



EYNESHAM PARISH COUNCIL

Parish Council Meeting held at
Eynsham Village Hall and remotely by M.Teams,
7.30pm on Tuesday 20 June 2023

MINUTES

Councillors Present – Cllr S Brown (Vice Chair), Cllr M Chen, Cllr T Crowley, Cllr A Mosson, Cllr S Osborne, Cllr A Partlett, Cllr B Partlett and Cllr C Rylett.

Also in attendance – Clerk to the Council and three members of the public.

Also in attendance remotely – Deputy Clerk.

23/71 To receive apologies for absence – Cllr R Macken. Cllr R Silva was not present.

23/72 To receive Declarations of Interest in agenda items – None.

23/73 Minutes

- (a) It was **RESOLVED** to approve and sign as a true record the minutes of the [Annual Parish Council Meeting of 16 May 2023](#).
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the [Amenities & Estates Meeting of 23 May 2023](#) 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 of 30 May 2023](#) and note the delegated decisions contained therein. The recommendations (co-option of non-members) were considered and approved.
- (d) It was **RESOLVED** to approve and sign as a true record the minutes of the [Traffic Committee of 30 May 2023](#) and note the delegated decisions contained therein. The recommendation (co-option of non-member) was considered and approved. In consideration of the ongoing Old Witney Road Traffic Scheme consultation, Cllr Crowley requested that the Council's Public Engagement Policy is dovetailed with similar policies of local authorities when it is reviewed at the Annual Parish Council Meeting in 2024.

23/74 Public Participation – None.

23/75 To receive an update report from Eynsham's West Oxfordshire District Councillors and Oxfordshire County Councillor – County and District Cllr Dan Levy was welcomed to the meeting and outlined local matters. It was noted that Oxfordshire County Council (OCC) has commissioned a feasibility report for a railway between Carterton, Witney, Eynsham and Oxford that would relieve pressure on the A40. The report concludes that a railway would be technically and financially feasible albeit at a cost of £700-900m. Meanwhile, trains are still running from Oxford although Botley Road is closed due to bridge works. Various bus services are available. Cllr Rylett joined the meeting.

23/76 Bartholomew School

- (a) James Thompson, Assistant Headteacher, Bartholomew School was welcomed to the meeting and provided a short presentation on their Student Council and community engagement. It was noted that Cllr Rylett has been liaising with the school (now 1400 pupils) and community on findings of the 2022 Youth Needs Assessment. The School Council undertake projects on Enrichment, Environment, Inclusion and Wellbeing. Work such as litter picking, charity events, sponsored events are undertaken; £3200 has been raised by the School Council so far this year. A minibus full of food was donated to the local foodbanks from money raised from non-uniform events. There is an appetite for pupils to be a more integral part of their community outside the school but representing the school.

- (b) To discuss joint co-operation between the Parish Council and school with a potential to setting up a Youth Council. It was felt that the current school Youth Council could work informally (initially) with the Parish Council on various tasks. These include:- inspecting the local network of Public Rights of Way for any missing waymarkers, hazards etc for reporting to the Amenities & Estates Committee. Also, working parties at the Fishponds; checking streetlighting; litter-picking; general community events which aren't too onerous but have instant gains. Pupils could assist with a village transport/parking survey possibly as part of an Extended Project Qualification which contributes towards UCAS points (insurance to be checked). Cllr Rylett will continue to be the Council's link with the school and for regular collaborative working to be considered (quarterly agenda items for Amenities & Estates and Traffic Committees).

23/77 Resignation

- (a) It was noted that David Knight has resigned from the Council with immediate effect. It was felt that David was a valuable and respected Councillor with good ideas. Members wished to put on record their thanks for his time and efforts with the Council. Councillor exit interviews are to be conducted whenever possible.
- (b) Cllr Sue Brown was elected as Vice Chair for the remaining civic year.

23/78 Eynsham Consolidated Charity and Bartholomew Educational Foundation – Nick Relph (previous Parish Councillor) has resigned from both charities and a replacement Trustee is sought. It was **RESOLVED** that Cllr Chen is appointed as Trustee to the Bartholomew Educational Foundation. Appointment of a trustee to Eynsham Consolidated Charity was deferred to the July Parish Council meeting.

23/79 Oxford Road Playing Field gates

- (a) To review and amend existing security procedures for review in 6 months' time – It was **RESOLVED** to cease security procedures for review in 6 months' time.
- (b) Discuss and agree possible security measures – It was noted that the white rails will be more permanently installed on the south field. The Council's Maintenance Operative is to assess possible security improvements, monitor car park use and report back to the Clerk.

23/80 Village Hall

- (a) To consider purchasing clothing for employees – It was **RESOLVED** to purchase clothing from within the new equipment budget up to £315.
- (b) To consider using Oxford Security Services (OSS) for alarm call-outs at the Village Hall – It was **RESOLVED** to add OSS and Cllr Macken to the Village Hall alarm system. The hall's hirer information/booking form is to be amended to include retention of the call out fee (currently £30) from the hirer's deposit if it is found they have not followed the information provided.
- (c) To resolve insurance arrangements for the Village Hall – The Clerk provided a verbal report on the Council's extended BHIB insurance policy now covering the Village Hall. It was noted that this policy was secured due to timing issues with the previous hall insurers which, had it not been secured, would have posed a financial risk to the Council. The Clerk's action was supported by Oxfordshire Association for Local Councils. Council noted the update.

23/81 New Burial Ground

- (a) To note the letter sent to Oxfordshire County Council as a 'back-up' option (minute ref. Planning 23/P5 refers). Noted.
- (b) To consider a quote for site investigations and agree actions – A parcel of land adjacent to Merton Court was proposed as a potential new Burial Ground, however due to perceived implications with the West Eynsham Masterplan (and Addendum), the Council has been directed to request the land is included in S106 negotiations by the County Council's land agent.

The Parish Council is to request support from West Oxfordshire District Council to progress the proposal promptly, ideally outside of S106 arrangements to enable ground investigation works to be arranged. Consideration of the quote was therefore deferred.

- (c) To resolve to request S106 funds for the project and agree actions – Deferred as per (b).

23/82 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. Consider Utility Aid quotes for gas and electricity for the Pavilion. Item deferred due to contract renewal date being in October and potential for a quote to be lower.

23/83 To review the Dashboard Report – Item deferred due to Cllr Macken’s absence.

23/84 To receive reports from Councillors representing the Council on outside bodies/meetings – Cllr Chen reported on feedback received on the Old Witney Road Play Area improvement project from the Primary School children. Cllr Osborne advised that the Allotments Association is progressing a composting toilet on site.

23/85 To note the dates of the next Parish Council meetings at the Village Hall

- (a) Traffic Working Group meeting – 27 June 2023 at 6.45pm
- (b) Planning Committee meeting – 27 June 2023 at 7.45pm
- (c) Finance & General Purposes Committee meeting – 4 July 2023 at 7.30pm
- (d) Amenities & Estates meeting – 11 July 2023 at 7.30pm.
- (e) Full Council meeting – 18 July 2023 at 7.30pm.

The meeting closed at 9.00pm.

**Schedule of Payments for approval at the Parish Council Meeting
20th June 2023**

PAYEE	INFORMATION	£
A Podbery	Grass cutting – April	364.80
A Podbery	Grass cutting – May	364.80
BHIB	Village Hall Insurance	2708.71
BT	Pavilion Alarm – June	88.09
Cloudy IT	IT Support – May	576.00
Evenlode DIY	Materials	90.15
K Doughty	Expenses Apr-Jun23	137.26
Lowe & Oliver	Defib electrical work	654.00
McCracken & Son	May cut	829.26
Oxford Direct Services	Old Witney Rd play area repairs	772.80
Oxford Security Services	Pavilion locking - May	912.00
Piper Heating Ltd	Landlords' boiler services	322.46
Richard Wilkins	Expenses	205.20
SLCC	Foundation Degree Payment	2,775.00
Ubico	Play area upkeep & street cleaning	900.00
Viking Direct	Office Chair	297.54
Viking Direct	A4 White Paper	47.27
Westcotec	Witney Road Vehicle Activated Sign	5362.80
Whites Cleaning Company	Cleaning materials	58.28

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	£
Vistaprint	Stewardship survey	182.62
B&Q	Treated Timber	20.91
B&Q	Treated Timber	20.91
B&Q	Treated Timber	6.57
B&Q	Treated Timber	6.57
B&Q	Building materials	17.51
Screwfix	Litter collection equipment	53.45
Screwfix	Tools	134.99
Screwfix	Tools	40.78
SP RC Print	Coronation flags/bunting	238.13
Lloyds Bank	Monthly fee	6.00
Gov.uk	Basic DBS Check	18.00
Eynsham Carnival	Stall fee	45.00