



EYNESHAM PARISH COUNCIL

Parish Council Meeting
held remotely at 7.30pm
on Tuesday 19 January 2021

MINUTES

Councillors Present – Cllr G Beach (Chairman), Cllr M Chen, Cllr K Crowe, Cllr D Knight, Cllr R Macken, Cllr A Mosson, Cllr S Osborne, Cllr N Relph, Cllr C Rylett, Cllr F Zealley and Cllr M Zumbuhl.

Also in attendance – Clerk to the Council. There were three members of the public present.

20/310 To receive apologies for absence – Cllr S Brown.

20/311 To receive Declarations of Interest in agenda items – Cllr Beach declared a prejudicial interest in item 20/315 (d).

20/312 To approve the minutes of the Parish Council Meeting of 5 January 2021 – It was **RESOLVED** that the minutes were signed as a true record.

20/313 To approve the minutes of the Traffic Advisory Meeting of 12 January 2021 – It was **RESOLVED** that the minutes were signed as a true record. (The resolutions are to be considered at the next Full Council meeting).

20/314 Public Participation – Cllr Charles Mathew, Oxfordshire County Council (OCC) reported that the owner of Swinford Toll Bridge has until 20 January to make repairs to the road surface. If no repairs are made, OCC will undertake the repairs and pursue reimbursement by the owner.

20/315 To receive correspondence and agree actions.

- (a) 20s Plenty Campaign - Briefly discussed at the Traffic Advisory Committee. It was agreed to support the campaign. Clerk is to liaise accordingly.
- (b) Owner of 63 and 65 Dovehouse Close is interested in purchasing a section of the Dovehouse Close woodland - It is noted that interest has previously been expressed by the residents of 59 Dovehouse Close also. The previous valuation undertaken by Aitchison Rafferty will be reviewed as a starting point and the Council will cautiously proceed. For future consideration by the Council with background information.
- (c) Oxfordshire Electric Infrastructure Strategy Stakeholder Workshop - Cllrs Macken and Relph are attending this event.
- (d) Pye Homes re Fruitlands – Cllr Beach abstained from the agenda item and Cllr Relph presided as Vice Chairman. The Clerk reported Pye Homes' response. "The 1981 planning application showed the retained land as potential open space, but this was never taken up by the Council. During the 2016 Appeal the Planning Inspector confirmed that the retained land has no formal open space designation and is privately owned by Pye Homes Ltd." It was felt that 1) residents are using the land; 2) It is unknown what is meant by the first comment relating to the 1981 application, Clerk is to query; and 3) Residents would like to be formally permitted to use this space for recreation. Council is to promptly pursue an update of the Eynsham Neighbourhood Plan to include Local Green Spaces.
- (e) Resident – Medals schemes. Cllr Beach resumed as Chairman. It was felt that the High Sheriff of Oxfordshire's award scheme is already appropriate.

- (f) GreenTEA – S106 consultation. GreenTEA’s recommendations need to be considered as part of the Council’s ongoing work and for sound, costed proposals to be considered in the Council’s final submission to West Oxfordshire District Council (WODC) in the Salt Cross Garden Village planning application response.

20/316 To receive the Clerk’s Report – The Clerk provided an update.

20/317 To receive an update on the Nature Recovery Network (NRN) hedge planting at Old Witney Road Play Area, consider adding Oak trees to the planting scheme and agree actions – Cllr Macken provided an update and sought the Council’s permission for the NRN to plant 6 Oak trees at the play area within the new hedge. It was **RESOLVED** that Cllr Macken assess and propose exact locations and their spread, for consideration at the next Full Council meeting.

20/318 To consider the repair or removal of Barnard Gate bus shelter and agree actions – It was **RESOLVED** that the bus shelter is removed, the surrounding brambles are cleared and a new bench is installed at the location. Estimated costs - Earth Anchors bench c. £500 and Carl Devonport c. £600. Clerk is to thank the resident for ongoing maintenance of the area.

20/319 To consider quotes for the Annual Winter Maintenance work – Four quotes were pursued and two were received. It was **RESOLVED** to approve Ady Podbery’s quote of £625.

20/320 Communications

- (a) To consider the organisation of the Annual Parish Meeting (scheduled 9 March) – It was **RESOLVED** to hold the event remotely with a simple format. The Council is committed to improving its communications with the community and will hold a ‘physical’ engagement event as soon as practicable (organised by the Communications Officer).
- (b) To receive an update on S106 Projects and Infrastructure consultation so far and agree actions. The Clerk summarised the 30 responses received so far. Provision of allotment facilities and attractive village entrances received the least support whilst all other proposals were supported. It was **RESOLVED** to end the consultation on 28 February in order to provide sufficient time to compile the results and consider any updates to the Council’s S106 request.
- (c) To consider undertaking a survey on how residents wish the Council to communicate with them – It was **RESOLVED** that the Communications Officer organise a survey when in post. The subject could be introduced at the Annual Parish Meeting.
- (d) To review the Communications Officer job profile and resolve employment options – It was **RESOLVED** to 1) make minor amendments to the job profile and have it checked by Oxfordshire Association of Local Council’s Human Resources Advisor; and 2) employ a suitable person for the role (as opposed to contract).
- (e) To review distribution of [Eynsham Unlocked](#) and the Eynsham Directory and consider re-publication options – It was **RESOLVED** to undertake a small print run of Eynsham Unlocked in the coming months and monitor use. Clerk is to review the leaflet for any required amendments and obtain quotes in due course. It is **RESOLVED** to refer the Eynsham Directory update and print work to the Communications Officer for consideration in due course.

20/321 Consultations

- (a) To consider a response to [Thames Valley Police’s consultation on the future of front counter provision from 2021](#) – It was **RESOLVED** to respond that the Council is disappointed to see all 3 local counter services close. Kidlington should remain open due to its central location and ease of access from the surrounding areas. Communication channels need to improve for residents, ie direct email addresses/ telephone numbers.
- (b) To consider a response to [Thames Valley Police’s consultation on Council Tax increase proposals](#). It was **RESOLVED** not to respond to the consultation.

- (c) To consider a response to [Oxfordshire County Council's Disabled Persons Parking Places \(West Oxfordshire District Amendment no.14\) consultation for a new bay at 11 Queen Street](#). It was **RESOLVED** to respond that the proposal is acceptable on the condition that the remaining space in between Queens Lane 'keep clear line' and number 11 allows a car to be parked.
- (d) To consider a response to [Oxfordshire County Council's Street Design Code](#) consultation – It was **RESOLVED** that the response is submitted with minor amendments.

20/322 Finance

- (a) approve payment of accounts - It was **RESOLVED** to pay the accounts as presented. Appendix A refers.
- (b) To approve bank reconciliation - It was **RESOLVED** to approve the bank reconciliation.
- (c) To review the income and expenditure for the year to date – Cllr Relph, the Responsible Finance Officer and the Clerk are to review the quarter 4 projections and recommend transfers to Full Council.

20/323 Planning matters

- (a) To consider planning applications:-
 - (i) 20/03368/HHD - 6 Evans Close - Replacement of existing garden shed/ outbuilding. No objection subject to ancillary accommodation condition.
 - (ii) 20/03391/FUL - Unit 2-3 Stanton Harcourt Road - Erection of single storey office building, plus associated car parking (retrospective) and new vehicular access off internal estate road. Members reviewed the substantial office building with concern and noted a previous application [20/00140/FUL](#) has not been resolved by WODC. The Council has no objection to the proposed application albeit retrospective applications are undesirable, particularly on this scale. In consideration of the meeting rooms detailed in the planning application and only 10 parking spaces planned, the Council is concerned that the level of proposed parking will be insufficient. It is recommended that Oxfordshire County Council is consulted on this aspect. Overall site planning should have been considered at the outset which could have prevented the need for a new vehicle access to Unit 2. Eynsham Neighbourhood Plan ENP10 policy refers.
- (b) To review the planning applications log and note recent decisions – The Clerk provided a verbal update on the log.

20/324 To receive reports from Councillors representing the Council on outside bodies/ meetings – Cllr Rylett reported that WODC is awaiting legal advice on the Garden Village Area Action Plan to demonstrate its viability. The West Eynsham Supplementary Planning Document will be considered by the Cabinet in March. The Cabinet will be discussing the funding and delivery of the Salt Cross roundabout/access on 17 February. Cllr Rylett has proposed that WODC support a rail link feasibility study. St Leonards Church has expressed its appreciation for burial ground and garden village support. Youth Forum meeting – no one else from Eynsham attended which Cllr Rylett will raise with local groups. Cllr Beach attended a meeting with the Clerk and Bartholomew Room contractors re parking. A temporary agreement has been made for contractors to park in St Leonard's Church car park (subject to review and conditions) and when necessary, contractor vehicles to park within the compound at The Square using boards as surface protection.

20/325 To note dates of the next Parish Council meetings:-

- (a) Full Council Meeting – 2 February at 7.30pm.
- (b) Full Council Meeting – 16 February at 7.30pm.

The meeting closed at 9.45pm.

**Schedule of Payments for approval at the Parish Council Meeting
19th January 2021**

| PAYEE | INFORMATION | £ |
|------------------------------|--|---------|
| MICROSHADE BUSINESS CONSULTS | OMEGA HOSTING – JAN 2020 | 64.80 |
| OXFORD SECURITY SERVICES | PLAYING FIELDS – LOCK UP -DEC | 804.00 |
| WODC | GRASSCUTTING – SEPTEMBER | 755.74 |
| WODC | GRASSCUTTING – OCTOBER | 572.46 |
| WODC | EMPTY DOG BINS JAN-MARCH | 486.82 |
| WHITES CLEANING | CLEAN OF PAVILION 17 TH SEPTEMBER | 288.00 |
| UBICO | PLAYAREA UPKEEP+STREETCLEAN-NOV | 900.00 |
| OALC | TRAINING – DAVID KNIGHT | 60.00 |
| NICHOLA CLARGO | TAX REFUND 2018/19 | 4.40 |
| TCL LANDSCAPES LTD | PLAYAREA REPAIRS | 5594.71 |

APPROVED PAYMENTS

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|--|----------------------------|--------|
| GENTLEVAN REMOVALS | REMOVAL OF FURNITURE – BAR | 660.00 |
| (Paid by bacs 11 th January 2021 under 4.1 Financial Regulations) | | |