



EYNESHAM PARISH COUNCIL

CLERK: MICHELLE LEGG

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Council Summons & Agenda

Wednesday, 12 February 2025

To All Members of the Council

You are hereby summoned to attend the following meeting for the transaction of the business stated overleaf: -

Full Council Meeting
to be held on Tuesday 18th February 2025 at 7.30pm
at Eynsham Village Hall, Back Lane and remotely via [M.Team](#) 

Supporting documents will be made available online and by contacting council officers..

Only those who are physically in attendance are permitted by law to participate and your non-attendance will contribute to the vacation of office by failure to attend meetings¹. Please forward any apologies and reasons for absence to the Clerk/Deputy Clerk, as soon as they become known.

The public and press are welcome to attend².

The law³ allows the public proceedings of council meetings to be recorded which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Deputy Clerk if you intend to record any part of the proceedings.

M Legg

Clerk to Eynsham Parish Council

¹ Local Government Act 1972 s85

² Public Bodies (Admission to Meetings) Act 1960

³ Openness of Local Government Bodies Regulations 2014

1. **To receive apologies for absence.**
2. **To receive Declarations of Interest in agenda items.**
To receive any disclosable declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Council's Code of Conduct.
3. **Minutes**
 - (a) To approve and sign as a true record, the minutes of the Full Council meeting of Tuesday 21st January 2025
 - (b) To note the minutes from the [Art Trail Working Group](#) and to receive an update on the project.
4. **Public Participation** (Public Bodies (Admission to Meetings) Act 1960)
To receive submissions from members of the public for a period of 15 minutes. Members of the public may make representations on any matters, for no more than 5 minutes each in accordance with Standing Orders para 3. The meeting will adjourn for this item.
5. **To receive an update report from Eynsham's West Oxfordshire District Councillors WODC) and Oxfordshire County Councillor (OCC).**
To receive a short verbal update from Eynsham's District and County Councillors. The meeting will remain adjourned for this item.
6. **Finance Report**
 - (a) To approve payment of accounts – see Annexe A
 - (b) To approve bank reconciliation (Chairman to sign the bank reconciliation and statements) – See Annexe B
 - (c) To note the Clerks', increase in SCP due to completion of Community Governance Level 4.
 - (d) To approve reallocation of £20,000 from allotments to building reserves
7. **To consider hall hire discounts for high-volume hirers.**
8. **To approve membership to Community First Oxfordshire (£85 population under 5,001)**
9. **To consider requests from residents for replacement street signs for Thames Street and Falstaff Close**
10. **To approve disposal of council equipment and agree actions**
 - (a) To sell 2 x folding tables from office
 - (b) To sell 1 x old cooker from Village Hall; Kitchen via eBay
 - (c) To offer 19 folding tables for free to local community/groups
11. **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.
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
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
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

(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.
 - (c) To consider proposed response to [Planning Inspectorate for Botley West Solar Farm](#).
- 12. Eynsham Parish Council Grants**
- (a) To approve new Grants Policy and Application for 2024-25
 - (b) To consider grant application from Eynsham Parks (£6,500)
- 13. 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
 - (c) Dates for Kitchen refurbishment – w/c 19th May
 - (d) Decision (GovMeetings) implementation.
 - (e) Update on bookings migration for Village Hall.
 - (f) Updated header in use.
- 14. To receive an update on Annual Parish Meeting (4th March 2025).**
- 15. To consider a Fixed Asset Policy**
- 16. To consider supporting [NALC/SLCC's Civility and Respect initiative](#)**
- 17. Maintenance and repairs**
- (a) Fishpond footpath and riverbank
 - (b) EHICR assessment complete – Identified work for village hall, approved under delegated powers. Council to consider urgent repairs for Pavilion (£3,095 exc. VAT).
 - (c) Grass cutting and weed killing contract extension and agree actions
- 18. Aurora Solar Farm Community Contribution**
To discuss projects that could benefit from the £30,000 contribution
- 19. Delegated Authority**
- (a) To note Delegated Authority decision made by Clerk/Deputy Clerk/RFO and Chair Cllr Ross Macken or Vice Chair Cllr Sue Brown between 22nd January 2025 – 18th February 2025.
- 20. To receive reports from Councillors representing the Council on outside bodies/meetings.**
To receive short verbal updates from Councillors who were assigned as representatives on outside bodies/meetings at the previous Annual Parish Council Meeting.
- 21. To note the date of the next Parish Council meeting at the Village Hall**
- (a) Tuesday 18th March 2025
- 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.
- 22. To approve signing of legal agreement between the EPC and WODC for Market Village Funding (£9,000).**



Annexe A

Schedule of Payments for approval at the 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	M Pegram	VH window cleaning	

*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



Annexe B

**Schedule of Payments for approval at the Parish Council Meeting
18th February 2025**