



EYNESHAM PARISH COUNCIL

Full Council Meeting held

Eynsham Village Hall, 7.30pm on Tuesday 18th February 2025.

MINUTES

Councillors Present: Cllr Ross Macken (Chairman), Cllr Tricia Crowley, Cllr Sue Osbourne, Cllr Andy Mosson, Cllr Nick Relph, Cllr Sue Brown and Cllr Ann Partlett.

Also in attendance: Michelle Legg – Clerk to the Council, Richard Wilkins – Deputy Clerk to the Council, WODC & OCC Cllr Dan Levy and one member of the public.
Cllr and WODC Cllr Carl Rylett joined online.

The meeting opened at 19:30 and closed at 21:47

25/18 To receive apologies for absence. Apologies were received and accepted from Cllr Chen and Rylett

25/19 To receive Declarations of Interest in agenda items.
Cllr Partlett declared a non-pecuniary interest for planning application 25/00076/HHD
Cllr Macken also declared a non-pecuniary interest for planning application 25/00034/HHD

25/20 Minutes

- (a) It was RESOLVED to accept and approve the minutes from the Full Council meeting of Tuesday 21st January 2025. The minutes were duly signed by the Chairman as a true record of the meeting.
- (b) The minutes from the [Art Trail Working Group](#) were noted and the Clerk gave an update of the initiative and launch.

(The meeting adjourned for items 21 & 22 between 19:37 to 19:49)

25/21 Public Participation - none

25/22 To receive an update report from Eynsham's West Oxfordshire District Councillors WODC) and Oxfordshire County Councillor (OCC).

Cllr Levy informed the council that OCC's focus has been understanding the devolution process. He confirmed that the OCC elections will go ahead, as Oxfordshire was not included in the government's initial plans.

Cllr Macken was keen to see how the parish council could get involved. Cllr Levy felt engagement with town and parish councils would be easier and provide more partnership opportunities.

There were some concerns that Eynsham could be subsumed by the city.

25/23 Finance Report

- (c) It was RESOLVED to approve the payment of accounts – see Annexe A
- (d) It was RESOLVED to approve the bank reconciliation - see Annexe B and the Chairman to sign the bank reconciliation and statements.
- (e) To note the Clerk's, increase in SCP due to completion of Community Governance Level 4.- noted
- (f) It was RESOLVED unanimously to approve the reallocation of £20,000 from allotments to building reserves.

Within the income and expenditure reports, Cllr Mosson queried the biodiversity grant, It was confirmed that this was the crowdfunding activity for a new mower and that there would not be any income or expenditure against this as the project is not continuing at present.

25/24 To consider hall hire discounts for high-volume hirers. The Chairman gave a precis of the circulated report and recommended that 15% discount be applied for high volume hirers, currently those with a total spend more than £4,500. It was RESOLVED to approve the recommendation, but to review expenditure after twelve months.

25/25 To approve membership to Community First Oxfordshire (CFO) (£85) (add legislation). It was RESOLVED to approve membership to CFO.

25/26 To consider requests from residents for replacement street signs for Thames Street and Falstaff Close – It was RESOLVED to support both applications. *Clerk to liaise with WODC.*

25/27 To approve disposal of council equipment and agree actions

- (a) To sell 2 x folding tables from office – It was RESOLVED to approve the sale/disposal.
- (b) To sell 1 x old cooker from Village Hall; Kitchen via eBay - It was RESOLVED to approve the sale/disposal.
- (c) To offer 19 folding chairs for free to local community/groups - It was RESOLVED to approve the disposal.

25/28 Planning applications

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

Application ref.	Address	Details
25/00034/HHD	17 Newland Street Eynsham Witney	Demolition of existing extension and erection of replacement extension, replacement of windows, insertion of roof lights and internal works. No objections - Subject to approval of suitable material Suitable traffic management plan sympathetic to the location.
25/00076/HHD	40 Back Lane, Eynsham, Witney	Works to the property include the demolition of existing conservatory, garage & carport, and the construction of a single storey, rear extension No objections
25/00042/FUL	3 Blankstones Farm 39 Acre End Street Eynsham	Installation of 8 PV Solar panels on south facing roof of carport within Blankstones Farm complex together with the installation of an inverter and battery within the carport communicating with house using wifi and power through existing cable No objections
25/00133/FUL	1 - 5 Oasis Park Eynsham Witney	Installation of a fume cupboard extract flue, waste compound, gas cylinder compound and emergency back-up generator No objections

The following planning applications and permissions were received after the agenda has been circulated. Councillors at the meeting were asked for their views, prior to Cllr Macken and Officers deciding under the council's scheme of delegation.

24/03289/FUL	Land Northeast Of Hanborough Road Eynsham	Installation of 8no. Electric Vehicle (EV) charging spaces, unmanned amenities building and PV solar canopy structure with associated substation, LV switchboard and ancillary works. Alterations to an existing access and creation of a new access onto B4449 to form a drive-through charging hub at the junction of A40 and B4449, with wayfinding totem and fascia signs (amended description) Object- would prefer that the entrance and exit is on Hanborough Rd, to avoid a drive/cut through onto B4449. Footpath is a well walked verge and crossing should be safe for pedestrians. This site is also identified as the new cycle route to A40.
24/03290/ADV	Land Northeast of Hanborough Road Eynsham	Construction of internally illuminated wayfinding totem and fascia signs Object - would suggest sympathetic lighting and totem positioned closer to the A40 and away from properties.
OCC B4044 Eynsham to Botley active travel scheme	Oxford Rd North and Allotments	Councillors had no issues with the request. - <i>Clerk to contact project officer.</i>

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

- (b) Members noted the recent planning decisions made by WODC.
- (c) It was RESOLVED for the Clerk to submit the amended statement as part of the council's registration to Planning Inspectorate for Botley West Solar Farm.

25/29 Eynsham Parish Council Grants

- (a) It was RESOLVED to approve new Grants Policy and Application for 2024-25 –
- (b) It was RESOLVED to approve the revised grant application from Eynsham Parks (£9,000) – the revision was due to an unexpected energy bill. Cllr Mosson asked for officers to clarify whether utility companies could include invoices that were beyond 12 months old. *Offices to investigate*

25/30 To Receive Update from Clerk/Deputy Clerk including:

- (a) Response submitted to Ministry of Housing, Communities and Local Government consultation Strengthening the standards and conduct framework for local authorities in England
- (b) Flooring in Village Hall toilets w/c 10th Feb – delayed start, work began 11th Feb and now complete
- (c) Dates for Kitchen refurbishment – w/c 19th May
- (d) Decisions (GovMeetings) implementation – awaiting dates for officer training.
- (e) Update on bookings migration for Village Hall. Deputy Clerk gave a summary of the progress, on track for 1st March 2025.
- (f) Updated header in use.

25/31 To receive an update on Annual Parish Meeting (4th March 2025). Cllr Macken reminded councillors and would like to see as many councillors present as possible. Cllr Macken gave a summary of his presentation and content for the council's display. *Cllr Macken and the Clerk to share documents with councillors for their input.*

25/32 Fixed Asset Policy It was RESOLVED to approve the Fixed Asset Policy.

25/33 To consider supporting NALC/SLCC's Civility and Respect initiative – Councillors supported officers in progressing this. Clerk/Deputy Clerk to work on implementation. Cllr Crowley was concerned that existing policies were not adequate given recent issues. *The Clerk agreed to meet with Cllr Crowley to discuss her concerns.*

25/34 Maintenance and repairs

- (a) Fishpond footpath and riverbank – Deputy Clerk gave an update on areas of concern on the site. Cllr Osbourne has been in contact with the Countryside access officer. Deputy Clerk to approach contractor for advice. *Footpaths to be added to the A&E agenda.*
- (b) EHICR assessment complete – Identified work for village hall, approved under delegated powers. Councillors RESOLVED to approve urgent repairs for Pavilion (£3,095 exc. VAT). (Local Government Act 1972, s101).
- (c) It was RESOLVED to approve an extension to the grass cutting contract for 2025 (£13,720 exc. VAT). (Open Spaces Act 1906 ss9 & 10 and Local Government Act 1972 s101). Officers confirmed that an extension to the weed killing contract would be submitted separately.

25/35 Aurora Solar Farm Community Contribution

It was RESOLVED to place the £30,000 contribution in earmarked reserves. It was agreed that priority areas would be provided at the Annual Parish Meeting and the public asked for their comments. Councillors welcomed a separate brainstorming session that would be arranged in the future.

25/36 Delegated Authority

Councillors noted decisions made by the Clerk/Deputy Clerk/RFO and Chair Cllr Ross Macken or Vice Chair Cllr Sue Brown between 22nd January 2025 – 18th February 2025.

25/37 To receive reports from Councillors representing the Council on outside bodies/meetings.

- Cllr Rylett (online) gave an update on tree planting in the village. WODC have been flexible with the application deadline.
- Nature Recovery Network hope to undertake bat surveys in village and will submit a grant request for equipment.
- Cllr Osbourne confirmed that the allotment toilet has been installed.
- Cllr Macken gave an update on his attendance at the recent Botley West meeting.

25/38 To note the date of the next Parish Council meeting at the Village Hall on Tuesday 18th March 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.

25/39 To approve signing of legal agreement between the EPC and WODC for Market Village Funding (£9,000). – It was RESOLVED to approve Cllr Macken signing the legal agreement releasing grant funding towards the purchase of four replacement noticeboards, and two planters for Market Square.



Annexe A

**Schedule of Payments approved at Parish Council Meeting
18th February 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	£
24/239	AK Timms	Maintenance sundries	30.05
24/240	Amazon	First aid equipment	3.31
24/241	Amazon	First aid equipment	100.87
24/242	Cloudy IT	IT support	623.68*
24/243	Evenlode DIY	Maintenance sundries	89.78
24/244	Oxon Fastening Systems	Additional keys	46.44
24/245	Oxon Fastening Systems	Maintenance sundries	7.70
24/246	Oxon Fastening Systems	Tools	514.79
24/247	Parchment Prints of Oxford	Hall for Hire banners	288.00
24/248	Screwfix	Fire door stops	217.98
24/249	Shield Maintenance	Waste collection	582.40
24/250	<i>B&E Transport</i>	<i>Skip hire</i>	555.66
24/251	<i>Amazon</i>	<i>Bungee cord</i>	25.99
24/252	<i>Amazon</i>	<i>Do not disturb sign</i>	6.59

*includes
4p from
previous
invoice

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

REF	PAYEE	INFORMATION	£
CC24/092	Amazon	Key safe	119.99
CC24/093	Amazon	Artificial Xmas tree	147.59
CC24/094	Amazon	Office supplies	17.99
24/237	Ross's Roofing	Pavilion roof repair	1080.00
24/238	Ross's Roofing	Bartholomew Room roof repair	720.00
CC24/095	Screwfix	Maintenance sundries	36.44
CC24/096	<i>Amazon</i>	<i>First aid kit</i>	13.98
CC24/097	<i>Amazon</i>	<i>Screen protector & batteries</i>	23.63
CC24/098	<i>Amazon</i>	<i>Tablet case</i>	26.59
CC24/099	<i>Amazon</i>	<i>Top soil</i>	29.94



Annexe A

Bank Reconciliation as of 31st Jan 2025
Approved at Parish Council Meeting
18th February 2025

Date: 11/02/2025

EYNSHAM PARISH COUNCIL Current Year

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Time: 09:27

Bank Reconciliation Statement as at 31/01/2025
for Cashbook 6 - Unity Trust Bank

User: RJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank	31/01/2025		178,604.13
			<u>178,604.13</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			178,604.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			178,604.13
		Balance per Cash Book is :-	178,604.13
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date