



# EYNESHAM PARISH COUNCIL

Full Council Meeting held at  
Eynsham Village Hall, 7.30pm on Tuesday 21<sup>st</sup> January 2025

## MINUTES

**Councillors Present** – Cllr Ross Macken (Chairman), Cllr Tricia Crowley, Cllr Sue Osborne, Cllr Andy Mosson, Cllr Milly Chen, Cllr Carl Rylett.

**Also in attendance:** Michelle Legg - Clerk to the Council, Richard Wilkins - Deputy Clerk to the Council, Rachel Brown – Responsible Finance Officer (online) and eight members of the public.

**The meeting opened at 19.30 and closed at 21:30.**

**25/1 To receive apologies for absence.** Apologies were received and accepted from Cllr Brown, Cllr Relf, and Cllr Partlett.

**25/2 To receive Declarations of Interest in agenda items** – none

### **25/3 Presentation on Horizon Technology Park**

Cllr Macken welcomed several members of the project team, who gave a brief presentation and update on their development proposal. It is anticipated that a hybrid planning application would be made in the coming weeks to WODC, who would carry out the statutory consultation.

### **25/4 Minutes**

- (a) It was **RESOLVED** to approve the minutes from the Full Council meeting of Tuesday 17<sup>th</sup> December 2024. The minutes were duly signed, by the Chairman as a true record of the meeting.
- (b) Following Cllr Mosson's request for the minutes to be amended, confirming that no members of the public had joined remotely, this was approved, and it was **RESOLVED** to approve the minutes, from the Finance & General Purposes Committee meeting on Wednesday 15<sup>th</sup> January 2025. The paper copy was amended and initialled by the Chairman and signed, by the Chairman as a true record of the meeting. *The Deputy Clerk would amend the electronic version.*

**25/5 Public Participation** (The meeting adjourned for this item from 20:10 to 20:10) – none.

**25/6 To receive an update report from Eynsham's West Oxfordshire District Councillors (WODC) and Oxfordshire County Councillor (OCC).** County Councillor Dan Levy had provided a written report (circulated to councillors and posted on the council's website) and spoke on proposals for devolution/unitary authorities within the region. A decision on whether elections for OCC would be made at the end of January 2025 and supported town and parish councils ensuring they have a say in the process.

Cllr Rylett confirmed that the district boundary review will be suspended following the **government's** devolution plans.

Cllr Crowley asked Cllr Levy to confirm the financial support OCC gave to ensure the EV vehicle could remain in the village. The financial contribution was in the region of £3,000.

**25/7 Finance Report**

- (a) To approve payment of accounts – It was **RESOLVED** to approve payments of accounts/ See Appendix A
- (b) To approve bank reconciliation – It was **RESOLVED** to approve the bank reconciliation up to 31<sup>st</sup> December 2024.
- (c) To approve recommendation from Finance & General Purposes Committee to submit Section 106 request for refurbishment of Village Hall Kitchen. It was **RESOLVED** to approve the Deputy Clerk’s recommendation to appoint One Stop Kitchens (£29,975 exc. VAT) and for the Deputy Clerk to complete the S106 application to WODC, for £25,340.70.
- (d) To note Aurora Solar Farm, Eynsham Community Benefits contribution of £30,000 and agree actions. Councillors **RESOLVED** for this item to be discussed at future Council/F&GP to consider potential community focused initiatives. Cllr Crowley suggested discussing this with the community at Annual Parish Meeting.

**25/8 Planning applications**

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

<b>Application ref.</b>	<b>Address</b>	<b>Details</b>	<b>Decision</b>
24/03226/ADV	Eynsham Filling Station, Eynsham, Witney	Erection of one replacement internally lit totem sign along with two new Internally lit totem signs, and an internally lit fascia sign to food pod	No objections (Neutral)
24/03166/FUL	1 - 5 Oasis Park Eynsham Witney Oxfordshire OX29 4TP	Construction of goods lift shaft extension	No objections (Neutral)
24/03191/HDD	20 Orchard Close	Erection of single and two storey extensions and construction of a front porch	No objections (Neutral)
25/00034/HHD	96 Acre End Street Eynsham Witney	Conversion of garage to home office and replacement of single garage door with wall and window.	No objections (Neutral)

(Planning applications can be viewed by visiting [WODC Planning website](#))

- (b) To review the planning applications log, note recent decisions and consider any required actions by the Clerk/Deputy Clerk/RFO. Noted.
- (c) To note delegated decision to register as interested party for Botley West Solar Farm.

Under delegated powers the Clerk and Chairman had agreed to register as an interested party, in the upcoming inspection, however the Clerk shared information that would require EPC to include comments relevant to the application, as part of the registration. It was **RESOLVED** for the Clerk, under delegated powers to liaise with members of the planning committee before submitting a response.

### **25/9 Committee Membership**

It was **RESOLVED** to add Cllr Nick Relph as a Committee member of the Finance & General Purposes Committee.

### **25/10 To Receive Update from Clerk/Deputy Clerk**

- (a) **Arts Trail** - The Clerk and Chairman recently met with the WODC Arts Officer, with a view to recommencing the Art Trail project. Subsequently the Clerk has reviewed some of the original documentation and will arrange a meeting of the Committee/Working Group.
- (b) **Grants Policy** - The Finance & General Purposes Committee had approved the amendments.
- (c) **Temporary appointment of Maintenance Operative** – The Deputy Clerk **gave** an update.

### **25/11 Room Repairs**

- (a) It was **RESOLVED** to accept the quote (Ross Roofing £720 inc. VAT ) for urgent repairs to roof of Bartholomew Room.
- (b) It was **RESOLVED** to accept the quote (Ross Roofing £1080 inc. VAT) for urgent repairs to roof of Sports Pavilion.

### **25/12 Consultation**

It was **RESOLVED** to accept the Clerk's draft response to the government's 'Strengthening Standards' consultation. *Clerk to complete submission*

### **25/13 Allotment Association Request**

It was **RESOLVED** to approve the request from Eynsham Allotment Association to install a Composting Toilet. *Clerk to confirm with the Allotment Association.*

### **25/14 Delegated Authority**

Councillors noted the decisions made by the Clerk/Deputy Clerk/RFO and Chairman Cllr Ross Macken or Vice Chairman Cllr Sue Brown between 17<sup>th</sup> December 2024 – 21<sup>st</sup> January 2025.

### **25/15 To receive reports from Councillors representing the Council on outside bodies/meetings.**

Cllr Carl Rylett gave an update on a recent visit to Bartholomew School, where discussions took place on community/youth engagement and launch of the Youth Council. Further opportunities were also discussed and would continue with local organisations.

The Deputy Clerk asked whether communication could be reestablished with the school, to resolve the emergency access damage to Old Witney Rd Play Area.

Cllr Crowley confirmed that she would be attending the Parish Transport Representatives meeting on 18<sup>th</sup> March 2025.

Cllr Macken gave an update on the Nature Recovery Network. Its recent hedge planting session on 12<sup>th</sup> Jan saw 80 people planting 900m of hedging along Wharf Stream.

Cllr Macken gave an update on the Forever Fields book launch (Sat 18<sup>th</sup> Jan). The 'Connected' willow sculpture was moved to the Market Square to support the event. The possibility of it remaining in Market Square would be explored.

**25/16 To note the date of the next Full Council meeting at the Village Hall – Tuesday 18<sup>th</sup> February 2025**

**EXCLUSION OF THE PUBLIC AND PRESS:** At the conclusion of this part of the agenda, the Chairman 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.

**25/17 Electrical Installation Condition Report (EICR) Quote.**

The council reviewed three quotes and **RESOLVED** to accept the quotes from Lowe and Oliver (£1,548.00 inc. VAT) to complete EICR tests at Eynsham Village Hall and Eynsham Sports Pavilion.



# EYNSHAM PARISH COUNCIL

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## APPENDIX A - Schedule of Payments for approval at the Parish Council Meeting 21<sup>st</sup> January 2025

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	£
24/207	Curry's	Lenovo Tablet	279.00
24/208	Pyrotec	VH Fire alarm system maintenance	528.00
24/209	Whites Cleaning Company	VH deep clean	1134.00
24/210	WODC	VH food waste collection	260.00
24/211	WODC	Waste bin emptying	2263.25
24/212	Ubico	Play area upkeep	930.00
24/213	Ubico	Play area upkeep	840.00
24/214	Ubico	Waste bin emptying	803.52
24/215	Cloudy IT	Decisions package	2469.00
24/216	Cloudy IT	Computer support	617.76
24/217	Cloudy IT	New councillor setup	3.84
24/218	Evenlode DIY	Maintenance sundries	346.37
24/219	Eynsham News	Double Page Spread Feb 2025	150.00
24/220	Helpful Hirings	Heavy machinery hire	124.56
24/221	Shield Maintenance	Waste collection	582.40
24/222	Oxon Fastenings	Lock	15.40
24/223	Screwfix	Truck & PPE	77.78
24/224	Seldram Supplies	VH cleaning sundries	350.04
24/225	SLCC	SLCC membership ML	360.00
24/226	Viking	Noticeboards & kettles	209.87
24/227	ODS	Fishpond Bridge Repair	1075.01
24/228	Screwfix	Sacktruck	77.98
24/229	Seldram Supplies	Soap dispenser	42.77
24/230	Cloudy IT	Office Replacement Laptops/Set Up	1531.80
24/231	M Pegram	VH window cleaning	38.00
24/232	Fir Tree Farm	Christmas tree	450.00
24/233	Pipers	Boiler Callout Pavilion	120.00
24/234	Caloo	Safety Surfacing Oxford Rd Play area	8145.60
24/235	Helpful Hirings	Platform Xmas Tree Removal	108.00
24/236	Community First Oxfordshire	Neighbourhood Plan Support	3,696.00
24/237	Piper Heating	Boiler callout	120.00

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

<b>REF</b>	<b>PAYEE</b>	<b>INFORMATION</b>	<b>£</b>
24/205	M Chen	Xmas meal reimbursement	288.00
24/206	G Podbery	Meadow grass cutting	265.00
CC24/069	Amazon	Batteries	12.97
CC24/070	Amazon	Shredder oil sheets	9.99
CC24/071	Amazon	Dutch hoe	16.10
CC24/072	Amazon	Rake	18.65
CC24/073	Amazon	Aluminium handle	19.99
CC24/074	Amazon	Label tape	30.90
CC24/075	Amazon	Charger & paper	16.69
CC24/076	Amazon	USB HDMI Adapter	13.72
CC24/077	Manor Mix	Concrete	402.00
CC24/078	Moneysoft	Payroll Software	103.20
CC24/079	Breathe HR	HR software	33.60
CC24/080	Nisbets	New kitchen bin	43.77
CC24/081	Kingsley Café	Staff Xmas Breakfast	19.20
CC24/082	Post Office Ltd	Signed for 1 <sup>st</sup> Class Letter	4.30
CC24/083	Screwfix	White Paint	53.98
CC24/084	Tesco	Kubota Fuel	15.05
CC24/085	Amazon	Office Supplies invoice 1	35.73
CC24/086	Amazon	Office Supplies invoice 2	3.22
CC24/087	Amazon	Office Supplies invoice 3	21.48
CC24/088	Amazon	Office Supplies invoice 4	3.45
CC24/089	Amazon	Office Supplies invoice 5	2.70
CC24/090	Amazon	Office Supplies invoice 6	3.99
CC24/091	Amazon	Office Supplies invoice 7	29.98