

EYNSHAM PARISH COUNCIL

DEPUTY CLERK: RICHARD WILKINS

Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW

Mobile: 07498 500094 Email: epc.office@eynsham-pc.gov.uk Website: www.eynsham-pc.gov.uk




Council Summons & Agenda

Thursday 12th September 2024

To All Members of the Council

You are hereby summoned to attend the following meeting for the transaction of the business stated overleaf:-

Full Council Meeting
to be held on Tuesday 17 September 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 Deputy 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 Deputy Clerk if you intend to record any part of the proceedings.

R Wilkins

Deputy 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 [9 July 2024](#).
 - (b) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of [23 July 2024](#).
 - (c) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of [6th August 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 remain adjourned for this item.
6. **Finance & General Purposes Matters**
 - (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 note payments made under delegated authority 3rd July to 7th August 2024.
 - (e) To note letter of engagement from Auditing Solutions Limited and agree actions.
 - (f) To consider office equipment to be purchased for EPC Office and Home Working Employees and agree actions.
 - (g) To note completion of the External Audit and receive the External Auditor's Certification.
 - (h) To note S106 correspondence from West Oxfordshire District Council and agree on actions.
 - (i) To review S106 funds available.
7. **Governance and Consultations**
 - (a) [Oxfordshire Councils Charter](#) – to consider adoption of the Oxfordshire Councils Charter.
 - (b) [OALC Subscription Increase](#) – to consider proposal received via email on 20th August and to agree on actions.
 - (c) [West Oxfordshire Community Infrastructure Levy \(CIL\) Draft Charging Schedule](#) – to consider draft charging schedule and to agree on response if required.
8. **Planning applications**
 - (a) To consider the following application(s) and any others that are received after the agenda publication date:-

Application ref.	Address	Details
24/01810/FUL	Barnard Lodge Farm Barnard Gate	Erection of a muck heap barn, cattle barn and lean-to roof enclosures to three existing cattle barns (Part retrospective)
24/01935/HHD	46 Witney Road, Eynsham	Construction of detached annex

- (b) To review the planning applications log, note recent decisions and consider any required actions by the Deputy Clerk/RFO.

9. Amenities & Estates Matters

- (a) To note recommendation for Safety Surfacing at Oxford Road Play Area and agree actions.
- (b) To note recommendation for Safety Surfacing at Old Witney Road Play Area and agree actions.
- (c) To note recommendation for Zip Wire at Oxford Road Play Area and agree actions.
- (d) To receive an update on Master Plan objective EPC004 EPC Grounds Maintenance and agree on actions.

10. Village Hall

- (a) To receive quotation for tree works outside village hall and agree actions.
- (b) To note the front office is ready to be hired, resolve hire fees and agree actions.
- (c) To receive quote for additional lighting project work and agree actions.
- (d) To note completion of Energy Performance Certificate, discuss recommendations and agree actions.

11. Delegated Authority

- (a) To note Delegated Authority decision made by Clerk/RFO and Chair Cllr Ross Macken or Vice Chair Cllr Sue Brown between 27th July and 17th September 2024.

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 date of the next Parish Council meeting at the Village Hall

- (a) Tuesday 15th October 2024

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. Burial Ground

To note update from 22 July 2024, consider next steps and agree on actions.

15. Human Resources

Clerk to Council Appointment

- (a) To consider and resolve the appointment of Clerk to Council, note starting date and agree actions.

16. Maintenance Operative Appointment

- (a) To receive update from Deputy Clerk on appointment of a Maintenance Operative.

17. Kubota Insurance

- (a) To resolve to amend the Council's vehicle insurance policy with removal of previous Maintenance Operative and Previous Clerk to Council.

18. DSE Checklist

- (a) To note completion of all DSE checklists for staff.
- (b) To receive report on Council legal obligations to offer eye examinations for VDU users and agree on actions

EYNSHAM PARISH COUNCIL

DEPUTY CLERK: RICHARD WILKINS

Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW

Mobile: 07498 500094 Email: epc.office@eynsham-pc.gov.uk Website: www.eynsham-pc.gov.uk




Council Summons & Agenda

Thursday 12th September 2024

To All Members of the Council

You are hereby summoned to attend the following meeting for the transaction of the business stated overleaf:-

Full Council Meeting
to be held on Tuesday 17 September 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 Deputy 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 Deputy Clerk if you intend to record any part of the proceedings.

R Wilkins

Deputy 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 [9 July 2024](#).
 - (b) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of [23 July 2024](#).
 - (c) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of [6th August 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 remain adjourned for this item.
6. **Finance & General Purposes Matters**
 - (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 note payments made under delegated authority 3rd July to 7th August 2024.
 - (e) To note letter of engagement from Auditing Solutions Limited and agree actions.
 - (f) To consider office equipment to be purchased for EPC Office and Home Working Employees and agree actions.
 - (g) To note completion of the External Audit and receive the External Auditor's Certification.
 - (h) To note S106 correspondence from West Oxfordshire District Council and agree on actions.
 - (i) To review S106 funds available.
7. **Governance and Consultations**
 - (a) [Oxfordshire Councils Charter](#) – to consider adoption of the Oxfordshire Councils Charter.
 - (b) [OALC Subscription Increase](#) – to consider proposal received via email on 20th August and to agree on actions.
 - (c) [West Oxfordshire Community Infrastructure Levy \(CIL\) Draft Charging Schedule](#) – to consider draft charging schedule and to agree on response if required.
8. **Planning applications**
 - (a) To consider the following application(s) and any others that are received after the agenda publication date:-

Application ref.	Address	Details
24/01810/FUL	Barnard Lodge Farm Barnard Gate	Erection of a muck heap barn, cattle barn and lean-to roof enclosures to three existing cattle barns (Part retrospective)
24/01935/HHD	46 Witney Road, Eynsham	Construction of detached annex

- (b) To review the planning applications log, note recent decisions and consider any required actions by the Deputy Clerk/RFO.

9. Amenities & Estates Matters

- (a) To note recommendation for Safety Surfacing at Oxford Road Play Area and agree actions.
- (b) To note recommendation for Safety Surfacing at Old Witney Road Play Area and agree actions.
- (c) To note recommendation for Zip Wire at Oxford Road Play Area and agree actions.
- (d) To receive an update on Master Plan objective EPC004 EPC Grounds Maintenance and agree on actions.

10. Village Hall

- (a) To receive quotation for tree works outside village hall and agree actions.
- (b) To note the front office is ready to be hired, resolve hire fees and agree actions.
- (c) To receive quote for additional lighting project work and agree actions.
- (d) To note completion of Energy Performance Certificate, discuss recommendations and agree actions.

11. Delegated Authority

- (a) To note Delegated Authority decision made by Clerk/RFO and Chair Cllr Ross Macken or Vice Chair Cllr Sue Brown between 27th July and 17th September 2024.

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 date of the next Parish Council meeting at the Village Hall

- (a) Tuesday 15th October 2024

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. Burial Ground

To note update from 22 July 2024, consider next steps and agree on actions.

15. Human Resources

Clerk to Council Appointment

- (a) To consider and resolve the appointment of Clerk to Council, note starting date and agree actions.

16. Maintenance Operative Appointment

- (a) To receive update from Deputy Clerk on appointment of a Maintenance Operative.

17. Kubota Insurance

- (a) To resolve to amend the Council's vehicle insurance policy with removal of previous Maintenance Operative and Previous Clerk to Council.

18. DSE Checklist

- (a) To note completion of all DSE checklists for staff.
- (b) To receive report on Council legal obligations to offer eye examinations for VDU users and agree on actions

EYNSHAM PARISH COUNCIL

DEPUTY CLERK: RICHARD WILKINS

Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW

Mobile: 07498 500094 Email: epc.office@eynsham-pc.gov.uk Website: www.eynsham-pc.gov.uk




Council Summons & Agenda

Thursday 12th September 2024

To All Members of the Council

You are hereby summoned to attend the following meeting for the transaction of the business stated overleaf:-

Full Council Meeting
to be held on Tuesday 17 September 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 Deputy 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 Deputy Clerk if you intend to record any part of the proceedings.

R Wilkins

Deputy 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 [9 July 2024](#).
 - (b) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of [23 July 2024](#).
 - (c) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of [6th August 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 remain adjourned for this item.
6. **Finance & General Purposes Matters**
 - (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 note payments made under delegated authority 3rd July to 7th August 2024.
 - (e) To note letter of engagement from Auditing Solutions Limited and agree actions.
 - (f) To consider office equipment to be purchased for EPC Office and Home Working Employees and agree actions.
 - (g) To note completion of the External Audit and receive the External Auditor's Certification.
 - (h) To note S106 correspondence from West Oxfordshire District Council and agree on actions.
 - (i) To review S106 funds available.
7. **Governance and Consultations**
 - (a) [Oxfordshire Councils Charter](#) – to consider adoption of the Oxfordshire Councils Charter.
 - (b) [OALC Subscription Increase](#) – to consider proposal received via email on 20th August and to agree on actions.
 - (c) [West Oxfordshire Community Infrastructure Levy \(CIL\) Draft Charging Schedule](#) – to consider draft charging schedule and to agree on response if required.
8. **Planning applications**
 - (a) To consider the following application(s) and any others that are received after the agenda publication date:-

Application ref.	Address	Details
24/01810/FUL	Barnard Lodge Farm Barnard Gate	Erection of a muck heap barn, cattle barn and lean-to roof enclosures to three existing cattle barns (Part retrospective)
24/01935/HHD	46 Witney Road, Eynsham	Construction of detached annex

- (b) To review the planning applications log, note recent decisions and consider any required actions by the Deputy Clerk/RFO.

9. Amenities & Estates Matters

- (a) To note recommendation for Safety Surfacing at Oxford Road Play Area and agree actions.
- (b) To note recommendation for Safety Surfacing at Old Witney Road Play Area and agree actions.
- (c) To note recommendation for Zip Wire at Oxford Road Play Area and agree actions.
- (d) To receive an update on Master Plan objective EPC004 EPC Grounds Maintenance and agree on actions.

10. Village Hall

- (a) To receive quotation for tree works outside village hall and agree actions.
- (b) To note the front office is ready to be hired, resolve hire fees and agree actions.
- (c) To receive quote for additional lighting project work and agree actions.
- (d) To note completion of Energy Performance Certificate, discuss recommendations and agree actions.

11. Delegated Authority

- (a) To note Delegated Authority decision made by Clerk/RFO and Chair Cllr Ross Macken or Vice Chair Cllr Sue Brown between 27th July and 17th September 2024.

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 date of the next Parish Council meeting at the Village Hall

- (a) Tuesday 15th October 2024

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. Burial Ground

To note update from 22 July 2024, consider next steps and agree on actions.

15. Human Resources

Clerk to Council Appointment

- (a) To consider and resolve the appointment of Clerk to Council, note starting date and agree actions.

16. Maintenance Operative Appointment

- (a) To receive update from Deputy Clerk on appointment of a Maintenance Operative.

17. Kubota Insurance

- (a) To resolve to amend the Council's vehicle insurance policy with removal of previous Maintenance Operative and Previous Clerk to Council.

18. DSE Checklist

- (a) To note completion of all DSE checklists for staff.
- (b) To receive report on Council legal obligations to offer eye examinations for VDU users and agree on actions

EYNESHAM PARISH COUNCIL

DEPUTY CLERK: RICHARD WILKINS

Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW

Mobile: 07498 500094 Email: epc.office@eynsham-pc.gov.uk Website: www.eynsham-pc.gov.uk




Council Summons & Agenda

Thursday 12th September 2024

To All Members of the Council

You are hereby summoned to attend the following meeting for the transaction of the business stated overleaf:-

Full Council Meeting
to be held on Tuesday 17 September 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 Deputy 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 Deputy Clerk if you intend to record any part of the proceedings.

R Wilkins

Deputy 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 [9 July 2024](#).
 - (b) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of [23 July 2024](#).
 - (c) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of [6th August 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 remain adjourned for this item.
6. **Finance & General Purposes Matters**
 - (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 note payments made under delegated authority 3rd July to 7th August 2024.
 - (e) To note letter of engagement from Auditing Solutions Limited and agree actions.
 - (f) To consider office equipment to be purchased for EPC Office and Home Working Employees and agree actions.
 - (g) To note completion of the External Audit and receive the External Auditor's Certification.
 - (h) To note S106 correspondence from West Oxfordshire District Council and agree on actions.
 - (i) To review S106 funds available.
7. **Governance and Consultations**
 - (a) [Oxfordshire Councils Charter](#) – to consider adoption of the Oxfordshire Councils Charter.
 - (b) [OALC Subscription Increase](#) – to consider proposal received via email on 20th August and to agree on actions.
 - (c) [West Oxfordshire Community Infrastructure Levy \(CIL\) Draft Charging Schedule](#) – to consider draft charging schedule and to agree on response if required.
8. **Planning applications**
 - (a) To consider the following application(s) and any others that are received after the agenda publication date:-

Application ref.	Address	Details
24/01810/FUL	Barnard Lodge Farm Barnard Gate	Erection of a muck heap barn, cattle barn and lean-to roof enclosures to three existing cattle barns (Part retrospective)
24/01935/HHD	46 Witney Road, Eynsham	Construction of detached annex

- (b) To review the planning applications log, note recent decisions and consider any required actions by the Deputy Clerk/RFO.

9. Amenities & Estates Matters

- (a) To note recommendation for Safety Surfacing at Oxford Road Play Area and agree actions.
- (b) To note recommendation for Safety Surfacing at Old Witney Road Play Area and agree actions.
- (c) To note recommendation for Zip Wire at Oxford Road Play Area and agree actions.
- (d) To receive an update on Master Plan objective EPC004 EPC Grounds Maintenance and agree on actions.

10. Village Hall

- (a) To receive quotation for tree works outside village hall and agree actions.
- (b) To note the front office is ready to be hired, resolve hire fees and agree actions.
- (c) To receive quote for additional lighting project work and agree actions.
- (d) To note completion of Energy Performance Certificate, discuss recommendations and agree actions.

11. Delegated Authority

- (a) To note Delegated Authority decision made by Clerk/RFO and Chair Cllr Ross Macken or Vice Chair Cllr Sue Brown between 27th July and 17th September 2024.

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 date of the next Parish Council meeting at the Village Hall

- (a) Tuesday 15th October 2024

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. Burial Ground

To note update from 22 July 2024, consider next steps and agree on actions.

15. Human Resources

Clerk to Council Appointment

- (a) To consider and resolve the appointment of Clerk to Council, note starting date and agree actions.

16. Maintenance Operative Appointment

- (a) To receive update from Deputy Clerk on appointment of a Maintenance Operative.

17. Kubota Insurance

- (a) To resolve to amend the Council's vehicle insurance policy with removal of previous Maintenance Operative and Previous Clerk to Council.

18. DSE Checklist

- (a) To note completion of all DSE checklists for staff.
- (b) To receive report on Council legal obligations to offer eye examinations for VDU users and agree on actions

EYNESHAM PARISH COUNCIL

DEPUTY CLERK: RICHARD WILKINS

Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW

Mobile: 07498 500094 Email: epc.office@eynsham-pc.gov.uk Website: www.eynsham-pc.gov.uk




Council Summons & Agenda

Thursday 12th September 2024

To All Members of the Council

You are hereby summoned to attend the following meeting for the transaction of the business stated overleaf:-

Full Council Meeting
to be held on Tuesday 17 September 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 Deputy 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 Deputy Clerk if you intend to record any part of the proceedings.

R Wilkins

Deputy 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 [9 July 2024](#).
 - (b) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of [23 July 2024](#).
 - (c) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of [6th August 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 remain adjourned for this item.
6. **Finance & General Purposes Matters**
 - (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 note payments made under delegated authority 3rd July to 7th August 2024.
 - (e) To note letter of engagement from Auditing Solutions Limited and agree actions.
 - (f) To consider office equipment to be purchased for EPC Office and Home Working Employees and agree actions.
 - (g) To note completion of the External Audit and receive the External Auditor's Certification.
 - (h) To note S106 correspondence from West Oxfordshire District Council and agree on actions.
 - (i) To review S106 funds available.
7. **Governance and Consultations**
 - (a) [Oxfordshire Councils Charter](#) – to consider adoption of the Oxfordshire Councils Charter.
 - (b) [OALC Subscription Increase](#) – to consider proposal received via email on 20th August and to agree on actions.
 - (c) [West Oxfordshire Community Infrastructure Levy \(CIL\) Draft Charging Schedule](#) – to consider draft charging schedule and to agree on response if required.
8. **Planning applications**
 - (a) To consider the following application(s) and any others that are received after the agenda publication date:-

Application ref.	Address	Details
24/01810/FUL	Barnard Lodge Farm Barnard Gate	Erection of a muck heap barn, cattle barn and lean-to roof enclosures to three existing cattle barns (Part retrospective)
24/01935/HHD	46 Witney Road, Eynsham	Construction of detached annex

- (b) To review the planning applications log, note recent decisions and consider any required actions by the Deputy Clerk/RFO.

9. Amenities & Estates Matters

- (a) To note recommendation for Safety Surfacing at Oxford Road Play Area and agree actions.
- (b) To note recommendation for Safety Surfacing at Old Witney Road Play Area and agree actions.
- (c) To note recommendation for Zip Wire at Oxford Road Play Area and agree actions.
- (d) To receive an update on Master Plan objective EPC004 EPC Grounds Maintenance and agree on actions.

10. Village Hall

- (a) To receive quotation for tree works outside village hall and agree actions.
- (b) To note the front office is ready to be hired, resolve hire fees and agree actions.
- (c) To receive quote for additional lighting project work and agree actions.
- (d) To note completion of Energy Performance Certificate, discuss recommendations and agree actions.

11. Delegated Authority

- (a) To note Delegated Authority decision made by Clerk/RFO and Chair Cllr Ross Macken or Vice Chair Cllr Sue Brown between 27th July and 17th September 2024.

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 date of the next Parish Council meeting at the Village Hall

- (a) Tuesday 15th October 2024

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. Burial Ground

To note update from 22 July 2024, consider next steps and agree on actions.

15. Human Resources

Clerk to Council Appointment

- (a) To consider and resolve the appointment of Clerk to Council, note starting date and agree actions.

16. Maintenance Operative Appointment

- (a) To receive update from Deputy Clerk on appointment of a Maintenance Operative.

17. Kubota Insurance

- (a) To resolve to amend the Council's vehicle insurance policy with removal of previous Maintenance Operative and Previous Clerk to Council.

18. DSE Checklist

- (a) To note completion of all DSE checklists for staff.
- (b) To receive report on Council legal obligations to offer eye examinations for VDU users and agree on actions

EYNESHAM PARISH COUNCIL

DEPUTY CLERK: RICHARD WILKINS

Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW

Mobile: 07498 500094 Email: epc.office@eynsham-pc.gov.uk Website: www.eynsham-pc.gov.uk




Council Summons & Agenda

Thursday 12th September 2024

To All Members of the Council

You are hereby summoned to attend the following meeting for the transaction of the business stated overleaf:-

Full Council Meeting
to be held on Tuesday 17 September 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 Deputy 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 Deputy Clerk if you intend to record any part of the proceedings.

R Wilkins

Deputy 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 [9 July 2024](#).
 - (b) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of [23 July 2024](#).
 - (c) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of [6th August 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 remain adjourned for this item.
6. **Finance & General Purposes Matters**
 - (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 note payments made under delegated authority 3rd July to 7th August 2024.
 - (e) To note letter of engagement from Auditing Solutions Limited and agree actions.
 - (f) To consider office equipment to be purchased for EPC Office and Home Working Employees and agree actions.
 - (g) To note completion of the External Audit and receive the External Auditor's Certification.
 - (h) To note S106 correspondence from West Oxfordshire District Council and agree on actions.
 - (i) To review S106 funds available.
7. **Governance and Consultations**
 - (a) [Oxfordshire Councils Charter](#) – to consider adoption of the Oxfordshire Councils Charter.
 - (b) [OALC Subscription Increase](#) – to consider proposal received via email on 20th August and to agree on actions.
 - (c) [West Oxfordshire Community Infrastructure Levy \(CIL\) Draft Charging Schedule](#) – to consider draft charging schedule and to agree on response if required.
8. **Planning applications**
 - (a) To consider the following application(s) and any others that are received after the agenda publication date:-

Application ref.	Address	Details
24/01810/FUL	Barnard Lodge Farm Barnard Gate	Erection of a muck heap barn, cattle barn and lean-to roof enclosures to three existing cattle barns (Part retrospective)
24/01935/HHD	46 Witney Road, Eynsham	Construction of detached annex

- (b) To review the planning applications log, note recent decisions and consider any required actions by the Deputy Clerk/RFO.

9. Amenities & Estates Matters

- (a) To note recommendation for Safety Surfacing at Oxford Road Play Area and agree actions.
- (b) To note recommendation for Safety Surfacing at Old Witney Road Play Area and agree actions.
- (c) To note recommendation for Zip Wire at Oxford Road Play Area and agree actions.
- (d) To receive an update on Master Plan objective EPC004 EPC Grounds Maintenance and agree on actions.

10. Village Hall

- (a) To receive quotation for tree works outside village hall and agree actions.
- (b) To note the front office is ready to be hired, resolve hire fees and agree actions.
- (c) To receive quote for additional lighting project work and agree actions.
- (d) To note completion of Energy Performance Certificate, discuss recommendations and agree actions.

11. Delegated Authority

- (a) To note Delegated Authority decision made by Clerk/RFO and Chair Cllr Ross Macken or Vice Chair Cllr Sue Brown between 27th July and 17th September 2024.

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 date of the next Parish Council meeting at the Village Hall

- (a) Tuesday 15th October 2024

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. Burial Ground

To note update from 22 July 2024, consider next steps and agree on actions.

15. Human Resources

Clerk to Council Appointment

- (a) To consider and resolve the appointment of Clerk to Council, note starting date and agree actions.

16. Maintenance Operative Appointment

- (a) To receive update from Deputy Clerk on appointment of a Maintenance Operative.

17. Kubota Insurance

- (a) To resolve to amend the Council's vehicle insurance policy with removal of previous Maintenance Operative and Previous Clerk to Council.

18. DSE Checklist

- (a) To note completion of all DSE checklists for staff.
- (b) To receive report on Council legal obligations to offer eye examinations for VDU users and agree on actions