

EYNESHAM PARISH COUNCIL

CLERK: KATHERINE DOUGHTY

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Council Summons & Agenda

13 December 2023

To All Members of the Council

You are hereby summonsed to attend the following meeting for the transaction of the business stated overleaf:-

Full Council Meeting
to be held on Tuesday 19 December 2023 at 7.30pm
at Eynsham Village Hall, Back Lane and [remotely via M.Teams](#)



Supporting documents will be made available in the usual way and online.

Only those who are physically in attendance are permitted by law to participate and your non-attendance will contribute to the vacation of office by failure to attend meetings.¹ Please forward any apologies for absence to the Clerk, as soon as they become known.

The public and press are welcome to attend.²

The law³ allows the public proceedings of council meetings to be recorded which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Clerk if you intend to record any part of the proceedings.

A handwritten signature in black ink that reads 'K. Doughty'.

Katherine Doughty
Clerk to the Council

¹ Local Government Act 1972 s85

² Public Bodies (Admission to Meetings) Act 1960

³ Openness of Local Government Bodies Regulations 2014

1. To receive apologies for absence.

2. To receive Declarations of Interest in agenda items.

To receive any disclosable declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Council's Code of Conduct.

3. Minutes

- (a) To approve and sign as a true record the minutes of the [Finance & General Purposes Committee of 7 November 2023](#).
- (b) To approve and sign as a true record the minutes of the [Full Council meeting of 14 November 2023](#).
- (c) To approve and sign as a true record the minutes of the [Amenities & Estates Committee meeting of 21 November 2023](#).
- (d) To approve and sign as a true record the minutes of the [Traffic Committee meeting minutes of 28 November 2023](#).
- (e) To approve and sign as a true record the minutes of the Extra Finance & General Purposes Committee of 5 December 2023.

4. Public Participation

To receive submissions from members of the public for a period of 15 minutes. Members of the public may make representations on any matters, for no more than 5 minutes each in accordance with Standing Orders para 3. The meeting will adjourn for this item.

5. To receive an update report from Eynsham's West Oxfordshire District Councillors and Oxfordshire County Councillor.

To receive a short verbal update from Eynsham's District and County Councillors. The meeting will adjourn for this item.

6. Finance

- (a) To approve payment of accounts.
- (b) To approve bank reconciliation.
- (c) To review the income and expenditure for the year to date.
- (d) To resolve to vire £1000 from Legal Fees Reserve to General Reserves.
- (e) To note the contracted annual increment in staff salaries with effect from 1 April 2024 and the Local Government pay agreement (payable 1 April 2023 to 31 March 2024).

7. Planning Matters

- (a) To consider the following applications and any others that are received after the agenda publication date:-

23/03005/LBC	13A High Street	Erection of replacement single storey rear extension with works abutting a curtilage listed wall.
23/01479/HHD	13A High Street	Erection of replacement single storey rear extension, works to the roof including addition of roof lights, replacement windows and proposed timber cladding.
23/02669/HHD	52 Barnard Gate	Erection of a single storey side extension with detached garage with associated works.
23/02999/HHD	14 Berry Close	Erection of two single storey side extensions.

23/03018/HHD	Annexe Tyne Cottage 46A Old Witney Road	Replacement staircase to annex (retrospective) (amended).
23/03145/HHD	20 Old Witney Road	Erection of a replacement single storey rear extension.
23/03098/HHD	29 Old Witney Road	Single storey front, side and rear extension, removal of existing garage and outbuildings and proposed single storey outbuilding to provide ancillary accommodation to the main house. Installation of external wall insulation and render to the existing house, alterations to provide wider access onto the existing drive.

- 8. Natural Environment and Rural Communities Act 2006 s40 as amended by the Environment Act 2023**
- To consider adoption of the Model Biodiversity Policy (and amend as necessary).
 - To consider adoption of the Model Action Plan (and amend as necessary).
 - To delegate the duties under the Natural Environment and Rural Communities Act 2006 to the Amenities & Estates Committee, amend the Terms of Reference and agree actions.
- 9. Oxford Road Playing Field (North)**
- To consider a request by the Nature Recovery Network to plant a hedge on the western boundary of Oxford Road Playing Field (North).
 - If the Council agree to the request, to delegate consideration of a Risk Assessment and planting line to the Clerk which will be received and actioned by Friday 22 December.
- 10. Projection onto St Leonards Church**
To resolve projection images for 2024 and agree actions.
- 11. High Sheriff of Oxfordshire Awards 2023**
To consider nominations and agree actions.
- 12. Appointment of Trustees to Outside Bodies**
- To consider the re-appointment of Cllr Andy Mosson to the Bartholomew Educational Foundation and Eynsham Consolidated Charities for a further 3 year term.
 - To consider the re-appointment of Cllr Carl Rylett to Eynsham Consolidated Charity for a further 4 year term.
- 13. To receive reports from Councillors representing the Council on outside bodies/meetings.**
To receive short verbal updates from Councillors who were assigned as representatives on outside bodies/meetings at the previous Annual Parish Council Meeting.
- 14. To note the dates of the next Parish Council meetings at the Village Hall**
- Finance & General Purposes Committee meeting – 9 January 2024 at 7.30pm
 - Full Council meeting – 16 January 2024 at 7.30pm.
 - Amenities & Estates Committee meeting – 23 January 2024 at 7.30pm
 - Traffic Committee meeting – 30 January 2024 at 6.45pm.
 - Planning Committee meeting – 30 January 2024 at 7.45pm.