



# EYNESHAM PARISH COUNCIL

Parish Council Meeting held at  
Eynsham Village Hall and remotely by MS.Teams,  
7.30pm on Tuesday 17<sup>th</sup> September 2024

## MINUTES

**Councillors Present** – Cllr R Macken (Chair), Cllr S Brown (Vice Chair), Cllr M Chen, Cllr S Osborne, Cllr W Daniels.

**In attendance** – Richard Wilkins (Deputy Clerk) and Rachel Brown (RFO, via Microsoft teams)

There were two members of public present in room and one via Microsoft teams.

**24/110 To receive apologies for absence** – Cllr T Crowley, Cllr A Mosson, Cllr A Partlett, Cllr C Rylett and Cllr B Partlett.

**24/111 To receive Declarations of Interest in agenda items** – Cllr Sue Osborne declared interest in item 24/117 Planning Applications 24/02277/NMA Hawthorn Road planning application.

**24/112 Minutes** –

- (a) It was **RESOLVED** to approve and sign as a true record the minutes of the Full Council Meeting of 9<sup>th</sup> July 2024.
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the Finance & General Purposes meeting of 23<sup>rd</sup> July 2024.
- (c) It was **RESOLVED** to approve and sign as a true record the minutes of the Extra Finance & General Purposes Committee meeting of 6<sup>th</sup> August 2024.

**24/113 Public Participation** – None.

**24/114 To receive an update report from Eynsham's West Oxfordshire District Councillors and Oxfordshire County Councillor** – County Councillor Dan Levy provided a written report (posted on website) and provided update on West Oxfordshire District Council local plan being delayed, this due to the government increasing housing development figures.

**24/115 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 of 31<sup>st</sup> August 2024.
- (c) To review the of income and expenditure for year to date – The financial reports were reviewed. It was noted that funding of £17,000 for a biodiversity grant will no longer be being received.
- (d) To note payments made under delegated authority 3rd July to 7th August 2024 – Councillors noted payments and no questions were asked. See Annex A
- (e) To note letter of engagement from Auditing Solutions Limited and agree actions – It was **RESOLVED** for Deputy Clerk to sign the letter of engagement and to ask for alternative person to complete next audit.
- (f) To consider office equipment to be purchased for EPC Office and Home Working Employees and agree actions – It was **RESOLVED** to purchase the office equipment listed in two phases. Phase One for Deputy Clerk to purchase half of items and printer

to set up his working station, for Phase Two to be purchased when new Clerk commences employment and sets up working station..

- (g) To note completion of the External Audit and receive the External Auditor's Certification – RFO Rachel Brown gave an update on the External Audits Comments – Point 1 – amendment to 2022/23 was ticked as 'NO' instead of n/a but the amended Annual Governance and Accountability Return (AGAR) wasn't uploaded to website. A request has been sent to the Communications Officer to update website with correct version.  
 Point 2 – There was an incorrect figure submitted on the AGAR, this was due to an internal error and the RFO has now updated the document and requested Communications officer to post correct version on to website.  
 Point 3 – RFO completed the process the same as previous year, and had now issues. RFO has noted comment made and will ensure more data with next audit.  
 Point 4 – Will request that another auditor at Auditing Solutions Limited completes the next years audit.
- (h) To note S106 correspondence from West Oxfordshire District Council and agree on actions – Cllr Ross Macken gave an explanation to the background of the funds not being able to be used for feasibility studies for potential burial grounds. The Deputy Clerk advised that money could be spent towards the Village Hall Refurbishment. It was **RESOLVED** that the Deputy Clerk notify West Oxfordshire District Council of our wish to spend on the Village Hall refurbishment.
- (i) To review Section 106 funds available – Councillors noted funds available.

#### 24/116 Governance and Consultations

- (a) Oxfordshire Councils Charter – to consider adoption of the Oxfordshire Councils Charter. It was **RESOLVED** to adopt the charter, and Councillors look forward to all Councils working together.
- (b) OALC Subscription Increase – to consider proposal received via email on 20th August and to agree on actions. It was **RESOLVED** to agree with the Proposal and for Deputy Clerk to vote on Council's behalf.
- (c) West Oxfordshire Community Infrastructure Levy (CIL) Draft Charging Schedule – to consider draft charging schedule and to agree on response if required – It was **RESOLVED** to submit 'No Objection' to consultation.

#### 24/117 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) – <b>No Objection</b>
24/01935/HHD	46 Witney Road, Eynsham	Construction of detached annex <b>Objection</b> – <a href="#">Link to Response</a>
24/02229/FUL	The Boot Barnard Gate Witney	Erection of car port <b>No Objection</b>
24/02277/NMA	Willows House Hawthorn Road Eynsham	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 (Non material amendment to allow minor revisions to ground floor window and door positions and patterns). <b>No Objection</b>
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- (b) To review the planning applications log, note recent decisions and consider any required actions by the Deputy Clerk/RFO – Councillors reviewed planning log and **RESOLVED** no further actions required.

#### 24/118 Amenities and Estates

- (a) To note recommendation for Safety Surfacing at Oxford Road Play Area and agree actions – Councillors noted Deputy Clerk’s Recommendation, after reviewing all quotes received it was **RESOLVED** to accept Caloo quote.
- (b) To note recommendation for Safety Surfacing at Old Witney Road Play Area and agree actions - Councillors noted Deputy Clerk’s Recommendation, after reviewing all quotes received it was **RESOLVED** to accept Caloo quote.
- (c) To note recommendation for Zip Wire at Oxford Road Play Area and agree actions – Councillors noted the Deputy Clerk’s recommendation. It was **RESOLVED** that Cllr Wendy Daniels, Cllr Milly Chen and Cllr Carl Rylett would discuss options with local school children and return with outputs.
- (d) To receive an update on Master Plan objective EPC004 EPC Grounds Maintenance and agree on actions – Deputy Clerk updated councillors on the project to bring grounds maintenance in house from February 2025. It was **RESOLVED** to seek quotes from external contractors to complete grass cutting and weed killing functions for 2024/25.

#### 24/119 Village Hall

- (a) To receive quotation for tree works outside village hall and agree actions – It was **RESOLVED** to approve quotation for £1,620.
- (b) To note the front office is ready to be hired, resolve hire fees and agree actions – It was **RESOLVED** to set the hire fee for £8 per hour. Communication Officer to promote on social media channels.
- (c) To receive quote for additional lighting project work and agree actions – Councillors noted Deputy Clerk’s recommendation, it was **RESOLVED** to accept following quotes – LED Spotlights £658.00 and Bollard £1,290 (both quotes exclusive of VAT).
- (d) To note completion of Energy Performance Certificate, discuss recommendations and agree actions. Councillors noted all three reports.

**24/120 Delegated Authority** - 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 – Councillors noted the decisions completed.

**24/121 To receive reports from Councillors representing the Council on outside bodies/meetings** – Cllr Sue Osborne provided Councillors with an update with the Allotments Toilet project. Following this update, it was **RESOLVED** for the Deputy Clerk to write a letter of

support for the Allotment Association to present to Spacehive to ensure they can start their fund-raising campaign.

**24/122 To note the dates of the next Parish Council meetings at the Village Hall**

Full Council – Tuesday 15<sup>th</sup> October 2024 at 7.30pm.

**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.

**24/123 Burial Ground** – To note update from 22<sup>nd</sup> July 2024, consider next steps and agree on actions. Cllr Ross Macken provided Council with a full update on the current situation for Burial space in Eynsham. The County Council have agreed in principle to release the land at Merton Court for use as a burial ground but are unwilling to do this until S106 agreements are in place for the West Eynsham SDA. It was **RESOLVED** for Cllr Ross Macken to talk to Dan Levy to see if this can be brought forward. The second parcel of land has been offered by a landowner, following discussion. It was **RESOLVED** for Cllr Ross Macken to contact landowner with update.

**24/124 Human Resources** - To consider and resolve the appointment of Clerk to Council, note starting date and agree actions – Cllr Ross Macken summarised the interview process and candidates interviewed. A successful candidate Michelle Legg was offered the position. It was **RESOLVED** to appoint Michelle Legg with the terms negotiated.

**24/125 Maintenance Operative Appointment** - To receive update from Deputy Clerk on appointment of a Maintenance Operative – Deputy Clerk advised that no candidates were yet found through agency and the job has been extended to try and secure candidates.

**24/126 Kubota Insurance** - To resolve to amend the Council's vehicle insurance policy with removal of previous Maintenance Operative and Previous Clerk to Council. It was **RESOLVED** to remove previous Clerk and Maintenance Operative from policy.

**24/127 DSE Checklist –**

- (a) To note completion of all DSE checklists for staff – It was noted that all DSE checks have been completed.
- (b) To receive report on Council legal obligations to offer eye examinations for VDU users and agree on actions – Councillors noted the legal requirement to offer staff free eye test voucher if using VDU. It was **RESOLVED** to offer all staff the scheme at cost of £119.

Meeting closed at 9.46pm

**Schedule of Payments for approval at the Parish Council Meeting  
17<sup>th</sup> September 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	£
24/117	B&Q (Screwfix Direct)	Noticeboard concrete	20.91
24/118	B&Q (Screwfix Direct)	Noticeboard installation	25.88
24/119	B&Q (Screwfix Direct)	Timber	19.88
24/120	Cloudy IT	Village Hall Wifi	612.00
24/121	David Barrington Ltd	Village Hall audit	450.00
24/122	McCracken & Sons Ltd	Grass cutting August	1080.00
24/123	Monarch Fire (UK) Ltd	VH fire extinguisher service	95.40
24/124	Piper Heating	VH gas cooker work	123.43
24/125	Play Safety Ltd	Annual play area inspections	590.40
24/126	Pyrotec	Fire alarm work VH	213.60
24/127	Shield Maintenance	Regular waste collection	582.40
24/128	SLCC Enterprises Ltd	Clerk vacancy advert	370.80
24/129	TW Lightning Protection Ltd	VH lightning protection work	1992.00
24/130	Viking	Replacement office chair	111.53
24/131	OPFA	OPFA membership 2024-25	82.00
24/132	Eynsham News	Double page spread	150.00
24/133	Cloudy IT	IT support August	617.76
24/134	OALC	HR update training RW	12.00
24/135	Seldram Supplies	VH Cleaning materials	162.14
24/136	Oxford Security Services	Break in repair	336.00
24/137	M Pegram	VH window cleaning	88.00

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

REF	PAYEE	INFORMATION	£
24/089	B&E Skip Hire	Skip hire	534.00
24/090	B&Q	Village Hall sundries	12.46
24/091	BPS Access Solutions	One man tower	1,794.99
24/092	Carlton Services	VH Gas Safety Check	288.00
24/093	Cater Kwik	VH new oven	2,134.79
24/094	Cloudy IT	IT support August	618.55
24/095	Darnells	VH ventilation system maintenance	264.48
24/096	Evenlode DIY	Maintenance sundries	143.49
24/097	R Wilkins	Expenses	26.03
24/098	Carlton Services	Callout charge	108.00
24/099	GoPak	VH folding tables	701.18

24/100	Jenks	Tree works	5,934.00
24/101	Lowe Oliver	VH front office work	738.00
24/102	McCracken & Sons	Additional maintenance work	96.00
24/103	McCracken & Sons	Grass cutting	2,160.00
24/104	M Pegram	VH window cleaning	19.00
24/105	OALC	RW Playground Inspection training	180.00
24/106	OALC	DS Playground Inspection training	180.00
24/107	Oxford Direct Services	Playground gate work	475.20
24/108	Oxford Security Services	Alarm callouts	72.00
24/109	Screwfix	Maintenance sundries	9.90
24/110	Screwfix	Maintenance sundries	25.81
24/111	Screwfix	Maintenance sundries	66.13
24/112	Screwfix	Fencing pins	97.98
24/113	Shield Maintenance	Waste collection	582.40
24/114	SLCC	RW SLCC Membership	353.00
24/115	Personnel Advice & Sol.	HR Retainer	150.00
24/116	Clear Councils	Insurance Premium 2024-25	5,811.96
CC24/029	Amazon	VH Power adapter	31.09
CC24/030	Breathe HR	HR software monthly fee	33.60
CC24/031	The Sign Shed	Keep Dogs on Leads sign	20.34
CC24/032	Nisbets	VH Fly killer	43.18
CC24/033	Tesco	Fuel	8.40
CC24/034	Cricks Butchers	Refreshments – Chair’s Allowance	27.61
CC24/035	Eynsham Cellars	Refreshments – Chair’s Allowance	52.92
CC24/036	Amazon	Desk tidy	13.62
CC24/037	Amazon	Ink cartridges	58.64
CC24/038	Amazon	Village hall padlock	15.22
CC24/039	Argos	Ring doorbell	44.99