



EYNESHAM PARISH COUNCIL

Parish Council Meeting held at
Eynsham Village Hall and remotely by MS.Teams,
7.30pm on Tuesday 9 July 2024

MINUTES

Councillors Present – Cllr S Brown (Vice Chair), Cllr M Chen, Cllr T Crowley, Cllr W Daniels, Cllr A Mosson, Cllr A Partlett, and Cllr C Rylett.

Also in attendance – The Clerk. There were no members of public present.

24/94 To receive apologies for absence – Cllr R Macken, Cllr S Osborne and Cllr B Partlett.

24/95 To receive Declarations of Interest in agenda items – None.

24/96 Minutes –

- (a) It was **RESOLVED** to approve and sign as a true record the minutes of the Amenities & Estates Meeting of 11 June 2024.
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the Extra Finance & General Purposes meeting of 18 June 2024 (to be made available online after this meeting).
- (c) It was **RESOLVED** to approve and sign as a true record the minutes of the Full Council meeting of 18 June 2024.

24/97 Public Participation – None.

24/98 To receive an update report from Eynsham's West Oxfordshire District Councillors and Oxfordshire County Councillor – County Councillor Dan Levy sent his apologies. Little has progressed to update the Council on, due to recent elections.

24/99 Finance

- (a) To approve payment of accounts - It was **RESOLVED** to approve payment of the accounts. See Appendix A.
- (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.
- (d) To resolve proposed virements – It was **RESOLVED** to vire:-
£23,335 – From 341 Traffic Regulations Reserve into 310 General Reserves.
£17,542 – From 310 General Reserves into 107 4042 Play Areas Equipment Maintenance.

24/100 Grade II Listed K6 Telephone Kiosk at The Square – Councillors considered the request from a resident to change the kiosk into a mini-library. It was felt that having a working, landline public telephone remains an important amenity for the village and it should be kept available for as long as possible. It was therefore **RESOLVED** to keep the kiosk as it is.

24/101 Website - To re-appoint a contractor for website JISC certification and agree actions – Deferred pending further quotes.

24/102 Village Hall

- (a) To consider quotes for replacement low energy lighting at the Village Hall and agree actions – Three quotes were considered. It was **RESOLVED** to accept the lowest quote of £17,371 by Lowe & Oliver. The Clerk will schedule in the work and sign the paperwork for the grant that will cover the majority of the work.
- (b) To consider a quote for electrical work to the fire alarm system by Pyrotec – It was **RESOLVED** to accept the quote.
- (c) To consider quotes for a new electricity contract provided by Utility Aid – Quotes were considered. It was **RESOLVED** to accept a 24 month contract with Corona Energy.

- (d) To consider a request by Eynsham Parks to install a keysafe for the Pavilion – It was **RESOLVED** to install a new keysafe for the Pavilion at the Village Hall.

24/103 Planning applications

- (a) To consider updated proposals for Botley West Solar Farm (https://botleywest.co.uk/targeted_consultation.html) – It was **RESOLVED** to respond raising concern about the potential impact to Wharf Stream Way, the allotments and Lower Road.
- (b) Consider draft community benefits for submission in due course – (Cllr Rylett joined the meeting). Cllr Rylett had just attended a meeting at West Oxfordshire District Council on this subject. It was noted that local councils are looking to form a group that will negotiate a figure with the developer and who will manage the money over the period of the project. It was agreed to defer the matter of community benefits to the Planning Committee for resolution.
- (c) To receive an update on Aurora Solar Farm and consider community benefits – Deferred to the forthcoming Planning Committee meeting when further details should be known.

24/104 To consider responding to Oxfordshire County Council public consultations

- (a) Traffic Sensitive Streets Review Consultation – It was **RESOLVED** to respond advising that Cassington Road is a dead-end and need not be included.
- (b) Draft Local Flood Risk Management Strategy Consultation – Item deferred to the forthcoming Planning Committee meeting to allow further time to consider a response.

24/105 To receive reports from Councillors representing the Council on outside

bodies/meetings – Cllr Crowley attended a recent meeting on forthcoming Oxford traffic filters. Information is available at <https://www.youtube.com/watch?v=5c3s0ELZ3O8>.

24/106 To note the dates of the next Parish Council meetings at the Village Hall

- (a) Planning Committee meeting – 23 July 2024 at 6.45pm.
- (b) Finance & General Purposes Committee meeting – 23 July 2024 at 7.45pm.

24/107 Burial Ground - Correspondence from Greens Funeral Services was noted.

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

24/108 Burial Ground

- (a) To consider correspondence from a landowner – Correspondence was noted.
- (b) To note a desk-based report from the CDS Group – The report was noted. It was unclear what the likely costs are that could make the project unfeasible.
- (c) To consider and resolve actions – It was **RESOLVED** to contact the landowner to update them and contact the County Archaeologist to ascertain costs and overall project feasibility.

24/109 Human Resources

- (a) To consider the Clerk's Report on operational options while there is no Clerk in post and agree actions – the following was agreed:-
- i. All committee and working group meetings will be suspended and only Full Council meetings are held until both a Clerk and Deputy Clerk are in post.
 - ii. Full Council meetings to have priority matters only.
 - iii. Scheme of Delegation is amended to include the RFO for deputising (as well as the Deputy Clerk).
 - iv. Only priority projects numbered EPC001 to EPC011 will be pursued during this period.
 - v. The Communications Officer is to have reduced checking of articles.
 - vi. Temporary employment of a Locum Clerk may need to be explored and considered.

- vii. Recommence the application process.
- (b) To resolve the next steps for the Clerk's vacancy and interview process – It was **RESOLVED** to set the deadline for applications to Friday 12 July and undertake interviews on Thursday 18 July pm.

Meeting closed at 8.57pm

**Schedule of Payments for approval at the Parish Council Meeting
9 July 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	£
24/071	B&Q	Front Office Supplies	70.00
24/072	B&Q	Front Office Supplies	257.00
24/073	B&Q	Front Office Supplies	164.31
24/074	Broxap	Street bins	500.34
24/075	Carlton Services	Village Hall ventilation deep clean	420.00
24/076	Carlton Services	Pavilion ventilation deep clean	420.00
24/077	Eynsham News	Double page spread	150.00
24/078	FCC Communities	VH Lighting Project	1790.52
24/079	Indeed	Clerk vacancy advert	60.00
24/080	Indeed	Maintenance Operative vacancy advert	61.47
24/081	McCracken & Son	Grass cutting June	1080.00
24/082	MPMS	VH cleaning machine repair	256.42
24/083	Screwfix	Front Office Supplies	42.18
24/084	Seldram Supplies	Cleaning sundries	14.78
24/085	Shield Maintenance	Waste collection June	582.40
24/086	Screwfix	VH maintenance sundries	93.87
24/087	R Wilkins Expenses	Mileage & Office Supplies	20.34
24/088	Cloudy IT	IT Support	755.28

** An interim payment to the Lloyds Chargecard also needs to be made to clear the current balance (close to the limit) to allow further transactions.*

PAYMENTS APPROVED AND PAID SINCE THE LAST MEETING UNDER FINANCIAL REGULATIONS 5.15

REF	PAYEE	INFORMATION	£
24/070	WODC	VH Food waste collection Apr-Sept 2024	130.00
CC24/018	Breathe HR	HR software	33.60
CC24/019	Plumbworld	Front office supplies	125.00
CC24/020	Viking Direct	Monitor mount	72.53
CC24/021	WODC	VH Green waste licence	50.00
CC24/022	B&Q Marketplace	Front office supplies	374.99
CC24/023	Viking Direct	Projector screen	230.92
CC24/024	Amazon	Office supplies	230.00
CC24/025	Amazon	Office supplies	28.00
CC24/026	Amazon	Security ground anchor	34.22
CC24/027	Screwfix Direct	Padlock	49.98
CC24/028	Tesco	Fuel	33.36