



EYNESHAM PARISH COUNCIL

Parish Council Meeting held at
Eynsham Village Hall and remotely by MS.Teams,
7.30pm on Tuesday 19th November 2024

MINUTES

Councillors Present – Cllr R Macken (Chair), Cllr M Chen, Cllr Trica Crowley, Cllr Andy Mosson, Cllr S Osborne, Cllr Ann Partlett,

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

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

24/149 To receive apologies for absence – Cllr Sue Brown, Cllr Wendy Daniels and Cllr Carl Rylett.

24/150 To receive Declarations of Interest in agenda items – None.

24/151 Minutes –

- (a) It was **RESOLVED** to approve and sign as a true record the minutes of the Full Council Meeting of 15th October 2024.
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the Extra Finance & General Purposes Committee meeting on Tuesday 5th November 2024

24/152 Public Participation –

Member of public raised concern that residents are unable to phone Councillors directly. The Chair advised that it was decided by the whole Council to remove Councillors' numbers due to harassment concerns and that residents can contact the Clerk/Deputy Clerk by phone who will pass message on, or Councillors can be contactable via email.

Member of public raised concerns about the 'Notice of Landowner Deposit' notices recently posted at North Oxford Road. The Deputy Clerk advised this would be covered under Planning.

24/153 To receive an update report from Eynsham's West Oxfordshire District Councillors and Oxfordshire County Councillor – County Cllr Dan Levy's submitted report was discussed.

24/154 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 31st October 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 currently on target at the seventh month point which is positive.

24/155 Planning Applications

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

Application ref.	Address	Details
24/02760/HHD	4 Old Witney Road Eynsham Witney	Single storey front extension to enlarge hall and provide a new accessible front entrance with ramped access and porch. No Objection
24/02775/HHD	Chilmore Station Road Eynsham	Erection of single storey front extension to provide a study and wc. No Objection
24/02819/HHD	110 Dovehouse Close Eynsham Witney	Erection of single and first floor front extensions and single and two storey rear extension. No Objection

The Council agreed to allow the submission of the 'Notice of landowner deposit under section 31(6) of the Highways Act 1980 and section 15A(1) of the Commons Act 2006' submitted by Bidwell's LLP on behalf of the landowner to be discussed. It was **RESOLVED** for the Deputy Clerk to a) Review the lease agreement for the parcel of land, b) to contact Bidwell's to organise a meeting to discuss their plans and c) to seek legal advice if required on the Council's position as lease holders.

- (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.

24/156 Village Hall –

- (a) To receive quote for using Hall Master for Village Hall bookings in 2025 and agree actions – It was **RESOLVED** to set up Hall Master for the Village Hall bookings at cost of £130 plus VAT, and to add Payment Module to Village Hall licence at cost of £24 per annum.
- (b) To receive cost for replacement Christmas Tree for Village Hall Foyer and agree actions – It was **RESOLVED** to purchase new Christmas tree for foyer at Village Hall.

24/157 To Receive Update from Deputy Clerk – the Deputy Clerk had nothing to report.

24/158 Amenities and Estates –

- (a) To receive quote for urgent repairs to Fishponds Bridge and agree actions – it was **RESOLVED** to accept quote from Oxford Direct Services for Deputy Clerk's recommendation for £1,075.01
- (b) To receive quote for DDA Roundabout at Old Witney Road Play area and agree actions – it was **RESOLVED** to replace item for £10,178.36 from Oxford Direct Services and to seek S106 funds from West Oxfordshire District Council to cover costs.

24/159 Councillor Resignation

- (a) To note Resignation of Beth Partlett – Councillors noted the resignation. It was **RESOLVED** to place on record the Council's appreciation to Beth for her time on the Council and the work she undertook on behalf of residents.
- (b) To note 'Notice of Vacancy in Office of Councillor' and for Councillors to discuss recruiting new Councillors and agree actions – Councillors discussed the need to co-

opt new Councillors to the Council, it was **RESOLVED** to place on the January 2025 agenda to allow the incoming Clerk to propose fresh ideas and for Co-option to be added to December full council meeting to allow Mr Nick Relph to stand.

It was further **RESOLVED** to move all future Full Council and Committee meetings to the Small Hall as members of the public find it more comfortable and easier to hear discussions. Deputy Clerk to notify bookings clerk to adjust Calendar accordingly.

24/160 Delegated Authority - To note Delegated Authority decision made by Clerk/RFO and Chair Cllr Ross Macken or Vice Chair Cllr Sue Brown between 15th October 2024 and 17th November 2024 – Councillors noted the decisions completed.

24/161 To receive reports from Councillors representing the Council on outside bodies/meetings –

Cllr Sue Osborne provided Councillors with an update on the Allotment Association's "Call of Nature" project with full funding secured. A meeting onsite will be organised for the Association committee, Cllr Ross Macken and Deputy Clerk to fully understand each other's requirements for project.

Cllr Trica Crowley provided Councillors with an update from the Transport Reps meeting. A total of 56 representatives attended meeting which discussed the funding from central government for buses, service increase to the H2 route and 700 route for weekend.

24/162 To note the dates of the next Parish Council meetings at the Village Hall

Full Council – Tuesday 17th December 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.

24/163 Burial Ground - To receive report from Cllr Andy Mosson and Cllr Ross Macken, discuss recommendations and agree actions. Councillors noted the update and it was **RESOLVED** to continue with the points discussed agreed.

Meeting closed at 9.30pm

**Schedule of Payments for approval at the Parish Council Meeting
19th November 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	£
24/159	B&E Skip Hire	Skip Hire	519.66
24/160	Cloudy IT	IT support	617.76
24/161	Currys	Office equipment	238.02
24/162	Evenlode DIY	Maintenance sundries June	49.20
24/163	Evenlode DIY	Maintenance sundries July	143.49
24/164	Evenlode DIY	Maintenance sundries Oct	57.58
24/165	Eynsham News	Double page spread	150.00
24/166	Gill Cooke Personnel Ltd	Staff recruitment	2568.38
24/167	Lowe & Oliver	VH cooker installation	1194.00
24/168	McCracken & Son	Grass cutting Oct	1080.00
24/169	Oxford Direct Services	Oxford Rd sandpit repair	2510.12
24/170	Oxford Security Services	Annual keyholding charge	600.00
24/171	Oxford Security Services	Call out charge	36.00
24/172	Oxford Security Services	Call out charges	72.00
24/173	Oxford Direct Services	Pavilion door repair	708.00
24/174	Pest Solutions Oxford	Wasp treatment	75.00
24/175	WODC	Regular waste collection	260.00
24/176	WODC	Regular waste collection	572.00
24/177	Pumpkin Pip	Website domain renewal	71.00
24/178	Seldram Supplies	VH Cleaning sundries	103.71
24/179	Seldram Supplies	VH cleaning supplies	60.26
24/180	Seldram Supplies	VH Sweeper	72.00
24/181	Shield Maintenance	Routine waste collection	582.40
24/182	Screwfix	Staff PPE	89.98
24/183	Viking	Office chair	106.79
24/184	Viking	Monitor swing arm	56.33
24/185	TW Lightning Protection	Test/Inspection	456.00
24/186	Lowe & Oliver	VH Light Installation	24652.80
24/187	Richard Wilkins	Fuel for Kubota	33.37

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

24/158	High Speed Training	Staff training	950.40
CC24/054	Breathe HR	HR software	33.60
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CC24/056	Dickies	Staff PPE	73.80
CC24/057	Amazon	Label printer replacement cartridge	30.90
CC24/058	Amazon	Garden Equipment – Dutch Hoe	16.10
CC24/059	Amazon	Garden Equipment – Soil Rake	18.65
CC24/060	Amazon	Garden Equipment – Handle	19.99
CC24/061	Amazon	Business Prime Membership	11.99
CC24/062	Amazon	Paper	6.24
CC24/063	Amazon	Phone Charger	10.45