

EYNESHAM PARISH COUNCIL

DEPUTY CLERK: RICHARD WILKINS

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Council Summons & Agenda

Thursday 10th October 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 15th October 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 [17th September 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 S106 funds available following successful applications.

7. Committee Membership

To resolve appointment of member to be substitute for Finance & General Purposes committee.

8. Governance and Consultations

(a) Sexual and General Harassment Policy & Procedure– to consider adoption of Sexual and General Harassment Policy & Procedure, discuss training arrangements and agree on actions.

9. 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/O2288/FUL | Eynsham Filling Station Eynsham Witney Oxfordshire OX29 4EN | Raise height of forecourt canopy from 4.2m to 5.1m between ground and underside of canopy |

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

10. Village Hall

(a) To receive update on lighting project work and agree on any actions if required.

- 11. To Receive Update from Deputy Clerk**
 - (a) To note Council Office to be closed from Thursday 19th December 2024 through to Monday 6th January 2025.
 - (b) To receive update on discussion with West Oxfordshire District Council S106 team and note submission of S106 Fund Form for Eynsham Village Hall Lighting and Old Witney Road Surfacing.
 - (c) To note email from Pellmans Solicitors confirming Registration of Lease for Bartholomew Room with Land Registry.
- 12. Amenities & Estates Matters**
 - (a) To note completion of Annual Playground Inspection and receive report on repairs required and agree actions.
- 13. Delegated Authority**
 - (a) To note Delegated Authority decision made by Clerk/RFO and Chair Cllr Ross Macken or Vice Chair Cllr Sue Brown between 18th September and 14th October 2024.
- 14. 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.
- 15. To note the date of the next Parish Council meeting at the Village Hall**
 - (a) Tuesday 19th 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.

- 16. Burial Ground**

To receive update from Cllr Ross Macken.
- 17. Human Resources - Maintenance Operative Appointment**
 - (a) To consider and resolve the appointment of Maintenance Operative, note starting date and agree actions.
- 18. Human Resources - Resignation of Bookings & Accounts Clerk**
 - (a) To note receipt of Booking & Accounts Clerk resignation and last day of working.
 - (b) To receive proposal by Deputy Clerk and agree actions.
- 19. Human Resources – Training Courses**
 - (a) To receive report from Deputy Clerk on Staff Training and agree actions
- 20. Human Resources – Staff Contracts**
 - (a) To receive report from Deputy Clerk on Staff Contracts following advice from Personal Advice and Solutions Ltd.
 - (b) To discuss and agree next steps regarding staff contracts.
- 21. Kubota Insurance**
 - (a) To resolve to amend the Council’s vehicle insurance policy with addition of new Maintenance Operative.

