



EYNESHAM PARISH COUNCIL

Parish Council Meeting held at
Eynsham Village Hall and remotely by M.Teams,
7.30pm on Tuesday 19 September 2023

MINUTES

Councillors Present – Cllr R Macken (Chair), Cllr S Brown, 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.

23/96 To receive apologies for absence – Cllr R Silva was not present.

23/97 To receive Declarations of Interest in agenda items – None.

23/98 Minutes

- (a) It was **RESOLVED** to approve and sign as a true record the minutes of the [Finance & General Purposes Committee meeting of 23 May 2023](#).
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the [Amenities & Estates Committee meeting of 11 July 2023](#).
- (c) It was **RESOLVED** to approve and sign as a true record the minutes of the [Planning Committee meeting minutes of 25 July 2023](#).
- (d) It was **RESOLVED** to approve and sign as a true record the minutes of the [Traffic Committee meeting minutes of 25 July 2023](#).
- (e) It was **RESOLVED** to approve and sign as a true record the minutes of the [Extra Traffic Committee meeting minutes of 15 August 2023](#).
- (f) It was **RESOLVED** to approve and sign as a true record the minutes of the [Planning Committee meeting minutes of 29 August 2023](#) and approve the recommendation contained therein.

23/99 Public Participation – A representative of Eynsham Road Runners thanked the Council for its help with applying pressure to Oxfordshire County Council (OCC) for urgent maintenance to the A40 and B4449 footpaths ahead of their 10K race.

23/100 To receive an update report from Eynsham’s West Oxfordshire District Councillors and Oxfordshire County Councillor – [County](#) and [district](#) reports were received, circulated and uploaded to the website prior to the meeting. It was noted that the Botley Road won’t re-open in time for Christmas due to the ongoing railway station works. Cllr Crowley raised a requirement for communication with local residents by OCC to be prioritised regarding improvement works to the A40. Cllr Levy’s help is required accordingly.

23/101 Witney Woodland Volunteers – Representatives from the Witney Woodland Volunteers were welcomed to the meeting. They provided background information on the creation of the group, the various tasks they undertake at the two woodland areas, how they communicate with volunteers, general governance arrangements and other matters. The representatives were thanked for their time and providing an interesting talk.

23/102 Winter preparedness – It was noted that the Hawthorn Road grit bin does not need replenishing. Clerk is to check on the Merton Close grit bin and liaise with OCC accordingly. It was agreed to organise a salt collection morning at the Sports Pavilion when the weather turns colder and for the Communications Officer to raise awareness on footpath snow clearance ahead of the winter weather.

23/103 Council welcome letter – It was **RESOLVED** for the Communications Officer to draft an A4 flyer or postcard that provides relevant ‘every day’ information for new residents. This will be delivered to local estate agents and development sales offices to provide to prospective residents.

23/104 Finance

- (a) It was **RESOLVED** to approve the Payment of Accounts (Appendix A refers).
- (b) It was **RESOLVED** to approve bank reconciliation.
- (c) The income and expenditure for the year to date was reviewed and various re-postings are required. Clerk is to liaise with the Responsible Financial Officer accordingly.
- (d) Consider Utility Aid quotes for gas and electricity for the Pavilion. There was some confusion regarding the electricity quote that had been received from Utility Aid. It was **RESOLVED** to delegate the task to the Clerk and Chairman to satisfactorily resolve with a view to accepting a 2 year contract (if appropriate).

23/105 Parish Council Insurance declaration

Following recent issues at another Council, members were asked to review and note the Council's current insurance policy wording and contact the Clerk separately if any of the following provisions apply to them:-

- they had been subject to any County Court Judgements
- had any insurer decline, cancel or refuse to renew insurance
- been convicted/charged/cautioned in respect of any criminal offence
- ever been prosecuted for failure to comply with any Health and Safety or Welfare or Environmental Protection legislation
- been declared bankrupt or disqualified from being a company director or involved in any company that went into receivership, liquidation or administration.

23/106 To receive a project update and consider priorities – A review of the projects was undertaken. Two were removed (Green Wheel and Street Furniture maintenance schedule). Others had minor amendments but remain on the list.

23/107 To review the Dashboard Report – Cllr Macken provided an overview.

23/108 To receive reports from Councillors representing the Council on outside bodies/meetings – Cllr Osborne attended a recent Allotments Association meeting. Cllr Macken and the Clerk represented the Council at a Community First Oxfordshire event on Stewardship.

23/109 To note the dates of the next Parish Council meetings at the Village Hall

- (a) Traffic Working Group meeting – 26 September 2023 at 6.45pm
- (b) Planning Committee meeting – 26 September 2023 at 7.45pm
- (c) Finance & General Purposes Committee meeting – 10 October 2023 at 7.45pm
- (d) Full Council meeting – 17 October 2023 at 7.30pm.

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.

23/110 Burial Ground – The Clerk summarised a meeting held earlier that day with OCC, Cllr Levy and the Council. An urgent decision is awaited from OCC on a way forward.

23/111 Human Resources – It was noted that the Responsible Financial Officer's probation period had satisfactorily been completed and their appointment was confirmed.

The meeting closed at 9.53pm.

**Schedule of Payments for approval at the Parish Council Meeting
19 September 2023**

PAYEE	INFORMATION	£
A Podbery	Playing field grass cutting Aug	547.20
Cloudy IT	Reconfiguring of Village Hall wifi	174.00
Evenlode DIY	Village Hall maintenance sundries	32.25
Evenlode DIY	Maintenance sundries	152.37
Fields in Trust	Oxford Road Playing Field transfer professional fees	1,800.00
Freeths	Oxford Road Playing Field transfer professional fees	2,764.80
Katherine Doughty	Expenses – Jul-September 2023	197.38
Kompan	Climbing step spares	136.78
M G Pegram	Village Hall window cleaning - September	17.50
OALC	Finance for Councillors Training	36.00
Oxford Security Services	Playing field gate locking June 2023	624.00
Seldram Supplies	Carpet Cleaner – Village Hall	306.72
Seldram Supplies	Cleaning sundries – Village Hall	44.71
Eynsham News	Double Page Spread Sept	150.00
Richard Wilkins	Deputy Clerk Expenses	198.90
Whites Cleaning Company	Pavilion weekly cleaning	768.70
Whites Cleaning Company	Hand towels	36.66
WODC	Non-Domestic Rates – Village Hall Sept	166.00

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	£
Ady Podbery	Grass cutting – playing fields	364.80
BHIB	Village Hall contents insurance	159.99
B&Q	Maintenance sundries	22.00
Chequer Plate Direct	Aluminium bridge ramp	180.00
Cloudy IT	IT Support – August	590.52
EE	Staff mobile phones	123.58
ESSO	Fuel	5.01
McCracken & Sons Ltd	Grass cutting July	734.26
McCracken & Sons Ltd	Grass cutting June	2,203.51
Mike Pegram	Village Hall window cleaning	35.00
Nisbets	Commercial microwave for V. Hall	239.98
WODC	Non-Domestic Rates – Village Hall	163.56
Oxford Security Services	Pavilion alarm callout	36.00
RoSPA	Play area annual inspections	515.40
Screwfix	Uniform	96.77

Screwfix	Fencing pins and barrier tape	79.97
Seldram Supplies	Village hall cleaning sundries	169.43
SLCC	Conference attendance – KD	452.00
SLCC	Membership Fee for RW	177.00
Esso - Tesco Pay at Pump	Fuel	5.01
Ubico	Play area upkeep & street cleaning - June	900.00
Ubico	Play area upkeep & street cleaning – July	930.00
WODC	Food waste collection Aug-Sept	40.00
Whites Cleaning Company	Pavilion cleaning – July	505.44
Whites Cleaning Company	Pavilion cleaning materials	82.84
Viking Direct	Office supplies	31.46
Viking Direct	Office supplies	117.26
Wizz Print (Tabcom)	Staff uniform	173.68