

EYNESHAM PARISH COUNCIL

CLERK: KATHERINE DOUGHTY

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Council Summons & Agenda

14 February 2024

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 20 February 2024 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 [Full Council meeting of 16 January 2024](#).
 - (b) To approve and sign as a true record the minutes of the [Amenities & Estates Committee meeting of 23 January 2024](#).
 - (c) To approve and sign as a true record the minutes of the [Planning Committee meeting of 30 January 2024](#).
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. **Planning application**

To consider the following application:- [24/00174/HHD](#) - Hawthorn House, Hawthorn Road - Erection of replacement single storey rear extension and front porch, along with construction of a single storey side extension and conversion of existing outbuilding to create additional living space. Works to include replacement of windows and doors, re-roofing of main dwelling and installation of PV panels to rear roof slope.
7. **Events & Projects 2024/25**
 - (a) To consider an updated list of projects for the next financial year, resolve priorities and agree actions.
 - (b) To consider reserving a stand at Eynsham Carnival and agree actions.
 - (c) To receive an update on organisation of the Annual Parish Meeting scheduled for 5 March, resolve to print flyers and agree actions.
 - (d) To discuss holding monthly drop-in sessions (Councillor surgeries) in a café to meet residents and agree actions.
8. **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 consider renewing mobile phone contracts for 2 employees at £18pm each (previously £16) and pursue a new contract for the Maintenance Operative (wef 1 April) at a similar cost.
9. **Grant applications.**
 - (a) To consider a grant application from Oxfordshire Play Association.
 - (b) To note the Play & Activity Day is scheduled for Friday 26 July 2024 and liaise with Eynsham Parks accordingly.
 - (c) To consider a grant application from the Bartholomew Players.

10. Land Registry

To consider quotes for registering documents with Land Registry and agree actions.

11. Parish Council office

- (a) To consider a draft Document Retention policy for approval.
- (b) To resolve to dispose of items recommended for destruction in the draft Documents for Retention and Disposal List and arrange security shredding where necessary.
- (c) In accordance with the agreed 2024-25 budget and Finance & General Purposes Committee meeting minutes of 9 January 2024, 24/F8 i. and ii., to resolve to:-
 - i. purchase required furniture, equipment and replacement filing cabinets;
 - ii. undertake re-decoration work and install a kitchenette by Council employees; and
 - iii. relocate unused furniture either for storage, use elsewhere or disposal if necessary.

12. 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.

13. To note the dates of the next Parish Council meetings at the Village Hall

- (a) Traffic Committee meeting – 27 February 2024 at 6.45pm.
- (b) Planning Committee meeting – 27 February 2024 at 7.45pm.
- (c) Finance & General Purposes Committee meeting - 12 March 2024 at 7.30pm.
- (d) Full Council meeting – 19 March 2024 at 7.30pm
- (e) Traffic Committee meeting – 26 March 2024 at 6.45pm.
- (f) Planning Committee meeting – 26 March 2024 at 7.45pm.

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.

14. Parish Council Vehicle

To consider procurement options for a vehicle for Parish Council maintenance purposes and agree actions.