



EYNESHAM PARISH COUNCIL

Parish Council Meeting held at
Eynsham Village Hall and remotely by M.Teams,
7.30pm on Tuesday 16 January 2024

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 public. The Deputy Clerk also attended the meeting remotely.

24/1 To receive apologies for absence – Cllr T Crowley. Apologies were noted from Cllr Macken who joined the meeting midway through.

24/2 To receive Declarations of Interest in agenda items – None.

24/3 Minutes

- (a) It was **RESOLVED** to approve and sign as a true record the minutes of the [Finance & General Purposes Committee of 7 November 2023](#).
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the [Extra Finance & General Purposes Committee of 5 December 2023](#)
- (c) It was **RESOLVED** to approve and sign as a true record the minutes of the [Full Council meeting of 19 December 2023](#).
- (d) It was **RESOLVED** to approve and sign as a true record the minutes of the [Traffic Committee meeting minutes of 19 December 2023](#).
- (e) It was **RESOLVED** to approve and sign as a true record the minutes of the [Finance & General Purposes Committee of 9 January 2024](#).

24/4 Public Participation – None.

24/5 To receive an update report from Eynsham’s West Oxfordshire District Councillors and Oxfordshire County Councillor – County Councillor Dan Levy was unable to attend and provided his monthly report ([available online](#)).

24/6 To consider correspondence regarding on-street storage of household waste bins at The Square and agree actions – Cllr Rylett introduced the agenda item and correspondence was referred to. Cllr Rylett will investigate the use of bags provided by West Oxfordshire District Council instead of using wheelie bins and will liaise with the resident according. It was **RESOLVED** that the Clerk (1) forward the highway drainage concerns to the Highways Officer, Oxfordshire County Council for their review. (2) Liaise with the Communications Officer to ask that residents are more considerate when storing bins on roads and the associated negative impacts on the streetscene.

24/7 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) To consider the precept and budget for 2024/25 as recommended by the Finance & General Purposes Committee (meeting minutes of Finance & General Purposes Committee of 9 January 2024 refer). The Vice Chair discussed the challenges with the 2024/25 budget. These were summarised as follows:-

- High inflation continues to impact many costs (salary, energy).
- Need to increase Officer resources – a lack of Councillors (6) continues to impact the Council’s workload/projects.

- Additional income/expense - Village Hall and Eynsham Parks.
- Previous year's rise vs commentary that 24/25 would be 'normal'.
- Parish Council bin collection costs (which would have been higher had it complied with West Oxfordshire District Council's proposals).
- Contractor grass cutting expected to rise significantly. (The Council will now formulate how this work can be done 'in-house' with effect from the next financial year).
- The requirement for increased level of general reserves (auditor led)
- Large increase in IT costs – Quotes will now be sought for lower costs. (Cllr Macken joined the meeting at the juncture and chaired the meeting).

£K	23/24 Budget	23/24 Forecast	24/25 Budget
Precept	216	216	277
Other Income	97	150	122
Total	314	367	399
Expenditure	314	367	389
Surplus/(deficit)	0	0	10

It was **RESOLVED** to approve the budget and Precept of £276,886 which represents a £22.99 p.a. /44 pence per week increase per Band D household. Appendix B refers.

24/8 Pavilion Survey Report

- (a) To note surveyors' fees of £900 in accordance with Financial Regulations 4.5 regarding various concerns – The Clerk raised concerns regarding the building movement cracks and the need for an up to date survey to aid the Pavilion's inclusion in the District Council's Playing Pitch Strategy for obtaining grant funding towards a replacement building.
- (b) To consider the condition survey report for the Pavilion and agree maintenance priority tasks for obtaining quotes. It was **RESOLVED** that the following tasks are prioritised and quotes obtained (items marked with * to be undertaken in-house):-
- i. Timber cladding - Replace lower 1200mm to front/south elevation which are damaged.*
 - ii. Redecorate changing rooms and assess kitchen & function room for redecoration.*
 - iii. Changing room doors - Replace 4 x doors on south elevation as they are beyond repair.*
 - iv. Disabled toilet - Grab handles and seat in the disabled person's toilet should be changed to be blue to ensure there is a colour contrast. *
 - v. Roof - Provide wire balloons to the rainwater outlets. *
 - vi. Roof - Patch repairs needed in 2024, approx 50 sq m to north east corner, 20 x other small patches and remove and reinstate 1 x large roof light.
 - vii. Drains - CCTV survey - to confirm or eliminate the drains as a contributory cause to movement along one wall running north-south.
 - viii. Drains – have the pump serviced.
 - ix. Trees – Remove 2 trees to rear as they are too large and close to the building.
 - x. Emergency lighting - install 6 x emergency lights to changing room.
 - xi. Pursue a Type 2/Management Asbestos Survey.

24/9 Breathe Human Resources Software - To consider a monthly subscription to 'Breathe Human Resources' for employee management. It was **RESOLVED** to approve the monthly subscription costs of £23.80pm (discounted for first 6 months) and £28.00pm thereafter.

24/10 Draft Oxfordshire Councils Charter - To consider the [draft charter](#) and formulate a response to the survey. It was **RESOLVED** for the Clerk to respond that while the draft charter is a good idea in principle, the current version lacks definitions, real meaning and how the performance will be measured.

24/11 To receive reports from Councillors representing the Council on outside bodies /meetings. Cllr Macken, Cllr Osborne and the Clerk met County and District Council Officers to discuss a potential art trail project. This will be considered at the next Amenities & Estates Committee. Similarly, various Parish, District and County Council Officers and members attended a meeting to discuss ongoing HGVs damage to The Jolly Sportsman pub. The Council continues to pursue actions with Trading Standards and other authorities that will provide real solutions.

24/12 To note the dates of the next Parish Council meetings at the Village Hall

- (a) Amenities & Estates Committee meeting – 23 January 2024 at 7.30pm
- (b) Traffic Committee meeting – 30 January 2024 at 6.45pm.
- (c) Planning Committee meeting – 30 January 2024 at 7.45pm.
- (d) Amenities & Estates Committee meeting – 13 February 2024 at 7.30pm
- (e) Full Council meeting – 20 February 2024 at 7.30pm
- (f) Traffic Committee meeting – 27 February 2024 at 6.45pm.
- (g) Planning Committee meeting – 27 February 2024 at 7.45pm.

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

24/13 Parish Council Vehicle - To consider leasing a vehicle for Parish Council maintenance purposes and agree actions. The Clerk provided two lease quotes for different vehicles. The decision was deferred. Clerk was asked to seek quotes for lease contracts for 1-5 years on new and used vehicles that included service packages.

The meeting closed at 9.09pm.

**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	£
A Mosson	Xmas lights expenses	26.41
Carl Devonpot	Stone wall repair	586.00
Cloudy IT	IT Support – Jan	590.52
Evenlode DIY	Maintenance sundries	120.90
Eynsham News	Double page spread Jan	150.00
Helpful Hirings	Trailer lift hire	108.00
K Doughty	January Expenses	42.12
M Pegram	Village hall window cleaning	17.50
Oxford Security Services	2x alarm callouts	72.00
R Macken	Chairman's Allowance expenses	213.00
R Wilkins	January Expenses	79.20
Seldram Supplies	Village Hall cleaning supplies	144.21
Shield Maintenance	Waste bins- Dec	582.40
Shields Longden	Pavilion condition report	1080.00
Whites Cleaning Company	Pavilion cleaning supplies	36.66

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

PAYEE	INFORMATION	£
Lloyds Bank	Monthly card charge	3.00

Appendix B

INCOME	2023-24	2024-25
101 – Precept	£216,113	£276,886
102 – Allotments	£1,089	£1,162
107 – Play Areas	£65,000	£25,000
103 – Open Spaces	£1,713	£19,945
101 – Admin	£1,200	£4,000
105 - Pavilion	£8,800	£0
111 – Village Hall	£20,000	£59,431
109 – Bartholomew Room	£0	£1
123 – Neighbourhood Plan Grants	£0	£7,205
133 – Traffic Grants	£0	£5,000
Total Income	£313,916	£398,630

EXPENDITURE	2023-24	2024-25
107 – Play Areas	£87,900	£32,250
103 – Open Spaces	£21,889	£55,055
101 – Admin	£161,152	£234,472
105 - Pavilion	£12,130	£0
111 – Village Hall	£20,000	£38,511
117 - Grants	£2,500	£7,580
109 – Bartholomew Room	£2,000	£500
123 – Neighbourhood Plan	£500	£11,205
133 – Traffic 20mph Project	£5,595	£9,056
Total Expenditure	£313,916	£388,629

Summary	2023-24	2024-25
This Year's Surplus Income/Exp	-£258	£10,001
Total Cash Brought Forward	£186,329	£186,071
Total Cash Carried Forward	£186,071	£196,072

Cash Carried Forward Made up of:		2024-25
General Reserves		£107,994
Earmarked Reserves		£88,078
Pavilion Reserves		£44,000
Village Hall Reserve		£14,078
Allotment Tree Reserve		£30,000