cllr Sue Osborne
<b>(c) Amenities &amp; Estates</b>  (Min 4)	Cllr Sue Brown Cllr Milly Chen Cllr David Knight* Cllr Ross Macken* Cllr Sue Osborne Cllr Carl Rylett Cllr Nolan Victory	Cllr Sue Brown Cllr Milly Chen Cllr Kate Crowe Cllr David Knight* Cllr Ross Macken* Cllr Sue Osborne Cllr Ann Partlett Cllr Beth Partlett Cllr Carl Rylett	None
<b>(d) Senior</b>  (Min 4)	Committee is formed from Chairs and Vice Chairs of committees.	Committee is formed from Chairs and Vice Chairs of committees.	None
<b>(e) Traffic Working Group</b>  (Min 4)	Cllr Tricia Crowley Cllr Ross Macken Cllr Sue Osborne Sophia Vernon (to be co-opted)	Cllr Tricia Crowley Cllr David Knight * Cllr Ross Macken * Cllr Sue Osborne	Cllr Andy Mosson Cllr Beth Partlett Cllr Carl Rylett

**23/54 Appointment of any new committees in accordance with standing order 4 – Village Hall Working Group.** It was **RESOLVED** to appoint a Village Hall Working Group to aid the transition from the Village Hall Management Committee to the Parish Council over the coming months due to the lease expiring. The three Trustees of the Management Committee are to be invited as co-opted non-members.

**23/55 To review and adopt Financial Regulations (no amendments proposed) –** It was **RESOLVED** to adopt the Financial Regulations without amendment.

**23/56 To review and adopt Standing Orders ((18 (f) updated and 18 (g) removed) –** It was **RESOLVED** to adopt the amended Standing Orders.

**23/57 To review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses** – The schedule of agreements was reviewed and noted.

**23/58 To review representation on or with external bodies and arrangements for reporting back.**

	<b>2022/23</b>	<b>2023/24</b>
(a) Allotment Association (1 member).	Cllr Sue Osborne (subject to confirmation) or Cllr Nolan Victory	Cllr Sue Osborne
(b) Public Transport Representative (1 member).	Cllr Tricia Crowley	Cllr Tricia Crowley
(c) Village Hall Management (2 members).	Cllr Sue Brown	Cllr Sue Brown Cllr Ann Partlett
(d) RAF Brize Norton Liaison Group (1 member).	Cllr Ross Macken	Cllr Tricia Crowley Cllr Ann Partlett
(e) Pavilion Alarm responders (2 members).	Cllr Ross Macken Oxford Security Services	Cllr Ross Macken Oxford Security Services
(f) Eynsham Community Primary School Youth Council. (3 members)	Cllr Milly Chen Cllr Carl Rylett	Cllr Milly Chen Cllr Beth Partlett Cllr Carl Rylett
(g) GreenTEA (2 members)	Cllr Milly Chen Cllr Tricia Crowley	Cllr Milly Chen Cllr Tricia Crowley

**23/59 General Power of Competence - To resolve that the Council complies with the Conditions of Eligibility under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 for the purpose of exercising the General Power of Competence in the Localism Act 2011** – It was **RESOLVED** that the Council complies with the Conditions of Eligibility under the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 as the Clerk is qualified and more than ten Councillors are declared elected.

**23/60 Review of inventory of land and other assets including buildings and office equipment. A second brush cutter needs to be added. Serial numbers of the new laptops need to be listed.** It was **RESOLVED** to adopt the Asset Register subject to these amendments. The Responsible Financial Officer (RFO) is to make improvements to the format of the file in due course.

**23/61 Confirmation of arrangements for insurance cover in respect of all insurable risks** – A policy schedule was circulated. It was noted that the policy is due for renewal on 1 June 2023 (the renewal invoice was presented for payment under the Finance section).

**23/62 Review of the Council's and/or staff subscriptions to other bodies** – The AAT subscription is to be removed from the document. It was **RESOLVED** to approve the report.

**23/63 Review of the Council's policies.**

- (a) Climate Change Policy (to be reviewed/amended later in the year).
- (b) Code of Conduct.
- (c) Complaints Policy.
- (d) Disciplinary Policy.
- (e) Equality & Diversity Policy.
- (f) GDPR General Privacy Notice (address amended).
- (g) GDPR Staff/Cllr/Other Privacy Notice (address amended).

- (h) Grant Aid Policy.
- (i) Grievance Policy.
- (j) Health & Safety Policy (new).
- (k) Investment Strategy.
- (l) Lone Worker Policy.
- (m) Media Policy.
- (n) Memorial Policy.
- (o) Political Canvassing.
- (p) Public Engagement Policy.
- (q) Public Participation Policy (amended).
- (r) Social Media Policy (amended).
- (s) Training & Development Policy.

All policies remain unchanged unless otherwise indicated. It was **RESOLVED** to adopt the policies as detailed.

**23/64 Review of the Council's expenditure incurred under General Power of Competence –**  
The report was noted.

**23/65 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 noting one change.

Other Council business to be transacted:-

**23/66 Finance.**

- (a) To approve payment of accounts – It was **RESOLVED** to approve the payment of accounts.
- (a) To approve bank reconciliation - It was **RESOLVED** to approve the bank reconciliation.
- (b) To be advised of income and expenditure - Reports previously circulated were noted.
- (b) To consider a quote from BHIB Insurance for a renewed contract – It was **RESOLVED** to accept the quote from BHIB Insurance.

**23/67 Audit**

- (a) To consider and note the Internal Audit Report for financial year 2022-23 – The report was considered and noted. The Officers were thanked for their work as there were no matters raised.
- (b) To consider and approve the Accounts for the financial year 2022-23 – It was **RESOLVED** to approve the Accounts for the financial year 2022-23.
- (c) To receive, approve and sign the consolidated bank statement 31st March 2023 – It was **RESOLVED** to approve and sign the consolidated bank statement.

**23/68 Annual Governance and Accountability Return 2022-23**

- (a) To consider, approve and sign Section 1 (Annual Governance Statement 2022-23) – The Clerk reminded Councillors of the statements that require their consideration. It was **RESOLVED** to approve and sign Section 1.
- (b) To consider, approve and sign Section 2 (Accounting Statements 2022-23) – It was **RESOLVED** to approve and sign Section 2.
- (c) Period of Public Rights 2022-23 - To receive and note the Period of Public rights will commence on 17 May 2023 for 30 working days. The RFO advised that whilst the notice is dated 17 May, the period of Public Rights commences on 15 June and ends on 14 July.

**23/69 To consider and approve a draft Stewardship survey to be undertaken by the Clerk for her Community Governance degree** – Minor amendments were made including making the survey available to complete online. It was **RESOLVED** to approve the survey.

**23/70 To note the dates of the next Parish Council meetings (all at 7.30pm in the Village Hall unless otherwise indicated):-**

- (a) Amenities & Estates meeting – 23 May and 13 June 2023
- (b) Traffic Working Group meeting – 30 May and 27 June 2023, 6.45pm
- (c) Planning Committee meeting – 30 May and 27 June 2023, 7.45pm
- (d) Full Council meeting – 20 June 2023

The meeting closed at 9.37pm.

## SCHEDULE OF PAYMENTS

PAYEE	INFORMATION	£
<b><u>INVOICES TO BE APPROVED FOR PAYMENT</u></b>		
Cloudy IT	IT Support – May	552.48
Evenlode DIY	Sundries / Materials	95.83
Evenlode DIY	Sundries / Materials	52.85
Eynsham News	Double page spread – May	150.00
Oxford Security Services	Lock Up Pavilion – April	708.00
Pumpkin Pip	Website hosting, SSL and domain fee	236.60
Ubico	Play area upkeep & street cleaning	930.00
Whites Cleaning Company	Weekly pavilion cleaning 20Mar-16Apr	505.44
Sports and Play Consulting	Old Witney Road Playground Consultancy Work	2,800.00
Hall Master	Hall Master online booking system	238.80
Rialtas Business Solutions	Omega Cashbook Annual Licence	649.99
BHIB	Council Insurance 2023/24	1879.64
Auditing Solutions Ltd	Internal audit for 2022/23	576.00
Whites Cleaning Company	Supplies	36.66
Whites Cleaning Company	Weekly pavilion cleaning 17Apr-14May	505.44
Ubico	Play Area Upkeep/Street Cleansing	900.00

**2023-24 GRANTS/PAYMENT MADE UNDER GENERAL POWER OF COMPETENCE:-**

First and Last Mile	500.00
Eynsham Good Neighbour Network	400.00
Oxfordshire Play Association	500.00
Witney Baby Bank	100.00
Citizens Advice West Oxfordshire	200.00
Eynsham Museum Group (for AA Group Bartholomew Room hire)	100.00

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 AND PAID SINCE THE LAST MEETING UNDER FINANCIAL REGULATIONS 4.1**

PAYEE	INFORMATION	£
Letterbox 4 You	Post Box	177.32