



EYNESHAM PARISH COUNCIL

Parish Council Meeting held at
Eynsham Village Hall and remotely by MS.Teams,
7.30pm on Tuesday 17th December 2024

MINUTES

Councillors Present – Cllr R Macken (Chair), Cllr Sue Brown, Cllr M Chen, Cllr Andy Mosson, Cllr Ann Partlett, Cllr Nick Relph, Cllr Carl Rylett, Cllr Wendy Daniels (arrived 1936)

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

There were 4 members of public present in room.

24/164 To receive apologies for absence – Cllr Trica Crowley, Cllr Sue Osborne.

24/165 Co-option of Councillor – To welcome Nick Relph to the meeting and consider his co-option. Nick Relph introduced himself to everyone at the meeting and formally requested to be co-opted on to Council.

Proposed by: Cllr Ross Macken
Seconded by: Cllr Sue Brown
Unanimously agreed by Council.

Cllr Nick Relph signed his 'Declaration of Acceptance to Office' with the Deputy Clerk signing as witness.

24/166 To receive Declarations of Interest in agenda items – None.

24/167 Minutes –

- (a) It was **RESOLVED** to approve and sign as a true record the minutes of the Full Council Meeting of Tuesday 19th November 2024.
- (b) It was **RESOLVED** to approve and sign as a true record the minutes of the Finance & General Purposes Committee meeting on Tuesday 26th November 2024

24/168 Public Participation – No requests for public participation.

24/169 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.

24/170 Eynsham Museum Group Request - To note receipt of email request to replace four spotlights in upstairs room at Bartholomew Room, with a rectangular track and agree actions. Steve Parrinder from Eynsham Museum Group presented the request to members of the Council and explained the full reasons. It was **RESOLVED** to accept the request and grant permission to replace the spotlights.

24/171 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 November 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.
- (d) To consider and agree the budget and precept requirements for 2025/26 as recommended by the Finance & General Purposes Committee – Cllr Ross Macken started by providing Councillors with a forecast of the current financial year

The current financial year has seen us continue to meet our budget, this was helped by

- Saving on salaries due to vacancy of Clerk for six months
- Use of Section 106 money to fund projects
- Keeping mowing internal due to officer shortage

The budget setting for 2025/26 was more challenging due to several factors, including

- Increase in staff wages due to nationally agreed wage increases and the impending Employer National Insurance increase from 1st April 2025.
- Inflation continues to impact material and energy costs.
- Increases to IT software with installation of Hallmaster at VH and Decisions, both of which will save on duplication of reports etc and free up some officer's time.

Following discussion of the budget proposal, it was RESOLVED to approve the budget and precept of £322,177 which represents a £21.42 or 0.41 pence per week increase per band D household. (Annex B Refers).

- (e) To Agree changes to bank signatories

Rachel Brown (RFO) provided Councillors with a report detailing current list of approved signatories and proposal for amendments to be made

Unity Trust Bank – Current Account		
To be removed	To be added	Signatories to Authorise
Mrs Katherine Crowe Mrs Katherine Doughty Mrs Rachel Johnson Dr David Knight Ms Stephanie Norton	Mr Richard Wilkins (administrator) Mrs Michelle Legg (administrator) Mrs Ann Partlett (Signatory)	Ms Susan Brown Mr Ross Macken Mr Andrew Mosson Miss Suzanne Osborne

CCLA – Public Sector Deposit Fund		
To be removed	To be added	Signatories to Authorise
Dr David Knight	Miss Suzanne Osborne (signatory) Ms Susan Brown (signatory) Mrs Ann Partlett (Signatory) Mrs Michelle Legg (administrator)	Mr A Mosson Mr R Macken

24/172 CloudyIT – Decisions Software - To receive updated quote for decision software and agree on actions. Councillors noted the report provided by the Deputy Clerk which recommended installing the Decisions software and when contract is up for renewal for Microsoft 365 licences, only staff members and councillors in post at time will be allocated a one-year licence with any new licences done on ad-hoc basis.

It was **RESOLVED** to accept the quote from CloudyIT for Decisions Software for cost of £2,469.00

24/173 Planning Applications

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

Application ref.	Address	Details
24/02916/S73	1 High Street Eynsham Witney Oxfordshire OX29 4HA	Variation of condition 3 of permission 13/1531/P/S73 to allow changes to cafe/restaurant opening hours No Objection
24/03042/FUL	Southfield Cottages Stanton Harcourt Road Eynsham	Erection of two semi-detached dwellings and associated works No Objection
24/02909/HHD	47 Mill Street Eynsham Witney	Conversion of existing outbuilding into a granny annex (retrospective). Re-Comment that stated in 2020 – planning log
24/03024/FUL	52 Barnard Gate Witney Oxfordshire	Conversion of existing hobby building to create self-contained annexe and formation of new vehicular access Eynsham PC would like to see a proper design and access statement – request defer
24/02986/FUL	Algar (electric Motors) Ltd Southfield Place Pink Hill Lane	Erection of single storey extension 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.

24/174 Village Hall –

- (a) To note works to be completed between Christmas and New Year in small hall – Councillors noted the Clerk's report.
- (b) To agree purchase from reserve funds - 4 x Viking Noticeboards to replace old noticeboards and agree actions – It was **RESOLVED** to purchase new noticeboards.
- (c) To agree purchase from reserve funds - 4 x curtains to replace old curtains and agree actions – it was **RESOLVED** to replace the curtains to cost of £700.00
- (d) To agree purchase from reserve funds – new projector for use by hirers and agree actions – it was **RESOLVED** to defer this item to allow Deputy Clerk to investigate more options and return to future Full Council.
- (e) To note decision on Health & Safety grounds for storage area in small hall to be permanently allocated for use by Eynsham PC and for Bartholomew players to allocated space at side of stage – Councillors noted the decision.

- (f) To receive quote for 5-year electrical test and inspection and agree actions – Deputy Clerk advised that this will need to be deferred to allow further quotes to be obtained to meet Financial Regulations of Eynsham Parish Council. It was **RESOLVED** to defer to January.

24/175 To Receive Update from Deputy Clerk –

- (a) To note completion of resurfacing works at Old Witney Road – it was **RESOLVED** to note the completion of work and Deputy Clerk was thanked for organising this work.
- (b) To note PC Hannah Leggott is new Full Time Neighbour Policing Police Constable for Eynsham Village – it was **RESOLVED** to note the arrival of the new PC and it was agreed to ask Communications Officer to promote.

24/176 Consultation - Enabling remote attendance and proxy voting at local authority meetings – for Parish Council to decide on response to formal consultation. It was **RESOLVED** to assign Cllr Andy Mosson to submit Council's response in absence of Deputy Clerk.

24/177 Delegated Authority - To note Delegated Authority decision made by Clerk/RFO and Chair Cllr Ross Macken or Vice Chair Cllr Sue Brown between 17th November 2024 and 17th December 2024 – Councillors noted the decisions completed.

24/178 To receive reports from Councillors representing the Council on outside bodies/meetings –

Cllr Ross Macken reported on the onsite meeting with Eynsham Allotment Association, which was attended by the Deputy Clerk, representatives of the association will formally submit plans for Full Council to agree in January 2025.

Cllr Ross Macken confirmed that a steering group has been set up with other Council representatives for Botley West Solar Farm.

24/179 To note the dates of the next Parish Council meetings at the Village Hall

Full Council – Tuesday 21st January 2025 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.

24/180 Budget and Precept 2024/25 – Increase in contractual hours. To resolve staffing requirements and structure for 2025/26 and agree actions. – It was **RESOLVED** to accept the recommendation of the Finance & General Purposes Committee

24/181 Village Hall Kitchen Refurbishment and Toilet/Kitchen Flooring Quotes

- (a) To receive quotes for Kitchen Refurbishment, agree on preferred quote and agree actions
- (b) To receive quotes for Kitchen and Toilet flooring replacement, agree on preferred quote and agree actions. It was **RESOLVED** to defer this item to January 2025.

Councillors wished to thank the Deputy Clerk for stepping in as acting Clerk for the past six months and doing a good job in difficult circumstances at times.

Meeting closed at 9.30pm

**Schedule of Payments for approval at the Parish Council Meeting
17th December 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	£
24/191	AK Timms	Paving and bench	198.74
24/192	AK Timms	Playground board	458.17
24/193	Caloo	Old Witney Road surfacing	27,466.43
24/194	Cloudy IT	IT Support	617.76
24/195	Evenlode DIY	Maintenance sundries Nov	154.99
24/196	Helpful Hirings	Plant Hire	529.02
24/197	Helpful Hirings	Xmas Lights	108.00
24/198	Helpful Hirings	Xmas Lights	210.00
24/199	Lowe & Oliver	PAT Testing	637.74
24/200	Seldram Supplies	Village hall supplies	49.60
24/201	Shield Maintenance	Regular waste collection	582.40
24/202	Personnel Advice & Solutions	HR Retainer – Nov, Dec & Jan	540.00
24/203	Hallmaster	Hallmaster software fee VH	375.00
24/204	SLCC	M Legg – Level 5 Foundation Degree Deposit	400.00

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

REF	PAYEE	INFORMATION	£
24/188	Wizz Print	Staff uniform	341.96
24/189	M Pegram	Village Hall window cleaning	19.00
24/190	R Wilkins	Expenses	84.80
CC24/064	Breathe HR	HR software	33.60
CC24/065	Poppy Shop	Poppy wreath	24.49
CC24/066	Disclosure & Barring Service	DBS Check	18.00
CC24/067	Amazon	Paper shredder	207.47
CC24/068	Ring LLC	VH Door Camera Subscription	49.99

Overall	2024/25	2025/26
Precept	£276,886	£322,177
Tax Base	2,236	2,218
Tax Band D	£123.84	£145.26
% Rise	22.8%	17.3%
Per week rise	44p	41p

INCOME	2024/25	2025/26
101 Precept	£276,886	£322,177
102 Allotments	£1,162	£1,162
107 Play Areas	£25,000	£10,312
103 Open Spaces	£19,945	£12,224
101 Admin	£4,000	£5,000
,105 Pavilion	£0	£0
111 Village Hall	£59,431	£43,574
109 Bartholomew Room	£1	£1
123 Neighbourhood Plan Grants	£7,205	£0
133 Traffic Grants	£5,000	£0
Total Income	£398,630	£394,450

EXPENDITURE	2024/25	2025/26
107 Play Areas	£49,792	£28,562
103 Open Spaces	£73,153	£64,090
101 Admin	£234,472	£254,346
105 Pavilion	£0	£4,000
111 Village Hall	£38,511	£30,452
117 Grants	£7,580	£8,500
109 Bartholomew Room	£500	£500
123 Neighbourhood Plan Grants	£11,205	£4,000
133 Traffic 20mph Project	£9,056	£0
Total Expenditure	£424,269	£394,450

SUMMARY	2024/25	2025/26
This Year's Surplus Income/Exp	£10,001	£0
Total Cash Brought Forward	£186,071	£223,235
Total Cash Carried Forward	£196,072	£223,235

Cash Carried Fwd made up of	2024/25	2025/26
General Reserves	£107,994	£120,579
Earmarked Reserves	£88,078	£89,409
Pavilion Reserves	£44,000	£44,000
Village Hall Reserves	£14,078	£14,078
Allotment Tree Reserves	£30,000	£30,000
Community Grant Reserve	-	£1,331
Play Area Reserve	-	