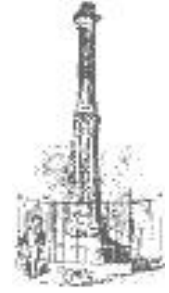


EYNHAM PARISH COUNCIL

Clerk: Mrs Jackie Heath
86 Grove Road, Bladon, Woodstock OX20 1RA
Tel: 01993 813224 Fax: 01993 813936
Email: eynham_pc@btopenworld.com



MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF EYNHAM TUESDAY 8 MAY 2007 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNHAM

Present: Mr G Beach, Mrs. L Gerrans, Mrs. M Jones, Ms S Osborne, Ms J Tinson Messrs. R Andrews, T Green, D Rossiter, E Taylor, J Miller, Dr F Wright. Cllr Mrs. M Stevens (WODC) and 1 member of the public.

In Attendance: Mrs. J Heath (Clerk)

07/45 Apologies for Absence –Accepted from Cllr. C Mathew (OCC).

07/46 Declaration of Acceptance of Office

All members signed their Declarations of Acceptance of Office, the Clerk witnessing.

07/47 Election of Chairman

Mrs Gerrans proposed and Mrs Jones seconded that Mr Gordon Beach be elected as Chairman. There being no other nominations, the motion was passed unanimously. Mr Beach signed the Declaration of Acceptance of Office, which was witnessed by the Clerk, and then took the Chair.

07/48 Election of Vice-Chairman

Mrs Gerrans proposed and Mr Andrews seconded that Mr David Rossiter be elected as Vice-Chairman. There being no other nominations the motion was passed unanimously. Mr Rossiter signed the Declaration of Acceptance of Office, which was witnessed by the Clerk.

07/49 Register of Members' Interest and Councillor Training

The Chairman explained the obligations to members regarding the completion of their Declaration of Interest forms. He requested that these be returned to the Clerk by 18 May 2007.

The Chairman requested that all members of the Council attend the training on the Code of Conduct, to be held at West Oxfordshire District Council officer on 22/23 May 2007. Those unable to attend the above dates are to ensure they attend at a later date. Mrs Hughes pointed out that members must ensure they return the election expenses form, even if it is a nil return.

07/50 Timetable of Meetings

Dr Wright proposed and Mr Rossiter seconded that the Council have monthly meetings on the first Tuesday of each month. Motion passed unanimously.

07/51 Advisory Committees

51.1 Senior Committee – Dr Wright proposed and Mr Andrews seconded that the following be elected to the Senior Committee: G Beach, Mrs Gerrans, Dr F Wright and D Rossiter. Motion passed unanimously.

51.2 Finance Committee – Mr Green proposed and Mrs Gerrans seconded that the following be elected to the Finance Committee: G Beach, D Rossiter, Mrs V Hughes, J Miller. Motion passed unanimously.

51.3 Planning Committee – Mrs Hughes proposed and Mr Andrews seconded that the following be elected to the Planning Committee: Mrs Jones, Mrs Gerrans, T Green and Mr Miller. The motion was passed unanimously. Mr Andrews to be elected when his WODC Committees are known.

51.4 Play Areas and Playing Fields Committee – Mr Andrews proposed and Mrs Jones seconded that the following be elected to the Play Areas and Playing Fields Committee: Ms. Osborne, E Taylor and T Green. Motion passed unanimously.

51.5 Fishponds Committee – Ms Tinson proposed and Mrs Jones seconded that the following be elected to the Fishponds Committee: Mrs Hughes, T Green and E Taylor.

Motion passed unanimously. Others to be co-opted as required.

51.6 Website Committee - Mrs Jones proposed and Mr Green seconded that the following be elected to the Website Committee: Mrs Hughes, G Beach, J Miller and R Andrews. Motion passed unanimously.

07/52 Link Representatives

52.1 Eynsham Echo – Mr Green proposed and Ms Tinson seconded that Dr Wright be appointed to check and proof read: Motion passed unanimously.

52.2 Footpaths – Mr Green proposed and Mr Andrews seconded that the following be appointed: Mrs Jones, Mrs. Hughes, Ms Tinson and Ms Osborne. Motion passed unanimously.

52.3 St Leonard's Church Churchyard Dr Wright proposed and Mr Rossiter seconded that the following be appointed: Mrs Gerrans, Mrs Jones and T Green. The motion was passed unanimously.

07/53 Appointment of Representatives to Outside Bodies

53.1 Allotments Association – Mr Green proposed and Ms Tinson seconded that Mrs Gerrans be appointed as the Parish Council representative on the Allotments Association. Motion passed unanimously.

53.2 Oxfordshire Association of Local Councils – Mr Andrews proposed and Mr Green seconded that Dr Wright be appointed as the Parish Council representative on the Oxfordshire Association of Local Councils. Motion passed unanimously.

53.3 Playing Fields Management Committee – Mr Green proposed and Mrs Jones seconded that the following be appointed as Parish Council representatives on the Playing Fields Management Committee: Ms Osborne and Ms Tinson. Motion passed unanimously.

53.4 County Primary School Governors - Noted that Parish Council's representative is elected as and when the term is finished and not at this meeting.

53.5 Traffic Advisory Committee – Mrs Jones proposed and Mr Rossiter seconded that the following be Parish Council representatives on the Traffic Advisory Committee: Ms Osborne and T Green. Motion passed unanimously.

53.6 Public Transport Representative – Mr Green proposed and Mr Rossiter seconded that Mr N Hines be appointed as the public transport representative, subject to his willingness to accept the position. Motion passed unanimously.

53.7 Eynsham Charities – Noted that Parish Councils representatives are elected as and when their term is finished and not at this meeting.

53.8 Village Hall Management Committee – Mrs Gerrans proposed and Mr Miller seconded that the following be appointed to the Village Hall Management Committee: Dr Wright, Ms Tinson. A third to be co-opted at a later date. Motion passed unanimously.

53.8 Bartholomew School Sports Hall Management Committee – Proposed by Mrs Gerrans and seconded by Mr Green that D Rossiter be the Parish Council's representative on this Committee. Motion passed unanimously. The Clerk to inform the Headteacher of Bartholomew School and West Oxfordshire Council of Mr Rossiter's appointment.

07/54 Declarations of interest – Mr Green declared an interest in Agenda item 14 – Finances.

07/55 Minutes of meetings of 3 April 2007 and the Annual Parish Council meeting of 24 April 2007

The minutes of 3 April were agreed and signed by the Chairman as a true record. The minutes of the Annual Parish Meeting of 24 April 2007 were agreed and signed by the Chairman as a true record.

07/56 Urgent Business Raised with Prior Consent of Chairman – There was no urgent business.

07/57 Adoption of Model Code of Conduct

After some discussion, it was proposed by Mr Rossiter and seconded by Mr Green that the Code of conduct be adopted as recommended by the Standards Board for England and the West Oxfordshire District Council. The resolutions were passed by eleven votes for and one abstention.

Resolved "that

(a) the mandatory conditions set out in the Model Code of Conduct set out in Statutory Instrument 2007/1159 be adopted as the Eynsham Parish Council Code of Conduct, to be effective from 1st June 2007, subject to:

(i) the inclusion of the "general principles" as an Annex to the Code, with a footnote to explain that it is not part of the Code but is included as an Annex because of the requirement in paragraph 1(2) of the Code for members to have regard to the principles; and

(ii) the addition of paragraph 12(2) of the Model Code, but excluding the words in brackets each as recommended by the Standards Board for England and the West Oxfordshire District Council; and

(b) the Clerk be requested to notify the Monitoring Officer of West Oxfordshire District Council of the passing of the above resolution."

07/58 Clerk's Report

The following items were reported/discussed:

58.1 Planning – There had only been two applications received in the past six weeks so the planning sub-committee had met informally.

Applications discussed:

07/0562 13 March 07 Installation of solar heating panels to south facing roof slope at 7 Thames Street. No objection

07/0576 20 March 07 Conversion of part of garage to study to raise pitch roof at 73 Witney Road. No objection

Notification of decisions will be at the next Planning sub-Committee on Monday 14 May 2007 at 5.30 pm

58.2 Churchyard – removal of spoil heap. The Chairman to discuss this with the vicar.

58.3 Street sign at Hawthorn Road to be corrected. WODC has been informed.

58.4 War memorial garden. Mr Green, Mr Roles and Mr Whittaker to get costings for the work. This will be discussed by the Finance sub-Committee.

58.5 Witney Road bus stop barriers to be itemised for the Traffic Advisory Committee meeting in July.

58.6 Village Hall Quinquennial inspection – Dr Wright reported that Mr Wilkinson was obtaining quotes.

58.7 Gate between two playing fields on the Oxford Road now erected. Manhole cover to be replaced and slabs laid.

58.8 North Playing Field gates to be quoted for when fencing along boundary done.

58.9 Mrs Hughes gave an update on the Fishponds Project which would be completed in the next two weeks. Ian Hutt and Graham Podbury are doing the digging and Graham Keevill will keep an archaeological watching brief. Log seats to be erected.

07/59 Finance

59.1 Mr Green left the meeting. Proposed by Dr Wright and seconded by Mrs Gerrans that accounts in the sum of £6677.41 (as appended) be accepted. Unanimously agreed. Cheques to be signed by FWW and LG. Previously paid accounts in the sum of £3915.72 (appended) as authorised by Senior Committee, noted. Mr Green rejoined the meeting.

59.2 Appointment of Internal Auditors

Proposed by Mr Rossiter and seconded by Mr Green that Auditing Solutions Limited be appointed as the Council's internal auditors. Unanimously agreed.

07/60 Items Raised by Members of the Public – Standing Orders suspended

60.1 Cllr Mrs M Stevens gave an update on the elections for District Councillors on 3 May. Mr Richard Andrews had been elected to represent Eynsham. The funeral of the Vice-Chairman of the District Council had taken place. Election of Chairman and Vice-Chairman and committee structure to take place at the next District Council meeting.

Green waste collection had experienced some difficulties. Contractor should collect within 24 hours of due date. Residents to telephone WODC One-Stop Shop if they do not – 01993 861020.

60.2 Trench by Witney Road traffic lights now complete. Graffiti on green box to be dealt with by WODC.

60.3 Grease from the scouts BBQ on May Day bank holiday to be cleaned up. Clerk to contact Scouts representative for action and to commend scouts for removing all posters from the village.

60.4 Complaints from residents living by bus stop in High Street regarding buses remaining stationary for some time with engines running. Also litter a problem. Matter to be discussed at next Traffic Advisory Committee meeting in July. Standing Orders were resumed.

07/61 Correspondence

61.1 Letters of thanks for grant aid noted from Neighbourhood Care Scheme; CAB; Volunteer Link-Up and Wychwood Project noted.

61.2 Vale of White Horse Core strategy Sustainability Scoping Report to be accessed from website by the Clerk.

61.3 ORCC Village Halls newsletter. Noted that grants available for solar heating panels. Village Hall Management Committee to be asked to consider this at its next meeting.

61.4 Mr Michael C Wheatley – Following discussion, it was agreed that the request for a plaque on one of the seats in the Market Square be authorised. Mr Wheatley's offer of a donation to be accepted and a new earmarked fund created for maintenance of benches.

61.5 Training – All training details to be circulated by the Clerk. The Chairman requested that those involved in the areas where training is provided should, where possible, attend.

61.6 Response to consultation on Minerals Site Proposals: Dr Wright to draft.

07/62 Report on Conference attended by Clerk

Items covered at conference for action by Council reported by the Clerk as well as discussions for noting:

62.1 Reporting requirements for external audit covered by Mr George Wisz from the Audit Commission. These to be noted and actioned by the Clerk.

62.2 Employee handbooks and HR Policies - Provision of handbook to be considered by Finance sub-Committee. Policies required for Human Resources, home working, data protection.

62.3 Asset Management - noted by Clerk.

62.4 Quality Parish Council status – to be completed this year.

62.5 Neighbourhood Governance - this is high priority for central government and consultation with volunteer bodies and the public is crucial. To be researched.

62.6 Risk Management Policy to be written for the Council.

62.7 Code of Conduct – already discussed at minute 59/07. To be noted that revision of the Code will most likely be an ongoing process.

07/63 Appointment of new Clerk

The Chairman updated the members on the interview process of the four candidates who attended for interview. All four were very strong candidates and any one could have been appointed. Final decision came down to the additional experience of the candidate ultimately offered the position. Mrs Sue Lee of Steeple Aston has been appointed, subject to agreement of the contract presently being drawn up by the solicitors. Chairman and Clerk to meet with Mrs Lee for commencement of handover as soon as possible. Full employment to commence 1 June 2007.

07/64 Project Catara

The Chairman reported on the latest briefing at Brize Norton for local parishes to discuss the closure of the Lyneham base and the transfer of staff and planes to Brize Norton. Site work has commenced. Passenger and cargo movement has increased by 30%. Details of planes and timescales given and the phasing out of older equipment noted. Housing and staffing to be increased. Next briefing to be held at the end of the year.

Confirmed that there will be no permanent infrastructure changes as part of the project.

07/65 Dates of Next Meetings

- The next Parish Council meeting will be on Tuesday 5 June 2007 at the Bartholomew Room
- The next Planning sub-Committee meeting will be on Monday 14 May 2007

The meeting closed at 9.37 pm

Signed.....

Date.....**5 June 2007**.....