



# EYNESHAM PARISH COUNCIL

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

## MINUTES

**Councillors Present** – Cllr G Beach (Chairman), 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 and the Deputy Clerk/Responsible Financial Officer (RFO). There were five members of the public present.

**21/27 To receive apologies for absence** – Cllr S Brown and Cllr M Chen.

**21/28 To receive Declarations of Interest in agenda items** – None

**21/29 To approve the minutes of the Parish Council Meeting of 2 March 2021** – It was **RESOLVED** that the minutes were signed as a true record.

**21/30 Public Participation** – A resident queried whether a Swift survey will be undertaken at the Bartholomew Room. It was confirmed that a survey will be undertaken by an ecology company in due course. Cllr Charles Mathew, Oxfordshire County Council (OCC) reported that the Park & Ride (P&R)/A40 planning application had been approved and noted that the Council had requested the Secretary of State consider the application instead of OCC. An OCC update meeting on the A40 proposals is being held this week.

**21/31 To receive correspondence and agree actions.**

- (a) Fields in Trust/Playing Field Managers – Flood Risk representative visits. Cllr Macken will escort the representatives around the fields and Fishponds by appointment.
- (b) Mobile catering companies – Use of Council property for takeaways. It was **RESOLVED** not to permit companies to use Council property as it could otherwise become an unwanted congregation area and the Council wish to support local businesses/trade.
- (c) Rediscover Nature – Eynsham wildlife trails. It was **RESOLVED** that the proposed trail at the Fishponds is agreed in principle subject to receiving further details.

**21/32 To receive the Clerk's Report** – The Clerk provided an update.

**21/33 To consider and approve advertising costs for current job vacancies** – It was **RESOLVED** to approve the cost of £800 for the job vacancy advertisements.

**21/34 To consider and approve a mobile phone for the RFO/Deputy Clerk at c. £17 per month** – It was **RESOLVED** to approve the cost of c.£17 pm for a mobile phone for the RFO/Deputy Clerk.

**21/35 To consider retrospective approval for a fence behind the goal at Old Witney Road Play Area** – It was **RESOLVED** to remove the fence as soon as practicable.

**21/36 Consultations.**

- (a) To consider a response to [Oxfordshire County Council's Minerals & Waste Local Plan consultation](#) and agree actions. A draft response was circulated and approved to send.
- (b) To consider a response to [Oxfordshire County Council's Local Transport and Connectivity Plan](#) and agree actions. Clerk is to collate responses received, circulate a draft and send.

**21/37 Finance**

- (a) To 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 be advised of income and expenditure – Reports previously circulated were noted.

**21/38 Planning matters.**

- (a) To receive a Salt Cross Garden Village Draft S106 report from AKUrbanism/West Oxfordshire District Council (WODC) and agree actions. It was felt the document raises concerns including the potential detrimental impact on existing village amenities and increasing the P&R area. Clerk is to request WODC Officer(s) attend the next Council meeting to discuss the concerns.
- (b) To review the planning applications log and note recent decisions. Noted.

**21/39 To receive reports from Councillors representing the Council on outside bodies/meetings**

– Cllr Relph reported that he had represented the Council at OCC’s Planning & Regulation Committee at which OCC determined their P&R/A40 planning application. Should the Secretary of State not call in the application, the Council will consider a Judicial Review due to practices in the determination process. Cllr Relph, Cllr Beach and the Clerk attended a meeting with a village organisation who have expressed an interest in leasing the Bartholomew Room and also met with Witney to Oxford Transport Group to discuss the project.

**21/40 To note dates of the next Parish Council meetings:-**

- (a) Full Council Meeting – 16 March at 7.30pm.
- (b) Full Council Meeting – 6 April 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.

**21/41 Bartholomew Room Refurbishment Project**

- (a) To receive a report from Leys Longden, Project Manager for the Bartholomew Room Refurbishment Project. The Project Manager joined the meeting and questions/comments were raised. He confirmed a Swift survey of the building at c. £4-£500 will be pursued. The report was noted.
- (b) To consider updated contract/project costs and recommendations – It was **RESOLVED** to proceed with the urgent chimney stack and roofing work at the costs detailed in the report in line with 11(d) of the Financial Regulations. This is because (i) the costs are in line with current rates. (ii) The project is on site and the structure is continuing to be saturated. (iii) Part of the project is otherwise at risk of being cancelled and the scaffolding will need to be removed. (iv) No material saving is expected via open tendering. (v) The work will still need to be undertaken within a 10 year period and by undertaking the work now, fees/overheads can be reduced. It was further **RESOLVED** that the Project Manager appoint an independent Quantity Surveyor to inspect the proposals/costs with a view to ensuring the Council protects and controls its finances. It was noted that WODC’s Conservation Officer has approved the chimney stack work and the roofing work is like-for-like maintenance of the building. No listed building/planning consent is required.
- (c) To consider seeking the approval of the Secretary of State for Housing, Communities & Local Government for a replacement PWLB loan of £200,000 over the borrowing term of 10 years for the Bartholomew Room Refurbishment Project (the existing loan of c.£100,000 is to be immediately repaid). It is anticipated that the annual loan repayments will be c. £20,122. It is not intended to increase the council tax precept for the purposes of the loan repayments. It was **RESOLVED** to seek approval as detailed, in consideration of the chimney and roofing work.

**21/42 To receive a report regarding Oxford Road Playing Field (South) ownership and resolve to approve the recommendations.** It was **RESOLVED** to (a) accept Fields in Trust's offer subject to legal advice. (b) Approve payment of Fields in Trust and the Council's legal costs.

The meeting closed at 9.00pm.

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

PAYEE	INFORMATION	£
KATHERINE DOUGHTY	MILEAGE + EXPENSES	45.95
MICROSHADE BUSINESS CONSULTS	OMEGA HOSTING – MARCH 2021	64.80
McCRACKEN & SON LTD	WINTER MAINTENANCE	1530.00
RIALTAS	OMEGA ANNUAL LICENCE	464.40
UBICO	PLAYAREA UPKEEP+STREETCLEAN-JAN	930.00
OXFORD DIRECT SERVICES LTD	REPAIRS -DOVEHOUSE PLAY EQUIP	8917.99
EARTH ANCHORS	4 X BENCHES	3044.70
OXFORD SECURITY SERVICES	PLAYING FIELDS LOCKUP- FEB	672.00
TC LANDSCAPES	PLAYAREA MAINTENANCE	3729.60
CD BUILDING & CLADDING	STREET FURNITURE MAINTENANCE	1152.00
WODC	PLANNING PERMISSION – PAV	3003.00
LEYS LONGDEN LTD	STAGE 2 FEE	1200.00