



EYNESHAM PARISH COUNCIL

Parish Council Meeting held at
Eynsham Village Hall and remotely by M.Teams,
7.30pm on Tuesday 14 November 2023

MINUTES

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

Also in attendance – Clerk to the Council and one member of the public. Two members of public joined remotely.

23/124 To receive apologies for absence – Cllr T Crowley.

23/125 To receive Declarations of Interest in agenda items – None.

23/126 Minutes

- (a) It was **RESOLVED** to approve and sign as a true record the minutes of the [Finance & General Purposes Committee of 10 October 2023](#). Cllr Rylett joined the meeting.
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the [Full Council meeting of 17 October 2023](#).
- (c) It was **RESOLVED** to approve and sign as a true record the minutes of the [Amenities & Estates Committee meeting of 24 October 2023](#).
- (d) It was **RESOLVED** to approve and sign as a true record the minutes of the [Planning Committee meeting minutes of 31 October 2023](#).
- (e) It was **RESOLVED** to approve and sign as a true record the minutes of the [Traffic Committee meeting minutes of 31 October 2023](#).
- (f) It was **RESOLVED** to approve and sign as a true record the minutes of the [Finance & General Purposes Committee of 7 November 2023](#).

23/127 Public Participation – None.

23/128 To receive an update report from Eynsham’s West Oxfordshire District Councillors and Oxfordshire County Councillor – [County Councillor Dan Levy’s report](#) was received and circulated. District (and Parish) Councillor Carl Rylett reported that because West Oxfordshire District Council’s (WODC) Local Plan is 5 years old, they are now able to support a 5 year Housing Land Supply (whilst this is likely to be challenged by developers due to phasing). Also, Publica (a company owned by WODC, Cotswold District Council, Forest of Dean District Council and Cheltenham Borough Council) is under review. A report was commissioned which has found that some services should be returned to their relevant local council control. It is early days, however this is the direction of travel. Cllr Rylett is stepping down from the Executive due to new employment, but will remain as a Councillor.

23/129 Finance

- (a) It was **RESOLVED** to approve the Payment of Accounts (Appendix A refers).
- (b) It was **RESOLVED** to approve the bank reconciliation.
- (c) The income and expenditure for the year to date was reviewed.

23/130 Finance & General Purposes Committee – As the Committee is currently one member short, it was **RESOLVED** to co-opt Cllr Ann Partlett as an additional member bringing the total to four.

23/131 To receive a project update and consider priorities – The Clerk provided an overview of the current projects and tasks. It was noted that landowners have agreed to dedicate the permissive section of Wharf Stream Way to a Public Right of Way and the Clerk will liaise with Oxfordshire County Council and the landowners accordingly.

23/132 To review the Dashboard Report – Deferred to the next meeting.

23/133 To receive reports from Councillors representing the Council on outside bodies/meetings – Cllr Mosson reported on his attendance of Community First Oxfordshire's AGM. The Town and Country Planning Association (TCPA) presented on Stewardship and reported that a stewardship toolkit is available on their website.

23/134 To note the dates of the next Parish Council meetings at the Village Hall

- (a) Neighbourhood Planning engagement event with CFO – Wednesday 22 November, 4.00-8.30pm, Village Hall (amended from 29 November).
- (b) Amenities & Estates Committee meeting – 21 November 2023 at 7.30pm.
- (c) Traffic Committee meeting – 28 November 2023 at 6.45pm.
- (d) Planning Committee meeting – 28 November 2023 at 7.45pm.
- (e) Extra Finance & General Purposes Committee meeting – 5 December 2023 at 7.30pm
- (f) Traffic Committee meeting – Now changed to the 19 December 2023 at 6.45pm. (amended from 12 December).
- (g) Planning Committee meeting – 12 December 2023 at 7.45pm.
- (h) Full Council meeting – 19 December 2023 at 7.30pm.

EXCLUSION OF THE PUBLIC AND PRESS: At the conclusion of this part of the agenda, the Chairman will move 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.

23/135 Human Resources

The Clerk presented proposals for restructuring the staff team and the creation of new roles. It was **RESOLVED** that these were acceptable in principle.

The meeting closed at 8.47pm.

**Schedule of Payments for approval at the Parish Council Meeting
11 November 2023**

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.

INVOICES TO BE APPROVED FOR PAYMENT

PAYEE	INFORMATION	£
ADT	Pavilion alarm service	227.35
Ady Podbery	Grass cutting – playing fields	182.40
Cathedral Controls	Village Hall boiler service	674.40
Community First Oxon	NP Character Assessment Finalisation	3960.00
Cloudy IT	IT Support – November	590.52
Cloudy IT	IT Support - September	590.52
K Doughty	Mileage – Sep-Nov	167.54
Earth Anchors	Bench – Mill St	696.00
Evenlode DIY	Maintenance sundries	178.85
R Wilkins	Mileage Oct-Nov	99.00
Eynsham News	November issue	150.00
Fields in Trust	Playing Fields insurance 2023-24	62.00
Lowe & Oliver	Village Hall PAT Testing	186.24
McCracken & Sons Ltd	Grass cutting October	734.26
McCracken & Sons Ltd	Old Witney Rd play area work	558.00
Seldram Supplies	Village Hall maintenance supplies	387.93
Whites Cleaning Company	Pavilion cleaning Aug/Sept	463.32
Whites Cleaning Company	Pavilion cleaning supplies	49.76
M Pegram	Village Hall window cleaning	17.50
Pellmans Solicitors	Bartholomew Room Lease fees	1540.80

PAYMENTS APPROVED AND PAID SINCE THE LAST MEETING UNDER FINANCIAL REGULATIONS 4.1

PAYEE	INFORMATION	£
Lady Haigs Poppy Factory	Poppy Wreath	38.40
Screwfix	Maintenance sundries	16.67
We Print Lanyards	Staff ID badges	45.68
Lloyds Bank	Monthly charge	3.00
B&E Transport	Skip delivery	306.00