



# EYNESHAM PARISH COUNCIL

Parish Council Meeting  
held remotely at 7.30pm  
on Tuesday 16 February 2021

## MINUTES

**Councillors Present** – Cllr G Beach (Chairman), Cllr S Brown, Cllr M Chen, Cllr K Crowe, Cllr D Knight, 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 three members of the public present.

**21/1 To receive apologies for absence** – Cllr F Zealley.

**21/2 To receive Declarations of Interest in agenda items** – Cllr Sue Brown declared a pecuniary interest in agenda item 21/10 (a)(i).

**21/3 To approve the minutes of the Parish Council Meeting of 2 February 2021** – It was **RESOLVED** that the minutes were signed as a true record.

**21/4 Public Participation** – Cllr Dan Levy, West Oxfordshire District Council (WODC) reported the Garden Village Area Action Plan has been delivered to the Planning Inspector. Timescales are currently unknown for a public hearing. Cllr Charles Mathew, Oxfordshire County Council (OCC) reported that OCC has approved a budget rise of 2.99%. OCC has donated 8 laptops to Bartholomew School to help students with home-schooling. Swinford Toll Bridge road surface is scheduled for repair on 15 March. It was noted that Chris Heaton-Harris MP (Minister of State at the Department for Transport) supports Government funding for the East-West railway (which includes a Carterton to Yarnton link).

**21/5 To receive correspondence and agree actions.**

- (a) Resident - Dovehouse Close wildflower meadow. Cllr Macken is to meet residents next week to understand concerns.
- (b) OCC - Acre End Street build out update. Noted.
- (c) Witney Oxford Transport Group – Railway feasibility study. Whilst it was unclear exactly what being a co-promotor of the project requires, it was felt appropriate to agree and to continue to support the aims of the group. Clerk is to respond accordingly.
- (d) Resident - Flooding concerns. It was noted that the Fishponds 'outpipe' needs clearing, no other work as riparian owner was identified. For discussion and agreement of further flood-related actions at the next meeting.

**21/6 To receive the Clerk's Report** – The Clerk provided an update.

**21/7 To consider the adoption of an Equality & Diversity Policy** – Following amendments made by Oxfordshire Association of Local Councils, it was **RESOLVED** to approve the policy.

**21/8 To consider adding Oak trees to the planting scheme at Old Witney Road Play Area** – Members felt that inclusion of Oak trees would be a positive addition to the planting scheme, however concern remained that tree roots may damage the basketball court surface. It was **RESOLVED** to plant 5 or 7 trees between the boundary fence and the newly planted hedge, depending on the OCC's Tree Officer's recommendations regarding the proximity of the basketball court. Clerk will update the Nature Recovery Network Letter of Agreement accordingly.

**21/9 Finance**

- (a) To approve payment of accounts – It was **RESOLVED** to pay the accounts as presented. Appendix A refers.

- (a) To approve bank reconciliation - It was **RESOLVED** to approve the bank reconciliation.
- (b) To be advised of income and expenditure for the year to date – Reports previously circulated were noted.
- (c) To recommend any virement or transfer to earmarked reserves – It was **RESOLVED** to approve the virements at Appendix A.
- (d) To consider and approve the Statement of Internal Control and Financial Risk & Internal Control Risk Assessment – It was **RESOLVED** to approve the documents subject to minor amendments.
- (e) To consider and recommend amendments to the Asset Register - It was **RESOLVED** to approve the document. Responsible Financial Officer to check on properties with zero costs.
- (f) To review insurance provision for the next financial year. It was noted the insurance is due for renewal in the coming months. Quotes are to be obtained for a new policy.
- (g) To review the S106 Contributions list and agree actions – Noted.
- (h) To consider increasing the charge card limit to £1000 – It was **RESOLVED** to approve an increased limit of £1000.
- (i) To review the Scheme of Delegation in view of expiring remote meeting legislation - It was **RESOLVED** to approve the document.

#### **21/10 Planning matters**

- (a) To consider planning applications:-
  - (i) 20/21/00032/HHD - 1 Evans Close - Erection of a single storey rear extension. Cllr Brown abstained from the agenda item. No objection to the application.
  - (ii) 20/03379/OUT - Land West of Derrymerrye Farm, Old Witney Road - Outline planning application (with all matters reserved except for access) for residential development together with open space, landscaping, parking and all associated infrastructure and engineering works. Members finalised a [response](#) for submission. A S106 request is to be forwarded following analysis of the S106 projects consultation.
- (b) To review the planning applications log and note recent decisions – The log was noted.

**21/11 To receive reports from Councillors representing the Council on outside bodies/ meetings** – Cllr Rylett reported on the recent District Council Lowlands planning sub-committee meeting at which the Everest Roofing mobile phone mast was approved. Noted that the Garden Village Area Action Plan has been submitted to the Planning Inspector for examination. Minor modifications were made only to the document that had been consulted on. An informal meeting was held with Jansons regarding the West Eynsham application site. Meeting notes will be circulated and published online.

#### **21/12 To note dates of the next Parish Council meetings:-**

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

At the conclusion of this part of the meeting, 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.

**21/13 To approve the updated Regular Payments List** – the Regular Payments List was approved.

The meeting closed at 9.10pm.

**Schedule of Payments for approval at the Parish Council Meeting  
16<sup>th</sup> February 2021**

PAYEE	INFORMATION	£
KATHERINE DOUGHTY	MILEAGE + EXPENSES	105.81
MICROSHADE BUSINESS CONSULTS	OMEGA HOSTING – FEB 2021	64.80
OXFORD SECURITY SERVICES	PLAYING FIELDS – LOCK UP -JAN	672.00
UBICO	PLAYAREA UPKEEP+STREETCLEAN-DEC	900.00
ARK ENVIRONMENTAL CONSULTS	PAVILION – FRA REPORT	594.00
PARKINSON PARTNERSHIP	VAT ADVICE	900.00
STANHOPE WILKINSON ASS	LEGAL FEES – PAVILION	7,131.33
EARTH ANCHORS	BARNARD GATE BENCH	537.60

**RESOLVED VIREMENTS**

Codes		To general reserve	From general reserve	To earmarked Reserve
<b>Verges and Footpaths</b>				
4038	Grass cutting	£3,000		
4037	Grounds Maintenance		£4,500	
<b>Pavilion</b>				
4056	Legal & Prof Fees			£40,000
<b>Fishponds</b>				
4037	Grounds maintenance			£2,000
<b>Administration</b>				
1074	S106 money	£17,500		
<b>Playareas</b>				
4042	Equipment maintenance		£12,000	5,500
<b>Bartholomew rooms</b>				
4086	BAR Refurbishment			21,441
<b>Total:</b>		<b>£20,500</b>	<b>£16,500</b>	<b>£68,941</b>