



EYNESHAM PARISH COUNCIL

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

MINUTES

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

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

23/136 To receive apologies for absence – Cllr S Brown and Cllr A Mosson.

23/137 To receive Declarations of Interest in agenda items – None.

23/138 Minutes

- (a) Consideration of the [Finance & General Purposes Committee of 7 November 2023](#) minutes was deferred due to a lack of committee members.
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the [Full Council meeting of 14 November 2023](#).
- (c) It was **RESOLVED** to approve and sign as a true record the minutes of the [Amenities & Estates Committee meeting of 21 November 2023](#).
- (d) It was **RESOLVED** to approve and sign as a true record the minutes of the [Traffic Committee meeting minutes of 28 November 2023](#).
- (e) Consideration of the [Extra Finance & General Purposes Committee of 5 December 2023](#) minutes was deferred due to a lack of committee members.

23/139 Public Participation – Members of the public addressed members on agenda items 23/143 and 23/144.

23/140 To receive an update report from Eynsham’s West Oxfordshire District Councillors and Oxfordshire County Councillor – District Councillor Carl Rylett provided an update on West Oxfordshire District Council (WODC) matters. It was noted that various planning issues are ongoing such as revising the Local Plan, Salt Cross Area Action Plan and an impact assessment for Botley West Solar Farm. Cllr Andy Goodwin’s seat is due for election in May.

23/141 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 noted.
- (d) It was **RESOLVED** to vire £1000 from Legal Fees Reserve to General Reserves.
- (e) 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) was noted.

23/142 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. No objection.
23/02669/HHD	52 Barnard Gate	Erection of a single storey side extension with detached garage with associated works. Eynsham Parish Council has no objection to the application. However, the applicant has completed the application form incorrectly

		because hedging will be removed as part of the proposals.
23/02999/HHD	14 Berry Close	Erection of two single storey side extensions. No objection. No objection.
23/03018/HHD	Annexe Tyne Cottage 46A Old Witney Road	Replacement staircase to annex (retrospective) (amended). No objection.
23/03145/HHD	20 Old Witney Road	Erection of a replacement single storey rear extension. Cllr Ann Partlett declared a prejudicial interest and abstained from the agenda item. No objection.
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. Cllr Milly Chen declared a personal interest and abstained from the agenda item. Eynsham Parish Council has no objection to the application. However, if the Local Planning Authority is minded to approve this application, it should be subject to a condition to ensure the outbuilding remains ancillary accommodation to the host dwelling for residential use only.

23/143 [Natural Environment and Rural Communities Act 2006 s40](#) as amended by the Environment Act 2021

- (a) To consider adoption of the Model Biodiversity Policy (and amend as necessary) – (Agenda item was brought forward and considered after 23/139). Members of public addressed the Council regarding the proposed policy and action plan which were felt to be modest rather than ambitious. It was noted that the Nature Recovery Network (NRN) is working years in advance of the proposed documents. The Clerk outlined the new requirement for Parish Councils to consider how they can conserve and enhance biodiversity which came into effect this year. It was recommended to adopt the policy and action plan to comply with legislation, however both documents will be immediately reviewed and updates will likely be required. It was suggested that an informal meeting is arranged with the community to provide input to the documents. The Deputy Clerk and the Communications Officer is to set up the meeting in due course. It was **RESOLVED** to adopt the policy for review and updating in the New Year (for recommendation to Full Council).
- (b) To consider adoption of the Model Action Plan (and amend as necessary). Discussion as per (a) above. It was **RESOLVED** to adopt the policy for review and updating in the New Year.
- (c) 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 – It was **RESOLVED** to delegate the requirements of the Natural Environment Act 2006 to the Amenities & Estates Committee and its Terms of Reference are to be amended accordingly.

23/144 Oxford Road Playing Field (North)

- (a) To consider a request by the Nature Recovery Network to plant a hedge on the western boundary of Oxford Road Playing Field (North) – Cllr Macken outlined the proposals on behalf of the NRN. A new double-planted hedge was proposed for the western boundary of the field. Football posts are currently secured to the railings and these will either remain in situ with hedging planted in 2 lengths either side or the football posts relocated to an alternative area (by agreement of the football club) and a continuous length of hedging planted from the corner of the field to the fence of the play area. The Council **RESOLVED** for the NRN to plant a hedge at the proposed western boundary location.
- (b) 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 – It was **RESOLVED** to amend the motion to a later date of Monday 15 January instead of Friday 22 December. It was further **RESOLVED** that the Clerk is delegated to consider a Risk Assessment and meet with representatives to mark the outermost planting line in readiness for the planting event.

23/145 Projection onto St Leonards Church - To resolve projection images for 2024 and agree actions. Whilst there is currently a Christmas themed image projected on the church instead of the previous Ukraine flag, it was felt timely to determine what images, if any, should be used for 2024. It was noted that the Museum Group is content for the Parish Council's projector to continue to be in use at the Bartholomew Room. Opposing views were discussed regarding various ongoing conflicts around the world and what is/isn't appropriate for projection. Subject to permission by St Leonards Church, the following was proposed:-

- Jan, Feb - Dove (Peace symbolism) (to be purchased)
- Mar, Apr, May - Ukraine Flag
- Jun, Jul, Aug - no image due to length of daylight
- Sep, Oct – to be decided
- Nov - Poppies (to be purchased)
- Dec - Christmas

The proposal was carried with one abstention.

23/146 High Sheriff of Oxfordshire Awards 2023 – It was agreed that the Clerk will contact the High Sheriff's office to check whether two nominations can be made by the Council and will liaise with members accordingly.

23/147 Appointment of Trustees to Outside Bodies

- (a) It was **RESOLVED** to re-appoint Cllr Andy Mosson to the Bartholomew Educational Foundation and Eynsham Consolidated Charities for a further 3 year term.
- (b) It was **RESOLVED** to re-appoint Cllr Carl Rylett to Eynsham Consolidated Charity for a further 4 year term.

23/148 To receive reports from Councillors representing the Council on outside bodies /meetings. Cllr Macken and the Clerk met with Jansons, phase 1 developers for West Eynsham Strategic Development Area. S106 requirements (already agreed by the Council and submitted to WODC), stewardship and a burial ground site were discussed. It was made clear that the Council must remain independent of any developer issues with the District and County Council. Design Review Panels were discussed and were considered a positive planning process (Jansons will discuss this with the wider developer group). Jansons may look to propose a new junction for the A40/West Eynsham access in the absence of one not already being available.

Cllr Crowley, Cllr Osborne and the Clerk met with Traffic Enforcement Officer of Oxfordshire County Council (OCC) and a Supervisor of OCC's enforcement contractor, Conduent. Parking enforcement priority areas were discussed (schools, Co-op area). Community Speed Watch activities will be arranged in line with future enforcement visits (when known). It was suggested

that publicity material could be displayed at school parent evenings and opening days regarding public health benefits of active travel, non-idling vehicles and responsible parking. Cllr Macken, the Clerk and various other representatives attended a meeting with OCC and Trading Standards to discuss HGVs in the village. Trading Standards' enforcement is minimal and the cost to implement schemes is expensive. It was felt that signage at access points to the village could be changed/strengthened. Physical highway measures are impossible due to space limitations at the Mill Street/High Street/Acre End Street area. Signage proposals will be considered by the Council in due course.

23/149 To note the dates of the next Parish Council meetings at the Village Hall

- (a) Finance & General Purposes Committee meeting – 9 January 2024 at 7.30pm
- (b) Full Council meeting – 16 January 2024 at 7.30pm.
- (c) Amenities & Estates Committee meeting – 23 January 2024 at 7.30pm
- (d) Traffic Committee meeting – 30 January 2024 at 6.45pm.
- (e) Planning Committee meeting – 30 January 2024 at 7.45pm.

The meeting closed at 9.43pm.

**Schedule of Payments for approval at the Parish Council Meeting
19 December 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	£
BT	Pavilion alarm	84.80
EE	Staff mobiles	123.58
Evenlode DIY	Maintenance sundries	34.09
Fir Tree Farm	Xmas tree	450.00
Helpful Hirings	Platform hire for Xmas Lights	108.00
Helpful Hirings	Equipment for Xmas Lights	234.00
Oxford Direct Services	Bin stickers with QR code	144.00
Oxford Direct Services	OWR Basketball Surface Repairs (Project)	772.80
Oxford Direct Services	Playarea Repairs	2,040.00
Oxford Direct Services	Playarea Inspections	1,503.36
Oxfordshire County Council	Speed surveys x9	2,160.00
Pellmans Solicitors (correction)	Bartholomew Room Lease fees	1591.80
Shield Maintenance	Bin collection – Oct	403.20
Shield Maintenance	Bin collection – Nov	582.40
Viking Direct	Printer supplies	200.14
Whites Cleaning Company	Pavilion cleaning – Nov	505.44
Wicksteed Leisure Ltd	Old Witney Rd play area – 95%	84,315.34
SLCC	KD Community Governance Fee	375.00
Lowe & Oliver	Village Hall Emergency Lighting Survey	180.00
MG Pegram	Village Hall window cleaning	17.50
Katherine Doughty	December expenses	99.44
Richard Wilkins	December expenses	79.20
Whites Cleaning Company	Pavilion cleaning	505.44

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

PAYEE	INFORMATION	£
Waterperry Gardens	Plants for Village Hall	80.97
B&Q	Maintenance sundries	64.19
Fireprotect (Simply Safety)	Door stops	130.74
Tesco	Fuel	7.95
Screwfix	Maintenance sundries	19.99
Screwfix	Maintenance sundries	120.42
B&Q	Maintenance sundries	78.40
Lloyds Bank	Monthly fee	3.00