



EYNESHAM PARISH COUNCIL

Parish Council Meeting held at
Eynsham Village Hall and remotely by MS.Teams,
7.30pm on Tuesday 20 February 2024

MINUTES

Councillors Present – Cllr R Macken (Chair), 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 two members of public. The Deputy Clerk also attended the meeting remotely.

24/14 To receive apologies for absence – Cllr S Brown and Cllr T Crowley.

24/15 To receive Declarations of Interest in agenda items – Cllr Osborne declared a pecuniary interest in agenda item 24/19 and abstained.

24/16 Minutes

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

24/17 Public Participation – A member of the Bartholomew Players discussed the group's grant application at agenda item 24/22 which was brought forward.

24/18 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](#)). It was noted that Rights Community Action has won their [case at the High Court](#). It is unknown what the next steps are for the Garden Village Area Action Plan. The Clerk will liaise with the District Council accordingly.

24/19 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. It was **RESOLVED** to not object to the application.

24/20 Events & Projects 2024/25

- (a) To consider an updated list of projects for the next financial year, resolve priorities and agree actions – The Clerk provided an updated list of Council priorities which was reviewed and amended during the meeting. Clerk is to update the Strategic Plan accordingly. Cllr Macken will discuss these at the Annual Parish Meeting.
- (b) To consider reserving a stand at Eynsham Carnival and agree actions – It was **RESOLVED** to attend Eynsham Carnival again this year and reserve an outside stand.
- (c) To receive an update on organisation of the Annual Parish Meeting scheduled for 5 March, resolve to print flyers and agree actions – It was **RESOLVED** (retrospectively) to print flyers for distribution by Councillors to homes. Committee Chairs to provide a report on their committees at the meeting. Refreshments to be organised.
- (d) To discuss holding monthly drop-in sessions (Councillor surgeries) in a café to meet residents and agree actions – Whilst it was felt to be a good idea, it was **RESOLVED** not to pursue drop-in sessions at the current time due to Councillor's existing level of commitments.

24/21 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 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 – It was **RESOLVED** to pursue contracts as required.

24/22 Grant applications

- (a) To consider a grant application from Oxfordshire Play Association – It was unanimously **RESOLVED** to provide a grant of £500 towards the Eynsham Play & Activity Day.
- (b) It was noted that the Play & Activity Day is scheduled for Friday 26 July 2024. Clerk is to liaise with Eynsham Parks accordingly.
- (c) To consider a grant application from the Bartholomew Players – It was noted that the increase in Village Hall hire fees to be implemented by the Council for the next financial year will have a damaging effect on the organisation's finances in the long term unless changes are made to the operation of the group and financial support is provided in the immediate term. It was unanimously **RESOLVED** to provide a grant of £1500 which represents half of the shortfall in funds available in the coming year. The Finance & General Purposes Committee will review Village Hall financial information over coming months and review fees again as part of the budget setting process in the autumn/winter.

24/23 Land Registry - To consider quotes for registering documents with Land Registry and agree actions. It was **RESOLVED** to accept Oxfordshire County Council's quote and enter into a Service Level Agreement with them unless there is a substantial uplift in the figure quoted (which was provided late last year) or there are other untoward difficulties.

24/24 Parish Council office

- (a) Document Retention Policy - It was **RESOLVED** to approve the proposed Document Retention policy.
- (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 - A query was raised regarding documents relating to a public right of way. The Clerk advised that Oxfordshire County Council will have all appropriate records and those held should be destroyed. It was **RESOLVED** to dispose of the items recommended for destruction and use a security shredding service as appropriate.
- (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., it was **RESOLVED** to:-
 - i. purchase required new and used furniture, equipment and replacement filing cabinets as listed by the Clerk;
 - ii. undertake re-decoration work and install a kitchenette by Council employees by overspending on the budget line in the current financial year which had been allocated in the 2024/25 financial year; and
 - iii. relocate unused furniture either for storage, use elsewhere or disposal if necessary (two tables have been identified in the current Council office to be sold if possible).

24/25 To receive reports from Councillors representing the Council on outside bodies/ meetings – The Clerk and Chair reported on a meeting regarding a proposed burial ground.

24/26 To note the dates of the next Parish Council meetings at the Village Hall

- (a) Planning Committee meeting – 27 February 2024 at 7.30pm.
- (b) Finance & General Purposes Committee meeting - 12 March 2024 at 7.30pm.
- (c) Full Council meeting – 19 March 2024 at 7.30pm

- (d) Traffic Committee meeting – 26 March 2024 at 6.45pm.
- (e) 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.

24/27 Parish Council Vehicle – Councillors considered the need for a maintenance vehicle and finance options provided by the Clerk. It was noted that a vehicle will future-proof the Council's ability to appropriately and safely, maintain village amenities. Additionally, acquiring a vehicle will help to meet broader objectives of undertaking currently contracted-out work by employees in-house which will control quality standards and upward spiralling costs. It was **RESOLVED** to pursue a 5 year lease with a local company within the Council's approved budget.

The meeting closed at 9.28pm.

**Schedule of Payments for approval at the Parish Council Meeting
20 February 2024**

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	£
Ady Podbery	Grass cutting October	86.40
B&E Transport (Witney)	Skip for Village Hall	270.00
B&E Transport (Witney)	Skip for Oxford Rd	468.00
Community First Oxfordshire	CFO membership 2024-25	85.00
Cloudy IT	IT Support	671.04
Evenlode DIY	Maintenance sundries	46.39
Eynsham Museum	Xmas lights electricity contribution	39.00
Jenks Oxford	Urgent tree works	510.00
McCracken & Sons	Grass cutting & maintenance work	1109.26
M Pegram	V Hall window cleaning	17.50
R Brown	Expenses inc. Payroll software	130.80
R Wilkins	Expenses Mileage	99.00
Shield Maintenance Ltd	Waste Bin Collection	582.40
SLCC	RW Training - First Time Managers Webinar	108.00
SLCC	RW Training – Appraisal Process	12.00
SSE	Village Hall gas Nov	1217.70
Whites Cleaning Company	Pavilion cleaning Jan	505.44
Whites Cleaning Company	Pavilion cleaning Feb	505.44
Added after publication of the agenda:-		
Fields in Trust	Oxford Rd Playing Field (North) Annual Rent	200.00
Kall Kwik	APM flyers	128.50
Screwfix	Village Hall materials	61.96

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

PAYEE	INFORMATION	£
Breathe HR	HR software monthly fee	28.56
Lloyds Bank	Monthly fee	3.00
Screwfix	Spraypaint	5.99