



EYNESHAM PARISH COUNCIL

Parish Council Meeting held at
Eynsham Village Hall and remotely by MS.Teams,
7.30pm on Tuesday 28 May 2024

MINUTES

Councillors Present – Cllr R Macken (Chair), Cllr S Brown, Cllr M Chen, Cllr T Crowley, Cllr W Daniels, Cllr A Mosson, Cllr S Osborne, Cllr A Partlett, Cllr B Partlett and Cllr C Rylett. Also in attendance – Responsible Financial Officer (acting Clerk) and two members of public.

24/53 Election of Chair – It was unanimously resolved to elect Cllr Ross Macken as Chair for 2024/25. The Acceptance of Office form was signed.

24/54 Election of Vice-Chair – It was unanimously resolved to elect Cllr Sue Brown as Vice-Chair for 2024/25. The Acceptance of Office form was signed.

24/55 To receive apologies for absence – None.

24/56 To receive Declarations of Interest in agenda items – None.

24/57 Minutes

- (a) It was **RESOLVED** to approve and sign as a true record the minutes of the [Full Council meeting of 16 April 2023](#).
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the [Planning Committee meeting of 23 April 2024](#).
- (c) It was **RESOLVED** to approve and sign as a true record the minutes of the [Extra Finance & General Purposes Committee of 14 May 2024](#).
- (d) It was **RESOLVED** to approve and sign as a true record the minutes of the [Amenities & Estates Committee of 14 May 2024](#).

24/58 Public Participation – None.

24/59 To receive an update report from Eynsham’s West Oxfordshire District Councillors and Oxfordshire County Councillor – County Cllr Dan Levy provided a written report which is available [online](#). It was noted that the Eynsham Park & Ride junction remains in an unfinished state and the Government has not yet provided the funding for the connecting junction. The A40 Improvement Scheme will be redesigned again – timing is unknown. District Cllr Carl Rylett reported on the recent elections and it was noted the alliance of Liberal Democrats and Green parties continues. The Planning Inspector has been appointed to review Policy 2 of the Area Action Plan for Salt Cross Garden Village. A consultation will take place towards the end of the year accordingly. The new Local Plan should include Stewardship.

24/60 To review delegation arrangements to committees and staff – It was **RESOLVED** to adopt the amended Scheme of Delegation.

24/61 To review the Terms of Reference for committees and agree actions - It was **RESOLVED** to adopt the amended documents subject to minor amendments.

- (a) Finance & General Purposes (Clerk is to remove references to the Pavilion).
- (b) Planning.
- (c) Amenities & Estates.
- (d) Senior. (Chairs of Committees plus Chair and Vice Chair of the Council).
- (e) Traffic.

24/62 To resolve appointment of members to existing committees.

Committee	2023/24 Members	2024/25 Members	Substitute Members
(a) Finance & General Purposes (Min 4)	Cllr Brown* Cllr Macken Cllr Mosson* Cllr Ann Partlett	Cllr Brown Cllr Macken Cllr Mosson Cllr Ann Partlett	n/a

(b) Planning (Min 4)	Cllr Sue Brown* Cllr Tricia Crowley Cllr Ross Macken* Cllr Andy Mosson	Cllr Sue Brown* Cllr Tricia Crowley Cllr Ross Macken* Cllr Andy Mosson	Cllr Sue Osborne
(c) Amenities & Estates (Min 4)	Cllr Sue Brown* Cllr Milly Chen Cllr Ross Macken* Cllr Sue Osborne Cllr Ann Partlett Cllr Beth Partlett Cllr Carl Rylett	Cllr Sue Brown* Cllr Milly Chen Cllr Ross Macken* Cllr Sue Osborne Cllr Ann Partlett Cllr Beth Partlett Cllr Carl Rylett	None
(d) Senior (Min 4)	Committee is formed from Chairs and Vice Chairs of committees.	Committee is formed from Chairs and Vice Chairs of committees.	None
(e) Traffic (Min 4)	Cllr Sue Brown* Cllr Tricia Crowley Cllr Ross Macken* Cllr Sue Osborne	Cllr Sue Brown* Cllr Tricia Crowley Cllr Wendy Davies Cllr Ross Macken* Cllr Sue Osborne	Cllr Andy Mosson Cllr Beth Partlett Cllr Carl Rylett

* Ex-officio members with voting rights.

24/63 Appointment of any new committees in accordance with standing order 4 – None.

24/64 To determine the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council – Please see Appendix A.

24/65 To review and adopt Financial Regulations – It was RESOLVED to adopt the latest Model Financial Regulations.

24/66 To review and adopt Standing Orders - Cllr Mosson queried Councillors making representations on behalf of residents. Clerk is to consider the matter and take appropriate action. It was RESOLVED to adopt the unchanged Standing Orders.

24/67 To review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses - It was RESOLVED to adopt the revised Legal Agreement Summary.

24/68 To review representation on or with external bodies and arrangements for reporting back.

- (a) **Allotment Association (1 member) – Cllr Osborne.**
- (b) **Public Transport Representative (1 member) – Cllr Crowley.**
- (c) **RAF Brize Norton Liaison Group (1 member) – To be arranged depending on event.**
- (d) **Pavilion & Village Hall Alarm responders (2 members) - Cllr Macken and the security company.**
- (e) **Eynsham Community Primary School Youth Council (3 members) – Cllr Chen, Cllr Beth Partlett & Cllr Rylett.**
- (f) **GreenTEA (1 member) – Cllr Chen & Cllr Crowley.**

24/69 Review of inventory of land and other assets including buildings and office equipment - It was RESOLVED to adopt the revised Asset Register.

24/70 Confirmation of arrangements for insurance cover in respect of all insurable risks – It was RESOLVED that sufficient arrangements for insurance cover are in place.

24/71 Review of the Council's and/or staff subscriptions to other bodies – The subscriptions were reviewed and noted.

24/72 Review of the Council's policies.

Human Resources:-

- (a) Annual Leave Policy.
- (b) Appraisal Policy.
- (c) Disciplinary Policy.

- (d) Employee Volunteering Policy.
- (e) Equality and Diversity Policy.
- (f) Flexible Working Policy.
- (g) Grievance Policy.
- (h) Lone Working Policy.
- (i) Management of Sickness Policy.
- (j) Staff Handbook.
- (k) Training and Development Policy.

Other:-

- (l) Climate Change Policy.
- (m) Code of Conduct.
- (n) Complaints Policy.
- (o) GDPR General Privacy Notice.
- (p) GDPR Staff/Cllr/Other Privacy Notice.
- (q) Grant Aid Policy.
- (r) Grievance Policy.
- (s) Health & Safety Policy.
- (t) Investment Strategy.
- (u) Media Policy.
- (v) Memorial Policy.
- (w) Model Biodiversity Policy.
- (x) Political Canvassing.
- (y) Publication Scheme.
- (z) Public Engagement Policy – It was **RESOLVED** to defer adoption/amendment of the policy to a future meeting.
- (aa) Public Participation Policy.
- (bb) Social Media Policy.

It was **RESOLVED** to adopt all other policies.

24/73 Review of the Council's expenditure incurred under General Power of Competence –
The expenditure was noted.

Other Council business to be transacted:-

24/74 Finance.

- (a) To approve payment of accounts - It was **RESOLVED** to approve payment of the accounts. See Appendix B.
- (b) To approve bank reconciliation - It was **RESOLVED** to approve the bank reconciliation.
- (c) To be advised of income and expenditure – The financial reports were noted.

24/75 To consider quote(s) for an insurance contract for 2024-25 – It was **RESOLVED** to accept a quote from Clear Councils Insurance.

24/76 Audit

- (a) To consider and note the Internal Audit Report for financial year 2023-24 – The Internal Audit Report was noted.
- (b) To consider and approve the Accounts for the financial year 2023-24 – It was **RESOLVED** to approve the Accounts for the previous financial year.
- (c) To receive, approve and sign the Consolidated bank statement 31st March 2024 – It was **RESOLVED** to approve the Consolidated bank statement for 31st March 2024.

24/77 Annual Governance and Accountability Return 2023-24

- (a) To consider, approve and sign Section 1 (Annual Governance Statement 2023-24) - It was **RESOLVED** to approve Section 1 of the AGAR.

- (b) To consider, approve and sign Section 2 (Accounting Statements 2023-24) - It was **RESOLVED** to approve Section 2 of the AGAR.
- (c) Period of Public Rights 2022-23 - To receive and note the Period of Public rights will commence on 3 June 2024 for 30 working days. It was noted to commence the Period of Public rights on 3 June 2024.

24/78 Eynsham Museum & Heritage Centre - To consider providing permission for advertisement signs for the Museum, relinquish use of the noticeboard in The Square and agree actions – It was **RESOLVED** to provide permission for advertisement flags in The Square for when the Museum is open and for the Parish Council’s noticeboard (on the building) to be used exclusively by the Museum & Heritage Centre.

24/79 Eynsham Parks - To consider entering into a Management Agreement with Eynsham Parks for Oxford Road Playing Field (North) for a 12 month period and agree actions – It was **RESOLVED** to enter into a Management Agreement with Eynsham Parks for Oxford Road Playing Field (North) for a 12 month period.

24/80 To note the dates of the next Parish Council meetings at the Village Hall unless otherwise indicated):-

- (a) Full Council meeting – 18 June 2024.
- (b) Planning Committee meeting – 25 June 2024.

Meeting closed at 8.55pm

EPC Meetings 2024/25

Meeting Date	Meeting	Time	Location
17 June 2024	Eynsham Parks	7.00pm	Pavilion/M.Teams
18 June 2024	Full Council Meeting	7.30pm	VH Main Hall
25 June 2024	Planning Committee	7.00pm	VH Small Hall
09 July 2024	Full Council Meeting	7.30pm	VH Main Hall
16 July 2024	Amenities & Estates Committee	7.00pm	VH Main Hall
22 July 2024	Village Hall User Group	7.00pm	VH Main Hall
23 July 2024	Finance & General Purposes Committee	7.45pm	VH Small Hall
23 July 2024	Planning Committee	6.45pm	VH Small Hall
10 September 2024	Amenities & Estates Committee	7.45pm	VH Main Hall
10 September 2024	Traffic Committee	6.45pm	VH Main Hall
17 September 2024	Full Council Meeting	7.30pm	VH Main Hall
24 September 2024	Planning Committee	7.00pm	VH Small Hall
30 September 2024	Eynsham Parks	7.00pm	Pavilion/M.Teams
08 October 2024	Finance & General Purposes Committee	7.00pm	VH Small Hall
15 October 2024	Full Council Meeting	7.30pm	VH Main Hall
29 October 2024	Planning Committee	7.00pm	VH Small Hall
05 November 2024	Traffic Committee	6.45pm	VH Small Hall
05 November 2024	Amenities & Estates Committee	7.45pm	VH Main Hall
19 November 2024	Full Council Meeting	7.30pm	VH Main Hall
26 November 2024	Finance & General Purposes Committee	7.00pm	VH Main Hall
02 December 2024	Village Hall User Group	7.30pm	VH Small Hall
10 December 2024	Planning Committee	7.00pm	VH Small Hall
17 December 2024	Full Council Meeting	7.30pm	VH Main Hall
14 January 2025	Amenities & Estates Committee	7.00pm	VH Small Hall
20 January 2025	Eynsham Parks	7.00pm	Pavilion/M.Teams
21 January 2025	Full Council Meeting	7.30pm	VH Main Hall
28 January 2025	Finance & General Purposes Committee	7.45pm	VH Small Hall
28 January 2025	Planning Committee	6.45pm	VH Small Hall
11 February 2025	Traffic Committee	7:00pm	VH Main Hall
18 February 2025	Full Council Meeting	7.30pm	VH Main Hall
25 February 2025	Planning Committee	7.00pm	VH Small Hall
04 March 2025	Annual Parish Meeting	7.30pm	VH Small Hall
11 March 2025	Amenities & Estates Committee	7.00pm	VH Main Hall
18 March 2025	Full Council Meeting	7.30pm	VH Main Hall
25 March 2025	Finance & General Purposes Committee	7.45pm	VH Small Hall
25 March 2025	Planning Committee	6.45pm	VH Small Hall
15 April 2025	Full Council Meeting	7.30pm	VH Main Hall
28 April 2025	Eynsham Parks	7.00pm	Pavilion/M.Teams
29 April 2025	Planning Committee	7.00pm	VH Small Hall
13 May 2025	Traffic Committee	6.45pm	VH Main Hall
13 May 2025	Amenities & Estates Committee	7.45pm	VH Main Hall
20 May 2025	Annual Parish Council Meeting	7.30pm	VH All Rooms
27 May 2025	Planning Committee	7.00pm	VH Small Hall

**Schedule of Payments for approval at the Parish Council Meeting
28th May 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

REF	PAYEE	INFORMATION	£
24/026	Cloudy IT	IT support – March	590.52
24/027	Cloudy IT	IT support – April	590.52
24/029	Cloudy IT	IT support – May	600.00
24/030	Cloudy IT	Clr laptop support May	3.79
24/031	Evenlode DIY	Maintenance sundries	49.95
24/032	McCracken & Sons Ltd	Winter maintenance	852.00
24/033	OALC	Training RW	48.00
24/034	Piper Heating	Boiler service – pavilion	357.05
24/035	Pumpkin Pip	Website hosting & SSL	192.57
24/036	Seldram Supplies	Water softener salt	37.44
24/037	Seldram Supplies	Cleaning materials	26.94
24/038	Shield Maintenance	Routine waste collection	582.40
24/039	SLCC Enterprises	CCTV Training KD	18.00
24/040	SLCC Enterprises	CCTV Training RW	36.00
24/041	SLCC Enterprises	National Conference RW	557.00
24/042	Viking Direct	Laminating pouches	40.07
24/043	WODC	Election fee	200.00
24/044	Eynsham News	Double page spread	150.00
24/045	Auditing Solutions Ltd	Internal audit 2023-24	600.00
24/047	R Wilkins	Extension cables	34.00
24/048	Screwfix Direct	Kitchenette supplies	100.33
24/049	Screwfix Direct	Maintenance sundries	30.56
24/050	Screwfix Direct	Maintenance sundries	43.44
24/052	Viking Direct	Pinboard	41.33

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

REF	PAYEE	INFORMATION	£
CC24/010	Amazon	Kitchenette sundries	14.94
24/025	M Pegram	Village Hall window cleaning	35.00
CC24/13	High Speed Training	Caretaker training	413.64
24/028	Eynsham Carnival	Carnival stand	25.00
CC24/014	HM Land Registry	Land registry search fees	12.00
CC24/015	Breathe HR	HR software April	28.56
CC24/011	Safe Water Solutions	Testing kits	108.00
CC24/012	Simply Plastics	Noticeboard cover	39.41

CC24/006	Witney Glass Company	Toughened glass	24.00
CC24/016	Breathe HR	HR software May	28.56
24/046	Travis Perkins	Play bark	398.12
24/051	Howden	Tractor insurance	518.71