



EYNESHAM PARISH COUNCIL

Annual Parish Council Meeting
held remotely at 7.30pm
on Tuesday 19 May 2020

MINUTES

Councillors Present – Cllr G Beach (Chairman), Cllr S Brown, Cllr M Chen, Cllr K Crowe, Cllr P Crowley, Cllr R Macken, Cllr A Mosson, Cllr S Osborne, Cllr N Relph, Cllr C Rylett and Cllr M Zumbuhl.

Also in Attendance – Clerk to the Council. There were five members of the public present.

20/77 Election of Chair – to elect Chair for 2020/21 – Cllr Beach was elected as Chair for 2020/21. The Acceptance of Office form was signed and witnessed.

20/78 Election of Vice-Chair – to elect Vice-Chair for 2020/21 – Cllr Relph was elected as Vice-Chair for 2020/21. The Acceptance of Office form will be completed.

20/79 To receive apologies for absence – None.

20/80 To receive Declarations of Interest in agenda items – None.

20/81 To approve the minutes of the Parish Council meeting of 5 May 2020 - It was **RESOLVED** that the minutes were signed as true records.

20/82 Public Participation – A member of GreenTEA and a member of the Nature Recovery Network both requested that the Council appoint representatives under item 20/90. Also, that when considering climate change issues that biodiversity is also included.

20/83 Finance.

- (a) To approve payment of accounts – It was **RESOLVED** to pay the accounts with the exception of Oxfordshire Play Association as they are unable to hold the Eynsham event this year due to the Coronavirus guidelines.
- (b) To approve bank reconciliation – It was **RESOLVED** to approve the bank reconciliation.
- (c) To be advised of income and expenditure - Noted. A grant of £10,000 from West Oxfordshire District Council (WODC) was queried. This is a Small Business Rate Relief grant provided to offset the loss of hire income of Council properties due to the Coronavirus.
- (d) To consider and approve the Regular Payments List for financial year 2020/21 – It was **RESOLVED** to approve the Regular Payments List for the current financial year.
- (e) To consider and approve the Internal Audit Report for financial year 2019/20 – It was **RESOLVED** to approve the Internal Audit Report which summarised the high standard of financial work being undertaken. The Council formally thanked the Clerk and more importantly, the Responsible Financial Officer for their hard work.
- (f) To consider and approve the Accounts for the financial year 2019/20 – It was **RESOLVED** to approve the Accounts for the financial year 2019/20.

20/84 Annual Governance and Accountability Return 2018/19 Part 3:-

- (a) To consider and approve Section 1 (Annual Governance Statement 2019/20) – It was **RESOLVED** that all boxes are ticked 'yes' to confirm the Council's compliance and was signed by the Chairman.
- (b) To consider and approve Section 2 (Accounting Statements) – It was **RESOLVED** to approve the Accounting Statements and was signed by the Chairman.

20/85 Review of delegation arrangements to committee(s) and staff – It was **RESOLVED** to approve the Scheme of Delegation for implementation when the Council is unable to meet (remotely or in person) or act in its normal capacity.

20/86 To consider and appoint Parish Council Leads – The following members were appointed:-

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| (a) | Communications (inc. Social Media) | Cllr Patricia Crowley |
| (b) | Finance & General Purposes | Cllr Nick Relph |
| (c) | Fishponds | Cllr Sue Osborne |
| (d) | Footpaths | Cllr Sue Osborne |
| (e) | Gravel & Minerals | Cllr Nick Relph |
| (f) | Planning | Cllr Andy Mosson |
| (g) | Play Areas | Cllr Mark Zumbuhl |
| (h) | A40 improvement/Park & Ride | Cllr Mark Zumbuhl |
| (i) | West Eynsham SDA | Cllr Carl Rylett (where appropriate),
Cllr Gordon Beach and Cllr Nick Relph |
| (j) | Garden Village | Cllr Gordon Beach, Cllr Nick Relph and
Cllr Andy Mosson |
| (k) | Youth Council | Cllr Milly Chen with support from
Cllr Nick Relph and Cllr Patricia Crowley |
| (l) | Climate Change | Cllr Ross Macken |
| (n) | Hazeldene, Thornbury Road &
Thornbury Green | Cllr Gordon Beach |
| (o) | Pavilion | Cllr Sue Brown |
- (Cllr Osborne was intermittently present due to connection problems).
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| (p) | Neighbourhood Plan | Cllr Ross Macken |
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20/87 Appointment of members to existing committees.

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| (a) | Senior | Cllr Gordon Beach, Cllr Nick Relph,
Cllr Sue Osborne, Cllr Andy Mosson. |
| (b) | Traffic Advisory | Cllr Gordon Beach, Cllr Nick Relph,
Cllr Patricia Crowley, Cllr Carl Rylett |

20/88 Appointment of any new committees in accordance with standing order 4 - None.

20/89 Review of the Terms of Reference for committees.

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| (a) | Senior – No amendments made. |
| (b) | Traffic Advisory – No amendments made. |

20/90 Review of representation on or with external bodies and arrangements for reporting back

– The following members were appointed:-

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| (a) | Allotment Association (1 member) | Cllr Sue Osborne |
| (b) | Oxfordshire Association
of Local Councils (1 member) | No one appointed |
| (c) | Worton Farm Liaison (1 member) | Cllr Nick Relph/Cllr Gordon Beach |
| (d) | Playing Fields Management Committee
(2 members) | Cllr Sue Osborne & Cllr Sue Brown |
| (e) | Public Transport Representative
(1 member) | Cllr Patricia Crowley |
| (f) | Village Hall Management (2 members) | Cllr Katherine Crowe & Cllr Gordon Beach |
| (g) | Broadband Champion (1 member) | Cllr Nick Relph |
| (h) | RAF Brize Norton Liaison Group
(1 member) | Cllr Gordon Beach |
| (i) | Eynsham Charities (3 members) | Cllr Andy Mosson, Cllr Carl Rylett &
Cllr Nick Relph |
| (j) | Pavilion Alarm responders
(2 members) | Cllr Gordon Beach & Cllr Ross Macken |

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| (k) | GreenTEA | Cllr Ross Macken |
| (l) | Nature Recovery Network | Cllr Ross Macken |

An additional set of Pavilion keys were requested for the alarm responders, however another set isn't available. Clerk is to consider installation of a keysafe for Pavilion hirers/Council access.

20/91 Review and adoption of appropriate standing orders and financial regulations – It was **RESOLVED** to adopt both documents. Consideration is to be given in July to changing the public participation section to allow a more effective agenda item.

20/92 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses – It was **RESOLVED** that the summary document is approved.

20/93 Review of inventory of land and other assets including buildings and office equipment – It was **RESOLVED** that the Asset Register is approved.

20/94 Confirmation of arrangements for insurance cover in respect of all insurable risks – It was **RESOLVED** that appropriate insurance cover is in place.

20/95 Review of the Council's and/or staff subscriptions to other bodies – It was **RESOLVED** that the summary document is approved.

20/96 Review of the Council's policies – The policies were reviewed without amendment. The Grant Aid policy and procedure was queried.

- (a) Climate Change Policy.
- (b) Complaints Policy.
- (c) General Data Protection Regulation Policies.
- (d) Grant Aid Policy.
- (e) Investment Strategy.
- (f) Media Policy.
- (g) Public Participation Policy.
- (h) Use of The Square for Political Canvassing on Saturdays Policy.

20/97 Review of the Council's expenditure incurred under General Power of Competence – It was **RESOLVED** that the summary document is approved.

20/98 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council – It was **RESOLVED** that the circulated schedule of meetings is approved. Meetings will resume in the Bartholomew Room when Government guidelines permit.

The meeting closed at 8.46pm.