



EYNESHAM PARISH COUNCIL

Parish Council Meeting held at
Eynsham Village Hall and remotely by MS.Teams,
7.30pm on Tuesday 15th October 2024

MINUTES

Councillors Present – Cllr R Macken (Chair), Cllr S Brown (Vice Chair), Cllr M Chen, Cllr Trica Crowley, Cllr Andy Mosson, Cllr S Osborne, Cllr Ann Partlett, Cllr Carl Rylett, Cllr Wendy 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.

24/128 To receive apologies for absence – None.

24/129 To receive Declarations of Interest in agenda items – None.

24/130 Minutes –

- (a) It was **RESOLVED** to approve and sign as a true record the minutes of the Full Council Meeting of 17th September 2024.

24/131 Public Participation – None.

24/132 To receive an update report from Eynsham's West Oxfordshire District Councillors and Oxfordshire County Councillor – District Cllr Carl Rylett provided update on West Oxfordshire District Council local plan being delayed, this due to the government increasing housing development figures and making proposed changes to the National Planning Policy Framework.

Cllr Rylett also confirmed that plans for the A40 project were likely to be adjusted due to a change in funding from Homes England. It is expected that the final budget will be received within next month.

24/133 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 30th September 2024.
- (c) To review the of income and expenditure for year to date – The financial reports were reviewed. It was noted that the Council budget is on target at the six month point which is positive.
- (d) To review Section 106 funds available – Councillors noted funds available and noted the contribution for additional electrical work at Village Hall.

24/134 Committee Membership - To resolve appointment of member to be substitute for Finance & General Purposes committee. It was **RESOLVED** to appoint Cllr Sue Osborne as substitute member for Finance and General Purposes Committee.

24/135 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. Following a review of the draft policy it was RESOLVED to
- I. Review and customise the Anti-Harassment Policy and Procedure to the needs of your organisation
 - II. Consult with staff, and where necessary unions, on the contents of the procedure
 - III. Conduct training / information events for all engaged with the organisation in whatever context
 - IV. Get a training record signed to say that they have had this information and understand how it works.
 - V. Review the policy and procedure on an annual basis to ensure that it is relevant
 - VI. Repeat this training / information session on an annual basis to ensure that it is up to date
 - VII. Ensure that information is shared with third parties, such as the public, suppliers, contractors, etc via a leaflet for each user and for the policy to be placed on the notice board.

It was further **RESOLVED** for the document to note the reporting mechanism (who to report to) and for Finance & General Purposes Committee to make final policy recommendation in due course.

24/136 Planning Applications

- (a) To consider the following application(s) and any others that are received after the agenda publication date

Application ref.	Address	Details
24/02288/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 – No Objection

- (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.

24/137 Village Hall - To receive update on lighting project work and agree on any actions if required. Deputy Clerk confirmed that the work is now completed, additional work was required with cost of £3,173. The additional expenditure was covered by Section 106 funds following successful application. Cllr Ross Macken wished to note his thanks to the Deputy Clerk for managing the project installation, which involved moving around regular bookings and liaising with contractors.

24/138 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 – Councillors noted dates the Council Office at Village Hall will be closed.
- (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 – Deputy Clerk reported that following successful applications for S106 funds, £22,293.69 has been allocated for Old Witney Road Play Area resurfacing from application 15/03148/OUT and £3,173 has been allocated for Village

Hall Lighting Project from application 08/1341/P/FP. It was further reported that following discussion with the S106 team at WODC, the remaining funds from 08/1341/P/FP can be used to upgrade kitchen and toilets.

- (c) To note email from Pellmans Solicitors confirming Registration of Lease for Bartholomew Room with Land Registry – Councillors noted communication from Pellmans Solicitors.

24/139 Amenities and Estates - To note completion of Annual Playground Inspection and receive report on repairs required and agree actions – it was **RESOLVED** to accept Deputy Clerks recommendation for

- I. Oxford Direct Services to replace worn buckles, chains, nuts and caps as required in the reports.
- II. Seek quotes to complete work at Skate Park.
- III. Schedule Maintenance Operative to complete remaining tasks.

24/140 Delegated Authority - 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 – Councillors noted the decisions completed.

24/141 To receive reports from Councillors representing the Council on outside bodies/meetings –

Cllr Trica Crowley provided Councillors with an update from the Witney Bus Users meeting for which a written report was distributed. A further report on the Bus Stop Data Capture was discussed, it was noted that the Council has five bus stops which it owns and maintains and an update to the asset register will be needed.

Cllr Ross Macken reported that he has communicated with Thames Valley Police regarding the Anti-Social Behaviour of three youths at the pavilion, and this was currently being dealt with by officers.

24/142 To note the dates of the next Parish Council meetings at the Village Hall

Full Council – Tuesday 19th November 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.

24/143 Burial Ground - To receive update from Cllr Ross Macken – Cllr Ross Macken provided Council with a full update on the current situation for Burial space in Eynsham. It was **RESOLVED** for Cllr Ross Macken to talk to Dan Levy to discuss possibility of earlier access to County Council land. It was further **RESOLVED** for the Deputy Clerk to set up meeting with local church and undertakers to discuss position.

24/144 Human Resources Maintenance Operative Appointment - To receive update from Deputy Clerk on appointment of a Maintenance Operative and agree actions – Deputy Clerk reported that two candidates put forward by recruitment agency were interviewed for the vacant position by Deputy Clerk and Cllr Ross Macken. Following the interview process the position had been provisionally offered to one of the applicants pending Council endorsement. It was **RESOLVED** to confirm the appointment of Keith Powell as

Maintenance Operative on terms negotiated with starting date of Wednesday 16th October 2024 on a three-month probation period.

24/145 Human Resources - Resignation of Bookings & Accounts Clerk

- (a) To note receipt of Booking & Accounts Clerk resignation and last day of working – Councillors noted the resignation of the Bookings & Accounts Clerk and last working day will be 12th December 2024 as taking remaining annual leave.
- (b) To receive proposal by Deputy Clerk and agree actions – Councillors received proposed documents including: updated job description/person specification, internal vacancy job advert and internal timetable. It was **RESOLVED** to accept Deputy Clerk recommendations and advertise vacancy internal for period of 1 week and if no applicants advertise externally via social media, website and noticeboard.

24/146 Human Resources – Training Courses - To receive report from Deputy Clerk on Staff Training and agree actions – Deputy Clerk provided Councillors with list of training courses for Maintenance Operative, Deputy Clerk and incoming Clerk. It was **RESOLVED** to accept recommendations at cost of £950.40 from training budget

24/147 Human Resources – Staff Contracts

- (a) To receive report from Deputy Clerk on Staff Contracts following advice from Personal Advice and Solutions Ltd – Deputy Clerk provided Councillors with update from the Councils HR advisors around amendments to contracts required.

Deputy Clerk left meeting for councillors to discuss.

- (b) To discuss and agree next steps regarding staff contracts – It was **RESOLVED** to follow the guidance from HR advisor, with Cllr Macken and Deputy Clerk to work together on issue raised.

24/148 Kubota Insurance – To resolve to amend the Council’s vehicle insurance policy with addition of new Maintenance Operative – It was **RESOLVED** for Keith Powell to be added to policy once trained on Kubota by Deputy Clerk.

Meeting closed at 9.30pm

**Schedule of Payments for approval at the Parish Council Meeting
15th October 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	£
24/138	Cathedral Controls	VH Gas safety checks	553.20
24/139	Cloudy IT	IT support	617.76
24/140	Currys	Office equipment	229.04
24/141	Evenlode DIY	Maintenance sundries	217.15
24/142	Shield Maintenance	Waste collection	582.40
24/143	McCracken's	Grass cutting September (inc credit)	57.60
24/144	Moore	External audit 2023-24	1008.00
24/145	OALC	Planning training RW	72.00
24/146	PI Group Consultants	Play inspection examinations	260.00
24/147	Ross's Roofing	VH roof repair	1200.00
24/148	R Wilkins	Reimbursement for office printer	341.99
24/149	SLCC	SLCC membership RB	148.00
24/150	Viking	Office equipment	53.92
24/151	Wicksteed	5% retained fee for Old Witney Rd play area	4437.64
24/152	Viking	Office equipment	51.59
24/153	R Wilkins	Ethernet Cables for Office	6.01
24/154	Viking	Whiteboard and Pens	73.76
24/155	Oxford Security Services	Security Calls and Patrols	100.80
24/156	Personnel Advice & Solutions	HR retainer – Aug VAT, Sept, Oct	390.00
24/157	M Pegram	VH window cleaning	19.00

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

REF	PAYEE	INFORMATION	£
CC24/040	Nublue	Domain transfer	90.00
CC24/041	Amazon	Laminator	39.95
CC24/042	Tesco	Fuel	30.36
CC24/043	Indeed	Job advertisement	1.21
CC24/044	Breathe	HR software	33.60
CC24/045	RYAL Media Group	Clerk Advert	223.20
CC24/046	Amazon	Office Stationery	7.58
CC24/047	Amazon	Office Stationery	3.99
CC24/048	Amazon	PC Screen Adapter	19.45
CC24/049	Amazon	Rechargeable Batteries and Unit	22.94
CC24/050	Amazon	Stationery Cable Tidy	15.98

CC24/051	Amazon	Whiteboard Markers	7.19
CC24/052	Amazon	Cable Adapter	11.99
CC24/053	Amazon	USB C to HDMI Adapter (Replacement)	18.99