

**AT THE MEETING OF EYNHAM PARISH COUNCIL
HELD ON TUESDAY 5TH MARCH 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNHAM**

Present: Mr G Beach (Chairman)
Mrs A Fayers-Kerr (part) , Mrs L Gerrans, Mrs E Hastings (part), Mrs M Jones (part) and Mrs D Seeney
Messrs. B Christiansen, T Green, C Lewington (part), A Mosson, D Rossiter, Dr F Wright.

In Attendance J Heath (Clerk), Mr Martin Overbury (OCC), Mr Matt Quayle (Roger Evans Associates)

Police Report

P C Conner gave a brief report before the meeting commenced

There had been two burglaries in the village to properties in Acre End Street. An arrest had been made with respect to one of the burglaries.

There had been a theft from Mackintosh Computers.

Criminal damage in Evans Road.

There had been an assault in Conduit Lane where a number if youngsters were filming and a member of the public had reacted on being surprised by them.

P C Conner had received no report regarding an alleged mugging in Spareacre Lane.

The Chairman thanked PC Conner for attending the meeting. PC Conner left the meeting at **7.30pm when the meeting commenced.**

02/35 Apologies for Absence - Apologies received from Mrs C Lewington and late apologies from Mrs M Jones.

02/36 Minutes of the Meeting of 19th February 2002

The Minutes were amended as follows

Insertion of "Dr Wright left the meeting" after the sentence "It was confirmed that the small kitchen was intended for the use of all hirers of the small hall" at Minute 02/28.

Insertion of "Mr Green joined the meeting" after discussion of planning application W02/0227 – Acre Hill Farm, Freeland Road at Minute 02/29.2.

The Minutes were then signed as a true record.

02/37 Market Square

the Chairman proposed that Standing Orders be suspended and that Agenda item 9 be moved forward to be discussed at this point to enable Mr Martin Overbury from WODC and Mr Matt Quayle from Roger Evans Associates to speak. Agreed. The Chairman welcomed both.

Mr Overbury reported that the exhibition had gone well and that all comments made had been discussed at a meeting between himself, Mr Quayle and the sub-Committee. Many of the comments had been incorporated.

After investigation, it had been discovered that the sub surface was too thin to lay a base for the slabs. A new base would be required at a cost of £13,000. The comments by two of the Parish Councillors regarding the slabs used had been looked at and it had been agreed to use natural riven york stone slabs. This would ensure tha the slabs were of a quality to take pressure. **(Mrs Seeney joined the meeting at 7.35pm).** The additional cost for these slabs would be in the region of £5- 6,000. Additional Quantity Surveyor's costs would be also incurred.

The total additional cost would therefore be £20,000. The matter would be discussed at the WODC meeting the next day. It was proposed that WODC give an additional £10,000 and the OCC the other £10,000. No Parish input.

The Square would have 150mm of dry lean mix under the slabs. This would ensure that if a vehicle did get on there would be no damage. Mr Overbury circulated copies of the new plans. The following points were noted:

- It was explained that the highway had been realigned by the public house to ensure sufficient clearance for the trees by lorries.
- There would be fewer bollards around the square as an aesthetic improvement.
- Dropped bollards would also be put outside the church.
- There had been some drainage amendments.
- Bollards had been put outside the cottages on the western side of the square to ensure that there was no blocking of the pavement.

There ensued a vigorous debate regarding some of the above points. An objection to the bollards on the western side was made. The objector felt that this was well used and not abused and this is the only place for disabled to

Park close to the main village shop. Parking outside this shop which would cause an obstruction. Also it was in direct conflict with the decision made regarding the Road Traffic Order when it was agreed not to put yellow lines there to ensure an additional parking area.

It was disputed that the parking at this point was not abused. The pavement is regularly blocked. Mr Quayle confirms that the public at the exhibition had supported this and that the owner of the cottages were in favour. There was insufficient space for a designated parking space without encroaching on the walkway. The provision of bollard would provide safe pedestrian passage.

Other comments made were that there would be additional disabled parking when the yellow lines were implemented and that the loss of one parking space would have little impact.

It was confirmed that the bollards would be black (as used in Gloucester Green, Oxford) and of steel. The tactile paving area was a requirement for disabled people and the request for these areas to be in a tasteful colour was noted. There would be mortar put between the slabs.

The timetable was for an end of April start with the project to be completed by the end of June.

The Chairman thanked Mr Overbury and Mr Quayle for their attendance. A set of the plans to be sent to the Eynsham Society. Mr Overbury and Mr Quayle left the meeting at 8pm and Standing Orders were resumed.

02/37 Urgent Business – There was no urgent business.

02/38 Accounts

It was proposed by Mr Green and seconded by Dr Wright that accounts in the sum of **£607.96** as appended, be accepted. Unanimously agreed.

02/120 Matters Arising from the Minutes of 19th February 2002 and previous Minutes

2/19.1 WODC had forwarded details of the fixture list for the season and this had been passed to Mrs Hastings for monitoring purposes. The Clerk reported that PC John Croxton had telephoned regarding the comments made by PC Conner to WODC in support of the application. P

C Croxton confirmed that PC Conner had limited his comments to matters directly affecting the local policing. He showed some surprise that the local agents of the highways Department (W S Atkins) had made no comment of that the traffic police had commented. He would be attending a forum soon and would raise the matter there.

02/122 Correspondence

02/122.1

02/123 Disabled Parking

02/124 Market Square

02/125 Sports Pavilion Security

02/126 Traffic Calming – Mill Street

02/127 Dates of next Meetings

The dates of next Parish Council meetings are 2nd July 2002 and 16th July 2002..
The meeting closed at 9.50 pm

Date of Signing:

5 March 2002

**AT THE MEETING OF EYNHAM PARISH COUNCIL
HELD ON TUESDAY 19TH MARCH 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs A Fayers-Kerr, Mrs M Jones Mrs M Lewington, Mrs D Seeney
Messrs. B Christiansen, T Green, Mr C Lewington, A Mosson, D Rossiter, Dr F Wright.

In Attendance J Heath (Clerk),

02/44 Apologies for Absence - Apologies received from Mrs E Hastings

02/45 Minutes of the Meeting of 5th March 2002

The Minutes were amended at 02/31.9, first bullet point, as follows:

The word "would" replaced by "may".

The Minutes were then signed as a true record.

02/46 Urgent Business – There was no urgent business.

02/47 Accounts

It was proposed by Mr Lewington and seconded by Mrs Gerrans that accounts in the sum of **£5,606.63**, as appended, be accepted. Unanimously agreed.

02/48 Standing Orders were suspended at 7.35pm to allow public to speak.

Mr Harry Brown congratulated the Parish Council on the re strips on the roads as traffic calming measures. He reported that one of the walls down Station Road had been badly damaged by local youths. He would make the local police aware of the problem.

On querying the parking under the new Market Square scheme, Mr Brown was assured that there would be no loss of parking in the Square area.

The Chairman thanked Mr Brown for his continuing interest in community matters. Mr Brown left the meeting at **7.38pm when Standing Orders were resumed.**

02/49 Matters Arising from the Minutes of 19th February 2002 and previous Minutes

02/37 Market Square – the Clerk read out a response from Eynsham Society, following sight of the latest plans. It was confirmed that although there were more bollards in the final plans than the original plans, there were less than a later version.

The consultants had confirmed that there were no implications to the local buses. There was some question that all the relevant departments at OCC had been consulted. Mr Rossiter would ask Mr Overbury of WODC for details.

The yellow lining would not be extended to the opposite side of the road from the Bartholomew Rooms and it was felt that Eynsham Society was aware of this.

As there had only been one loss of parking space, it was felt that this would not adversely affect the trade to the Co-op.

The number of bollards was a price that had to be paid to ensure the paving was not damaged by parked vehicles.

Proposed by Mr Green and seconded by Mr Christiansen that the number of agreed bollards should not be changed. Agreed by eight votes for, two against and one abstention.

Mr Mittell queried the proposed use of mortar between the slabs as he thought course sand was to be used.

Matters Arising from the Minutes of 19th February 2002 and previous Minutes

02/28 02/19/1 - Motocross - The Clerk read out letters from Inspector Fox of Thames Valley Police and the Highways Authority. The comments, although not quite as stated in previous correspondence, were noted.

02/20/10- Response from David Cameron M.P. noted, together with copy of extract from Hansard.

Grant application for stage curtains Dr Wright confirmed that application for grant aid from WODC would be considered after 1st April. Dr Wright will pass this on to Bartholomew Players.

5th February 2002 Meeting

02/20.17 OCC meeting with Town and Parish Councils – Dr Wright reported on this, where the following matters had been discussed:

- Right of public to speak at meetings with 24 hours notice
- Backlog on road repairs
- Flytipping
- Park and Ride which is still on the agenda
- Northern A40/A34 Peartree link to be investigated
- Investigation of bus route from Witney to Headington
- £18.3m in general transport fund
- Little for Social Services
- SID's no longer is use.

02/21 Sports Facilities. Mr Christiansen reported on the meeting with the Football Development Foundation. Grant facility now reduced to 65% with a request that the Users give a commitment to give some financial input. A grant from WODC to also be investigated. If none of these avenues were successful then the FDF would require letters of explanation as to why funding was not available. Next sub-Committee meeting would be on Tuesday 26th March.

19th February 2002

02/31.12WODC - Skateboard & Wheeled Sports Facilities Meeting on February 25th. Mr. Mosson reported back that there had been several companies involved in the meeting. One had interested the Parish Council representatives. The Company would erect a facility for one day at a cost of £1500 and Mr Jonathan Gerrans was investigating funding for this. Several ideas were put forward for a permanent site, which was still proving a drawback. The favoured site was the south eastern corner of the north playing field. The possibility of the reclamation of this by the College was discussed but it was felt that as playing fields were “precious” development might preclude planning permission for development.

02/50 Planning

02/50.1 The following Applications receiving conditional permission were noted:

W01/0188 30 Jan 02 Erection of first floor front extension 47 Millmoor Crescent

02/50.2 Planning Applications

W02/0447 8 Mar 02 Erection of first floor extension over existing living
room Park Cottage

Oxford Road

Proposed by Mrs Gerrans and seconded by Mrs Seeney that there be **no objection**. Unanimously agreed

02/50.3 Planning Applications (Delegated)

W02/0427 6 Mar 02 Internal & external alterations, extension of existing building to form new warehouse. Provision of additional parking and associated landscaping. Midland Shires Ltd, Stanton
Removal of existing diesel pump, tank & store. (Renewal of planning permission approved under ref. W97/1001) Harcourt Road

Proposed by Mr Lewington and seconded by Dr Wright that there be **no objection**. Unanimously agreed.

W02/0445 5 Mar 02 Erection of front porch 63 Wytham View

Proposed by Mr Lewington and seconded by Mr Green that there be **no objection**. Unanimously agreed.

W02/0484 14 Mar 02 Removal of existing conservatory & erection of new, larger conservatory 28 Newland St.

Proposed by Mr Green and seconded by Mr Lewington that there be **no objection**. Unanimously agreed.

02/51 Correspondence

02/51.1 Eynsham Village Show- The application for a grant was considered. Proposed by Mr Green and seconded by Mr Christiansen that a grant of £200 be given. Unanimously agreed

02/51.2 – WODC - Local Public Transport – Bus Services. There may be a threat to the X3 and 11, presently run by Stagecoach had given notice that they would not be running these services in the future. It was proposed that a

letter be sent to the working party to confirm that although the bus service to Eynsham was at present good, the Parish Council was reluctant to lose any of the services, particularly during the peak periods – i.e. the X3 and 11 services.

02/51.3 Eynsham Community Website - Application for a grant towards the costs of updating the village website was considered. It was proposed by Mr Mittell and seconded by Mr Lewington that the full costs of ££70.50 incurred should be paid. Unanimously agreed.

02/52 Parish Code of Conduct

Proposed by Mr Rossiter and seconded by Mrs Gerrans that Eynsham Parish Council resolves:

- (a) In accordance with section 51(1) of the Local Government Act 2000, the Council adopts the Model Code of Conduct set out in the Schedule to the Parish Councils (Model Code of Conduct) Order 2001 without amendment as the Council's Local Code of Conduct with effect from 15 April 2002.
- (b) Every member of the Council shall sign a Declaration of Acceptance of Office incorporating the statutory undertaking to observe the approved Local Code of Conduct and return it to the Clerk by 14 June 2002 at the latest.
- (c) The Clerk shall inform the District Council's Monitoring Officer as follows:
 - (i) that the Council has adopted the Model Code of Conduct as the Council's Local Code with effect from 15 April 2002 within five working days of the meeting approving the resolution set out in paragraph (a) above; and
 - (ii) that each member of the Council has signed and returned to the Clerk the undertaking to observe the Local Code of Conduct by 20 June 2002 at the latest.

02/53 Village Hall

02/42.1 Lease and Constitution

Number of Parish Council Representatives The Clerk had made enquiries of OALC. The advice given was that, as long as there was no ambiguity with regard to the wording in the Minute, a rescission notice was not required, as this would need to be for the whole document. This would be extremely heavyweight.

02/42.2 Construction Matters - The Clerk updated the Council on the costs of the completion of the two rooms behind the cleaning cupboard. There was a suggestion that the Cadets could have a secure storage area behind the cleaning cupboard and the Architect had based his costs and drawings on this plan. Mr Green requested a site visit to ascertain that there was sufficient room for this to be practical.

Proposed by Mrs Gerrans and seconded by Dr Wright that **Standing Orders be suspended** to continue the discussion until 10.10pm. Unanimously agreed.

The matter of Community Education plans for the room was discussed. It was agreed that this would need to be addressed if and when the funds are available to complete the rooms. The Clerk will now submit the grant application to WODC.

02/42.3 Official Opening It was agreed that the list was too long to be manageable. Mr Green and Dr Wright to reduce it and bring back to the next meeting.

02/54 Dates of next Meetings

Dates of next Parish Council meetings are 7.30pm on Tuesday 19th March 2002 and Tuesday 2nd April 2002.

The Annual Parish Meeting will be on Tuesday 23rd April 2002 at 7.30 pm at the Village Hall.

Date of Signing: 2nd April 2002 **Gordon Beach (Chairman)**

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 2ND APRIL 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs D Seeney
Messrs. B Christiansen, T Green, J Mittell, A Mosson, D Rossiter, Dr F Wright.

In Attendance J Heath (Clerk),

02/55 Apologies for Absence - Apologies received from Mrs A Fayers-Kerr and Mrs M Jones

02/56 Minutes of the Meeting of 5th March 2002

The Minutes were signed by the Chairman as a true record.

02/57 Urgent Business – There was no urgent business.

02/58 Standing Orders were suspended at 7.32pm to allow public to speak.

Mr Brown reported that he had stopped a car going the wrong way down Swan Street. He also brought to the notice of the Council the continuing speeding problems within the village. In particular Witney Road. He asked could there be some red strips put in close to the school. There is also a problem with speeding vehicles in Swan Street. He realises that the police cannot be patrolling the whole of the village but would continue to note the problems and report back to them.

The vandalism of the wall in Station Road was continuing.

Police Report

The Clerk offered P C Conner's apologies for not being able to attend the meeting. He had submitted a written report, as follows:

- The continuing progress with the Police Office in the Village Hall is good news.
- Continuing problem with criminal damage in Queen's Road, Newland Close and Evans Road. It is hoped that a Neighbourhood Watch can be set up. Patrols to be increased.
- Large numbers of youths are hanging around Back Lane and causing problems with foreign students.
- Car stolen from Marlborough Close.
- Problems again outside the Queen's Head and a number of thefts from the car parks at the Little Chefs on the A40.
- Travellers in a white transit trying to repair a driveway. The police have an operation on these people and the information has been passed on.

02/59 Accounts

Noted that accounts in the sum of **£25,889.31**, appended, had been previously signed off. Mr Mittell asked what the Council's position is regarding the unfinished work on the Village Hall. The Chairman confirmed that there was a retention of 5% on the contract which would not be paid until twelve months after completion. A meeting between him and the Architect would be taking place next week to go through a "snagging list". It was proposed by Dr Wright and seconded by Mr Mittell that the foregoing and accounts in the sum of **£4,342.23** as appended, be accepted. Unanimously agreed.

02/60 Matters Arising from the Minutes of 19th March 2002 and previous Minutes

19th March 2002

02/49 – 02/37 Market Square Dr Wright had received a letter from Mr Overbury in response to his queries regarding consultation and parking. He felt that these had not been fully addressed by Mr Overbury and that the width of the carriageway from the Red Lion to the north side of High Street is insufficient for buses to pass. He had again written to Mr Overbury and was awaiting a response.

Mr Rossiter confirmed that he had made enquiries regarding consultation and confirmed that Stagecoach had been written to and OCC representatives had been involved at all stages of the planning. It is expected that these representatives will then fully consult with the colleagues at County Hall. However, if an issue is raised, Mr Overbury will then approach the relevant department(s) himself. Mr Rossiter then brought to the attention of the Parish Council a letter of complaint which had been received by Mr Overbury's superior Officer (Mr Andrew

Tucker). He felt that the letter was unfair and that Mr Overbury had been professional at all stages. He had attended sub-Committee meetings, some of which had been in the evenings, and throughout had been helpful and friendly.

Dr Wright confirmed that he had sent the letter of complaint in a personal capacity. He also felt that Mr Overbury should have consulted with all relevant OCC officers.

Mr Rossiter proposed that a letter be sent from the Parish Council to Mr Andrew Tucker confirming that the Council had been entirely satisfied with the consultation process and that Mr Overbury had attended all sub-Committee meetings and at all times had been professional, helpful and friendly. Mrs Gerrans seconded this. Proposal passed by six votes for and two against. Dr Wright and Mr Mittell opposing.

02/49 - 02/31.12 Skateboard & Wheeled Sports Facilities. Mr Mittell felt that the cost of this was not value for money and felt that the Council should not consider this expense. It was confirmed that Mr Gerrans was looking into getting funding for this and therefore the Council had not agreed the matter of cost.

02/48 Mr Green questioned the responsibility of the vandalised wall as brought up by Mr Brown. Mr Mosson confirmed that this was the responsibility of the Playing Fields Management Committee and that quotes for repair were being sought.

5th March 2002

02/59 Road Traffic Order Dr Wright reported that the advertisement had appeared in the Oxford Times and people had until 26th April to object. The amendment regarding Acre End Street had not been corrected. The businesses in Oakfield Industrial Estate to be approached for their contribution to the invoice received from the consultants.

19th February 2002

02/08 - 218.1 & 218.8 Mill Street Traffic Calming As there had not yet been a response from OCC with regard to the site visit, the Clerk to contact them again.

02/61 Planning

02/61.1 The following Applications receiving conditional permission were noted:

30 Nov 01	W01/1916/17	Conversion of existing workshop to create garden room utility and potting shed with attached greenhouse (Amended)	92 Acre End Street
13 Dec 01	W01/1971	Demolish existing garage, erection of two storey rear and single storey side extension (Amended plans)	9 Tilgarsley Road
28 Jan 02	W02/0227	Erection of agricultural building to store hay	Acre Hill Farm
8 Feb 02	W02/235	Installation of roller shutters over entrance door and adjoining Spar Store window	Spareacre Lane
8 Feb 02	W02/235	Installation of roller shutters over entrance door and adjoining Spar Store window	Spareacre Lane
W02/0322	11 Feb 02	Erection of first floor rear extension	52 Barnard Gate

02/61.2 Notification of Planning Application Withdrawal

W01/1638	27 Sep 01	Erection of building to form three flats with associated parking and Landscaping	3 Thames Street
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Objection by Parish Council on the grounds of over-development of site; insufficient parking with no on street parking due to double yellow lines; roof of building is out of proportion with surrounding properties; concern over loss of amenity with loss of shop. **This application has now been withdrawn.**

02/61.3 Planning Applications

W02/0563	11 Mar 02	Conversion of existing buildings to form seven residential units	33 –35 Acre End Street
W02/0564			

Proposed by the Chairman and seconded by Mrs Seeney that the Council **strongly supports** the return to residential use in the centre of the village that has been plagued with parking problems from the existing users. Unanimously agreed.

02/61.4 Planning Applications (Delegated)

W02/0496 11 Mar 02 Erection of single storey rear extension 128 Spareacre Lane
Proposed by Mr Green and seconded by Mrs Gerrans that there be **no objection** to the application. Unanimously agreed.

02/62 Correspondence

02/62.1 Eynsham United Boys Football Club - Training and pitch hire problems discussed and it was agreed that a letter be sent to the Club confirming that there are a number of issues which need to be addressed. It is intended that there be a meeting of all users before next season and it is hoped that the Club could wait until then.

02/62.2 OALC - New Audit Regime – briefing meeting 17th April, Exeter Hall. The Clerk to attend.

02/62.3 OCC Minerals & Waste Update. Dr Wright confirmed that there was to be no further action on this by OCC until next year.

02/62.4 OCC Pension Fund Committee Report passed to the Chairman.

02/62.5 OCC Speedwatch Bouncy Castle passed to Mr Mosson for the Carnival Committee.

02/62.6 Audit Commission - Details of External Arrangements from April 2002 noted.

02/62.7 Bartholomew School - Copy of letter to Booking Clerk to Village Hall regarding complaint by cleaner discussed at length. Mr Green passed photographs round to members. The Clerk confirmed that an email had been sent to the Headteacher as a holding measure, pending discussion at this meeting. It was felt that this was a Village Hall Management Committee matter and should be addressed by them at their next meeting on 9th April. In the meantime, the Clerk to confirm to the Headteacher that the Chairman of the VHMC will be writing an interim letter.

02/62.8 Anonymous – This complaint regarding open space at rear of Spar shop was not discussed as it is the Council's policy is not to address matters sent anonymously.

02/62.9 Oxford City Council - Talk on Code of Conduct by District Monitoring Officers and OALC noted.

02/62.10 Highways Agency - A40 and A420 detrunking orders passed to Dr Wright.

02/62.11 DEFRA - Letter from Alun Michael – Minister for Rural Affairs noted.

02/62.12 BR Consulting Ltd - Internal Audit service. It was agreed that the Clerk should write to the Company informing it of the Council's interest in the service but requesting a quote for a fixed cost and not an hourly rate.

02/62.13 Graham Shuard - Application for transfer of Justices' Licence to Graham Leslie Shuard and Michele Angelique Shuard at the Newland Inn noted.

02/63 Village Hall

02/63.1 Construction Matters

- Architect to chase engineer regarding inspection of cooker. It is hoped that this will be inspected on 8th April.
- Chairman to meet with Architect for final inspection following practical completion and to compile a "snagging list".

02/63.2 Police Office

Dr Wright confirmed that he had written to the members of the Village Hall Management Committee to invite their views on the proposed sub-let. He had received three very strong letters of support and three verbal messages of support. So far there had been two strong objections.

Mr Mittell had contacted Abbey Properties. The room had been measured and a commercial valuation is awaited. It was confirmed that there would be no charge from this.

Dr Wright confirmed that Chancellor's had put him in touch with some-one who would provide a second commercial valuation and he would be following this up.

02/63.3 Licences

Mr Mittell asked for advice regarding a proposal to run regular bingo sessions in the hall as fund raising events. Were any special licences required for this as money prizes were proposed. Also what would be the position regarding bank accounts. The Chairman advised that the person running the sessions should open an account separate to the Village Hall Management Committee's account.

The Licence query should be addressed to either the Magistrates Court or advice sought from Nicola Neyhaul of WODC.

Mr Mittell confirmed that all outstanding accounts had now been paid.

02/63.4 Lease and Constitution

Previously agreed that term of lease be for one year.

Proposed by Dr Wright and seconded by Mr Rossiter that an additional Clause to be inserted at 5.7.3 to state "The Council may permit a sub-lease of a Committee room to a public body". Unanimously agreed. Schedules to be amended to reflect the recent changes in the Village Hall Management Committee.

It is expected that the documents will be signed by the Management Committee at its meeting on 9th April, subject to their Solicitor preparing the documents by that date.

02/63.5 Official Opening

The two lists prepared by Mr Green and Dr Wright were discussed. As Mr Green's was the smaller of the two, this was used and added to following discussion and democratic decisions. **Mr Green left the meeting at 9.39pm.** The final list was agreed at 63 with partners or one guest to be added to each invitation.

The Clerk will arrange for invitations to be printed as soon as possible.

02/64 Dates of next Meetings

Dates of next Parish Council meetings are Tuesday 16th April and Tuesday 7th May 2002. The latter will be the Annual Parish Council meeting to discuss Committee composition. **The Annual Parish Meeting** will be on **Tuesday 23rd April 2002** at 7.30 pm in the Village Hall.

The meeting closed at 9.55 pm

Date of Signing:

**AT THE MEETING OF EYNHAM PARISH COUNCIL
HELD ON TUESDAY 16TH APRIL 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs A Fayers-Kerr, Mrs E Hastings, Mrs M Jones
Messrs. B Christiansen, T Green, A Mosson, D Rossiter, Dr F Wright.

In Attendance J Heath (Clerk),

02/65 Apologies for Absence - Apologies received from Mr J Mittell

02/66 Minutes of the Meeting of 2nd April 2002

The Minutes were amended as follows:

At Minute 02/60 (02/49-37) Paragraph 1 - The words "beyond the Bartholomew Rooms" were replaced by "the north side of the High Street".

And Paragraph 3 (page 2) the words "He also felt that Mr Overbury should have consulted with all relevant OCC officers" were inserted after "personal capacity".

The Minutes were then signed by the Chairman as a true record.

02/67 Urgent Business – There was no urgent business.

02/68 Standing Orders were suspended at 7.35pm to allow public to speak.

Mr Treadwell requested a set of the papers for the Annual Parish meeting. The Clerk confirmed that a copy would be sent as soon as they were available.

Mr Treadwell asked about the proposed yellow lines and whether there was a set which were bigger than those posted in the village. Dr Wright offered to show him a set.

Mr Treadwell then thanked the Council and left the meeting.

02/69 Accounts

It was proposed by Mr Green and seconded by Mrs Gerrans that accounts in the sum of **£ 2,970.98** as appended, be accepted. Unanimously agreed.

02/70 Matters Arising from the Minutes of 2nd April 2002 and previous Minutes

2nd April 2002

02/59 A letter of thanks had been received from Witney CAB for the grant

02/60 – 49/37 Market Square Dr Wright confirmed that he had received a letter from Mr Overbury, who would be contacting OCC Highways again.

Mr Mosson requested confirmation that the Market Square improvements would be finished before the carnival.

Mr Rossiter updated the members on the present position. Tenders had been received and the lowest was within budget. A meeting between officers and the lowest tenderer would take place this week. Work was due to commence on Monday 29th April.

Mr Rossiter confirmed that Mr Overbury had approached the consultants to obtain confirmation that there was no problem regarding access for buses. Mr Quayle would be putting a report to the meeting this week and Mr Wilson of OCC would be making further investigations.

Maps of the alternative routes to be used whilst the Square is closed would be posted in the village.

02/60 02/08 - 218.1 & 218.8 Mill Street Traffic Calming Meeting with OCC Highways Department arranged for 22nd April.

16th April 2002

02/62.1 Eynsham United Boys Football Club – The Clerk had written to the Club and they had agreed to wait until the next season to resolve the problems.

02/62.3 Waste and Minerals Dr Wright reported that he had visited the Waste site at Worton, Cassington and found it very interesting. It had been confirmed that, with regard to minerals, the buffer zones were to be abandoned. These were still in the Local Plan but were no longer in the Structure Plan. There was another visit planned in twelve month's time. He had found it a worthwhile visit.

02/63.5 Village Hall Official Opening Mrs Fayers-Kerr asked if there was anything planned for the Queen's Jubilee on this date. The Chairman confirmed that no one had requested to do anything. Dr Wright reported that, arising from the Village Hall Management Committee meeting, some users had brought forward ideas. This would be discussed under Agenda item 9.

Minutes of 5th March 2002

02/40.4 Planning – Application W02/0346 Land adj, B44449/A40. Construction of new vehicular access. Mr Green felt that an opportunity had been lost to object to this on safety grounds. An accident had already happened in this area and a new access could result in more.

02/71 Planning

02/71.4 Planning Applications (Delegated)

- W02/0591 Erection of conservatory to rear elevation 13 Evans Road
Proposed by Mrs Jones and seconded by Mrs Gerrans that there be **no objection**. Unanimously agreed.
- W02/0601 Erection of single storey extension, linking garage to main house 4 Willows Edge
Proposed by Mrs Jones and seconded by Mrs Fayers-Kerr that there be **no objection**. Unanimously agreed.
- W02/0603 Erection of conservatory 33 Hanborough Close
Proposed by Mrs Gerrans and seconded by Mr Christiansen that there be **no objection**. Unanimously agreed.
- W02/0609 Erection of two storey side extension 123 Spareacre Lane
Proposed by Mrs Gerrans and seconded by Dr Wright that there be **no objection**. Unanimously agreed.
- W02/0179 Erection of first floor extension to west elevation, to form self contained granny annexe (**Amended Plans**) 142 Spareacre Lane
Proposed by Mr Green and seconded by Mr Christiansen that there be **no objection**. Unanimously agreed.
- W02/0198 Demolish Conservatory. Internal and external alterations including erection of two storey extension rearrangement of internal accommodation, staircase and repairs to front elevation. (**Amended Plans**) Cherwell Lodge, 26 Newland Street
Proposed by Mr Green and seconded by Mrs Hastings that there be **no objection**. Unanimously agreed.

02/72 Correspondence

02/72.1 WODC Application to renew Public Entertainment's Licence – Red Lion. After discussion it was proposed by Mr Green and seconded by Mrs Hastings that the application for opening until 1 am for the function room should not be granted but should remain at 12 midnight, as reservations have been voiced regarding the possibility of more noise during the summer months when windows are open.

Mr Mosson proposed an amendment that there should be no objection. This was seconded by Mrs Fayers-Kerr. The amendment was lost by seven votes against and two votes for.

The original proposal was won by seven votes for and two votes against.

02/72.2 Andrew Barnes Assoc. - New Opportunities for PE and Sport – Bartholomew School. The Clerk read out the letter from the consultants. Mr Rossiter gave background information and confirmed that WODC was supporting these projects. Mr Rossiter proposed that the Parish Council should strongly support the project and express a willingness to consider financial assistance at the next annual finance meeting in November. This was seconded by Mrs Fayers-Kerr. Unanimously agreed.

02/72.3 WODC - Cabinet Decisions of 3rd April 2002 taken by the Chairman.

02/72.4 Hammond Suddards & Edge - Application for Transfer of Liquor Licence – Samantha Brassington –Little Chef A40 Westbound noted.

02/72.5 OCC - Notification of closure of Market Square for improvement already dealt with under Matters Arising.

02/72.6 Eynsham Carnival Committee - Request for use of pavilion for annual carnival agreed. No charge to be made.

02/73 Churchyard

02/73.1 Maintenance

Mrs Gerrans reported that there was a shortage of staff to keep the churchyard looking tidy. Mr Green is now unable to do any work, since taking over the cleaning in the village hall. One of the volunteers had moved from the village and two of the others are in poor health. The job entailed not only grass cutting but also maintaining the walls, hedges and trees. The northern end of the beech hedge in the churchyard was in need of replacement. The memorial garden was labour intensive, as the strimmers could not get between the plaques.

It is considered that the churchyard is a full time job during the spring and early summer months.

Agreed that cards should be put in local shops advertising for a gardener for the churchyard

02/73.2 Agreement

The agreement between St Leonard's Church and the Parish Council that the Council maintains the churchyard had been made in 1985. All burial fees were passed by the Church to the Parish Council.

It was agreed that the agreement could not and should not be rescinded. A sinking fund for possible future large maintenance expenditure should be dealt with at the next annual finance meeting in November.

02/74 Village Hall

02/74.1 Police Office

Dr Wright confirmed that this had been discussed at the Village Hall Management Committee meeting and that Mr Mittell had presented a valuation from Abbey Properties. This was in the region of £2800 per annum. There had been no written valuation received from Chancellors as they felt they were not experienced enough to give one.

The Village Hall Management Committee, after discussion, had agreed that an annual rent of £7000 should be paid, to include all services and that an exclusive lease to be offered.

There ensued a lengthy discussion. It was felt that this was too high given that the only valuation received was circa £2800. Costs of heating and lighting would not make up the difference.

Proposed by Mr Green and seconded by Mr Rossiter that a rent of £3000 per annum for three years be offered. An amendment was proposed by Dr Wright and seconded by Mrs Fayers-Kerr that the sums should be £5000 per annum for five years. The amendment was lost by six votes against and two votes for with one abstention.

The original proposal was won by six votes for and two votes against with one abstention.

It was agreed that a six year lease be offered with a review at three years. The Clerk to contact the police representative with this proposal.

02/74.2 Other Matters Arising from Village Hall Management Committee Meeting

Cadets Store Dr Wright confirmed that the Cadets were unable to put capital in to any building not owned by themselves. It had been suggested by the Village Hall Management Committee that the Cadets could rent the store, which would offset the cost of construction. The Clerk confirmed that this was £4000. The Cadets would be reporting back to the Village Hall Management Committee at its next meeting.

Community Education Mrs Hutchins had confirmed that she had received a computer. The Chairman suggested that this should be put in the Village Hall office at present and is connected to the ISDN line. The Community Education has agreed to pay the bills for this line.

Pre-School Playgroup Mr Goldstein still felt that the school had been given exclusive use of the kitchen and reiterated that the Chairman and the Clerk had agreed this. The Chairman and Clerk disputed this and Mr Rossiter confirmed that this had not been the case as he had attended the meeting at which this had been discussed.

W S Atkins Letter Dr Wright reported that the Architect had received a letter from a Peter Smith regarding the strip of land at the front of the site, which belongs to OCC. Dr Wright has telephoned Mr Smith to discuss this matter. He had confirmed that the land swap with the Scouts had not affected the "best endeavours" statement. Mr Smith will consult his superiors.

The Chairman requested the Clerk to obtain a copy of the letter from the Architect.

02/74.1 Construction Matters

It was confirmed that an engineer would inspect cooker on 29th April as problems are still being encountered.

The Chairman reported on his meeting with the Architect and the Contractor for final inspection following practical completion and to ascertain what is still left to be done from the "snagging list". He said that this meeting was less than satisfactory as there were still things outstanding which should have been completed some time ago. The Contractor will deal with these immediately.

The landscaping was underway and the deadline had been noted by the Architect. Other quotes were still awaited but it was hoped that these would be received before the next Parish Council meeting.

There had also been a meeting with Mr Steve Wilson of the Scouts, the Architect and the Contractor to resolve the problems with the bollards. This had, hopefully, now been satisfactorily dealt with by the proposal to install a weighted swing barrier with a padlock. However, the problem of keys was still outstanding. The Architect will cost for this, with different materials. Payment for this was under discussion. It was confirmed that the land to the side of the scout building should be turfed.

02/74.4 Lease and Constitution - Mrs Fayer-Kerr left the meeting at 9.13pm.

Dr Wright confirmed that the lease was still not ready for signing. The Village Hall Management Committee had requested the following amendments:

- 21 year lease
- No Smoking to be put into the lease

16th April 2002

- The Committee to be answerable to the Parish and not the Parish Council with regard to any amendment to the Constitution

It was agreed that the delay in this was extremely disappointed – given that the documents had been considered by the VHMC on many occasions and the Parish Council had previously agreed to all suggested amendments. As the document had now been amended by the VHMC on several matters, it was agreed that, to avoid further delay, the VHMC’s Solicitor should be written to and asked to liaise directly with the Parish Council’s Solicitor. The Solicitors to be informed that it is hoped the final document, as agreed by both Solicitors, can be presented to the Parish Council at its meeting on 7th May 2002.

02/75.5 Official Opening

The invitations were at present being printed and it is hoped that they will be dispatched by the next meeting. Mrs Carol Burden of the Brownies to be added to the list as funds had been raised by this group.

There were several jobs which will need to be done and these were discussed at length. The following was agreed:

Proposed by Trevor Green and seconded by Mrs Hastings that the part of the Minute of the last meeting referring to the invitation of “partners or guests” should be rescinded. Six votes for and one abstention. Clerk to prepare notice of rescission.

- Meeting and greeting – the Chairman and Dr Wright. Agreed no name badges.
- Groups of 6 – 8 people to be shown round the hall by Councillors or staff.
- Refreshments to be wine, fruit juice and water. Dr Wright offered to help with the cost. Mrs Gerrans, Mrs Jones and Mrs Heath to co-ordinate.
- Tables to be put out by Mr Green by 1.30 pm
- Display of photographs of the erection of the building to be supplied by the Chairman and Mr Mosson to arrange on a stand(s). The Clerk to arrange for stand(s).
- Flowers for the foyer to be supplied by Dr Wright.
- **Mrs Hastings left the meeting at 10pm.** Mr Green proposed and Mr B Christiansen seconded that **Standing Orders be suspended** to complete the business. Unanimously agreed.
- Mrs Margaret Hedges to be approached to make a cake. The cutting of the cake to replace the cutting of a ribbon. Dr Wright to deal with this.
- Press and media to be invited. Witney Gazette, Radio Oxford, Channel 6TV
- Clerk to write a letter to Mrs Violet Warren regarding the opening and her part in it. Mr Green to deliver it to her. Mrs Beach to pick her up on the day.
- Clerk to undertake to find out how to switch on the induction loop.

02/76 Dates of next Meetings

The Annual Parish Meeting will be on **Tuesday 23rd April 2002** at 7.30 pm in the Village Hall. Dates of next Parish Council meetings are 7th May 2002 (the Annual Parish Council meeting to discuss Committee composition) and 21st May 2002.

The meeting closed at 10.12 pm

Date of Signing:

16th April 2002

AT THE ANNUAL PARISH MEETING FOR EYNSHAM HELD ON WEDNESDAY 23rd APRIL 2002

AT 7.30 PM IN THE VILLAGE HALL, EYNSHAM

Present: Mr G Beach (Chairman)

Twenty-five (25) local government electors, three police representatives, Cllr. H Wyatt (OCC/WODC), Councillor Mrs M Stevens (WODC), Cllr. D Rossiter (WODC/EPC), ten (10) EPC Councillors and Mrs J Heath (Clerk).

Chairman's Welcome

The Chairman welcomed all those present to the Annual Parish Meeting, the first to be held in the new village hall. He thanked them for their attendance

1 Apologies: for Absence

Mr Kenny Bowerman (Fire Officer), Mr J Gerrans, Mrs J Thompson, Mr D Popplewell

2 Minutes of the Previous Meeting

The Minutes of the meeting of 25th April 2001 were agreed and signed by the Chairman as a true record.

3 Matters Arising from the previous Minutes

Minute 15 Sports Facilities

Mr J Gerrans had given a verbal report to the Clerk regarding proposed skateboarding facilities. Grant aid of £5000 was available from "Awards for All" and other possible grants were being investigated. Mr Gerrans had obtained permission to talk to an assembly of year 6, 7 and 8 youngsters at the school to ascertain the number who are keen on the facility. After this exercise, we will be in a better position to decide if it is worth going ahead.

4. Notice of Any Other Business

Donald Elmore - Disabled parking
Non- recycling of plastic in WODC (for WODC Councillors)

Pam Richards - Traffic (for OCC Councillor)

George Wood - Precept

Tim Hull-Lewis - Bins for plastic recycling (for WODC Councillors)

John Mittell - Waste Collection (for WODC Councillors)

Trevor Green - Street Cleaning (for WODC Councillors)

Harry Brown - Gulley Cleaning (for WODC Councillors)

5. Police Report

5.1 The Chairman welcomed Inspector Fox who briefly outlined the results of Witney Sector within the force. Crime had reduced by 17.6% in the Witney Sector, which goes against the national trend and the Thames Valley, which had an increase of 10%. Auto crime had been targeted in Witney and this had reduced by 50%. The aim is now to concentrate on criminal damage, petty nuisance and anti social behaviour. Increased visibility of the police in the village was planned for Friday and Saturday nights. CCTV had proved very successful in Witney and there were plans to extend this to Eynsham and the rest of WODC larger villages and towns.

5.2 P.C. Alan Barnes updated the meeting on Eynsham crime. There had been 77 recorded crimes, 21 of which had been domestic. This left 56 crimes, 12 of these were burglaries (4 in dwelling of which 2 had been detected). Theft from vehicles remained a problem but many of these occurred at the Little Chefs and services stations on the A40. There had been 5 assaults and all these had been detected.

P.C. Barnes summed up to say that Eynsham is a safe village and there should be no fear of crime. Criminal damage will be targeted in the future.

P.C. Richard Conner added that there were about half a dozen 14 – 16 year olds causing criminal damage in the village. Older boys who did not live in the village motivated these. He was hoping to set up Neighbourhood Watch schemes in the main areas of Evans Road, Queen Street and Queen's Close. Often neighbours were witnesses to the damage but were loath to get involved.

5.3 Queries from the Floor –

- Petty damage of smashed milk bottles in Blankstone Close
- Under age drinking – the police confirmed that there was only one public house, which still needed reminding on a regular basis of the licensing laws.

- Inspector Fox was questioned on the figures shown in the Thames Valley leaflet, which states 97 civilians would be employed and this would release 240-290 officers. Inspector Fox admitted that he didn't understand the figures. The Chairman suggested that it probably related to skills. A skilled secretary/typist could complete the work in less than half the time of a person unskilled in this way. Inspector Fox confirmed that there would be a 14% increase in police across the board.
- The question of the sale of police houses in the village was discussed and it was agreed that this had been short sighted.
- The matter of a 5% increase in funding to the police but with an increase of 14% on the rates was raised. Inspector Fox said he would endeavour to find out the explanation.
- Double Yellow lines and the policing of them was discussed. Police do not prosecute offences at the moment when double parking and parking on pavements takes place. P C Conner confirmed that it was easier to prosecute motorists when they parked on DYL. Traffic officers would be deployed on an ad hoc basis to issue tickets and there was a suggestion that the traffic warden in Witney could be deployed to do spot checks.
- Mr Harry Brown presented his recent correspondence with the Prime Minister and the Home Secretary. The police agreed to speak with Mr Brown after the meeting.

The Chairman thanked the Officers for their attendance and for dealing with the above queries. The Officers then left the meeting.

6. Fire Service Report

The Clerk explained that Fire Officer Mr Bowerman was unable to be present, due to training requirements and staff sickness. Cllr. Wyatt's report included the Fire Service and he would be happy to answer any questions when giving this.

7 Chairman's Report

There being no questions, the Chairman's report was accepted.

8 Finance

Mr Wood asked why the precept was still so high when the Village Hall was now complete. The Chairman explained that earmarked funds were being allocated to the refurbishment of the sports facilities. Increased costs in insurance and audit fees had also added to the precept. Funds had been allocated to the Village Hall in the event of income falling short of expenditure for the first two years. He confirmed that the expenditure on the building was now complete and that money had been put aside for works to be done on the scout building, this being part of the Conditions of Planning Approval. Expenditure on administration continued to rise on an annual basis. These costs are at present £30,000 per annum and include insurance, audit, accounts support, new computer equipment and the Eynsham Echo as well as office costs and staff salaries and expenses.

The Clerk offered to send a copy of the breakdown of the precept to Mr Wood and to publish details of the main expenditure in the Eynsham Echo.

There being no other questions, the accounts were accepted.

9 County Councillors Report

- 9.1 Fire Service Cllr. Wyatt praised the work done at the sub-station by Fire Officer Bowerman and his crew, who provided a service 24 hours a day, seven days a week. He requested that a letter of thanks go from the meeting to F.O. Bowerman. This was agreed.

Questions and comments from the floor are noted below

- 9.2 Cassington Road Cllr. Wyatt was thanked for providing the extension to the footpath at the bottom of Cassington Road.
- 9.3 Swinford Bridge Cllr. Wyatt confirmed that monies collected at the toll bridge were put into a separate account for future maintenance work on the bridge and house and that none of this income went to the owner
- 9.4 Social Services The disastrous cuts in social services were discussed. Cllr. Wyatt reported that this service was £1.7m in the red. The County had been bailing the service out by using funds from reserves but it could no longer be sustained. A resident asked how much the present round of cuts would cost the Council and was it cost effective? Cllr. Wyatt asked the person concerned to write to him and he would obtain the information. He confirmed that the Council had recently employed a new Director of Social Services. There was a request to re-open the local hospitals which recently been closed.
- 9.5 Newland Close It was pointed out that the contractors working on the footpaths had left the road in a mess with gouges in the surface caused by the forklift truck.
- 9.6 Thornbury Road Cllr. Wyatt was asked when the work on the footpaths and road in Thornbury Road was due to commence as this was the third year that it had been promised.
- 9.7 Station Road/Swan Street junction. It was pointed out that the "No Entry" sign could not be seen as on one side it was obscured by ivy and on the other it was turned round.

- 9.8** Eynsham By-pass The roundabout at the end of Oxford Road was dangerous for both pedestrians and motorists. It was impossible to see what was coming round as the foliage obscured vision. Please would OCC cut this down?
- 9.9** Smallholding land Cllr. Wyatt confirmed that the land referred to on page 8 of his report was in Chilbridge Road.
- 9.10** Bridge over A40 It was confirmed that the cost of this would be £1m and this cost could not be justified.
- 9.11** Roundabout at end of Station Road Cllr. Wyatt confirmed that there would be a traffic island put at the end of Station Road for crossing purposes, together with an extension to the footpath.

The Chairman thanked Cllr. Wyatt for his report and for answering the questions from the floor.

10 District Councillors' Report

- 10.1** Street Cleaning The street cleaners had informed a resident that their hours were being cut and Cllr. Rossiter promised to look into this. The question of the use of brooms and dustpans was raised, as this was a far quicker method than the "pick sticks". Cllr. Rossiter would pass this on to the relevant department at WODC.
- 10.2** Recycling Both Cllr. Rossiter and Cllr. Stevens fully agreed with the comments regarding the recycling of plastic waste. They had lobbied WODC over this matter but at present were not being listened to. The problem is that it is more costly to recycle plastics and there were no recycling facilities for light plastic (plastic bags) in the SE region. At present WODC recycling 10% of waste which is below the Government requirements. VOWH District Council is recycling 22% and in future all District Councils in Oxfordshire would be amalgamating their waste disposal figures, which would bring the WODC figure within the Government requirements. The point was taken that the cost of landfill was probably more than the cost of recycling. It was confirmed that the District Council would supply as many plastic bins as required by a householder for different types of products. However, they could not colour code them.
- 10.3** Refuse Collection There were several complaints that refuse collection in the Queen Street, Queen's Lane and Tanners Lane area was unreliable and irregular. Cllr. Stevens said this would be followed up. There was also a complaint that, despite having the house number on the lid, the bins were deposited nowhere close to the house after emptying.
- 10.4** Planning The enforcement problems in the village were discussed. It was explained that there had been severe staffing problems within the Department. These were being addressed. There had been some improvement due to more involvement of Building Control.
- 10.5** A40 The problem of congestion of the A40 was discussed and the District Councillors were asked for the views of WODC with regard to the various options. It was confirmed that the District Council did not support the proposed bus lane. Re-opening of the old rail link had been rejected as too expensive. The light rail proposal had support but was several years away from fruition. Dualling of the A40 is not the remit of the District Council. At present it is the responsibility of the Highways Agency but soon would be passed to the County Council. It is understood that this was not an option due to cost and funding was not available from Central Government. The A40 problem would not be solved whilst there continued to be a bottleneck at the Wolvercote roundabout.
- 10.6** Motocross North of A40 Cllr. Rossiter confirmed that he did not vote for this application. This was on the grounds of the accident rate on the A40 at that point. There had been one fatal and three serious accidents. This was accepted as a bad accident record. It was confirmed that the Parish Council had also voted against it, reflecting the views of the people who had come to the meeting when it was discussed. This was not an event for just Eynsham youth and it attracted people from a wide area. It was, in effect, a race meeting. The application had obtained provisional planning permission for this season, after which it would be reviewed. It was suggested from the floor that the noise assessment was inaccurate and insufficient. Cllr. Rossiter confirmed that this was an Environmental Health issue and this Department would be re-assessing with spot checks during this season. It was requested that this should be a 360° assessment and not just at the N.E. side of the site.
- 10.7** Removal of Trees in Conservation Area An officer of WODC made the decision on removal of trees in the Conservation Area. It was confirmed that the Parish Council was not consulted.

The Chairman thanked Cllrs. Rossiter and Stevens for their report and for answering the questions from the floor.

11 Primary School Report

The governors of the Primary School were congratulated on the report, which was accepted. The question of why the Secondary School did not give a report was raised and the Chairman confirmed that this was not obligatory.

12 Charities Report

The Secretary of the Charities was congratulated on the report, which was accepted.

13 Playing Fields Management Committee Report

The Management Committee report was accepted.

14 Village Hall

The Chairman of the Village Hall Management Committee, Dr Wright, briefly went through the report. He confirmed that the Village Hall project had taken over 30 years to come to fruition and that the village should be proud of the result. The

legalities of the lease and constitution still had to be agreed and there were two rooms, which still required work. Repairs to the outside lights were in hand. The problem of disabled access was discussed. Dr. Wright confirmed that disabled had right of access over the scouts land and also there was right of access for loading and unloading. He also confirmed that a key to the new barrier to be erected would be available in the hall. The official opening was to be on Saturday 1st June at 2 pm and all were invited. A member of the History Group suggested that the administration of the hall was heavy handed. The group had been charged a deposit of £100 for a small meeting. The cheque had been banked and he felt that a more common sense approach could be used for bookings of this kind.

It was hoped that the Scouts would be successful in the grant application for a new hall.

It was confirmed that the police would have a permanent office in the hall, hopefully in the summer, when the lease on property in Newland Street expires.

15 Sports Facilities

The Chairman confirmed that tenders for the work had been returned. These were a lot higher than had been anticipated and grant aid was now being investigated. Should this not be forthcoming then the scale of the improvements would need to be reduced.

16 Traffic and Waiting Restrictions and the Market Square

16.1 Traffic Waiting Restrictions It was confirmed that the consultation period was due to end on Friday 26th April and that to date only two letters had been received. One in respect of the junction of John Lopes Road and the other in Acre End Street. The question of policing was again raised but it was hoped that the scheme would be largely self-enforcing. The Chairman referred back to the police comments in respect of this.

16.2 Disabled Parking Spaces Professor Elmore spoke at length regarding the lack of disabled parking spaces within the village. Although he appreciated the Parish Council's view that disabled were permitted to park on double yellow lines, and once these were in place the question would be addressed, he reminded the Council that the police had the powers to move disabled people from parking on double yellow lines. He reiterated his request to have disabled parking spaces by the Spar Shop, outside the Post Office and close to the Co-op. He suggested in Lombard Street for the latter. He stated that the Parish Council would be receiving a letter from the Disabled Drivers' Association. He also stated that the Health Centre supported more disabled spaces in the village, as did the managers of the Spar Shop and the Co-op. The point was made that people are entitled to equal opportunities according to their needs. The Chairman promised that the matter would be referred back to the sub-Committee for reconsideration.

16.3 Market Square The Chairman gave the background to the scheme and stated that this had been worked on for a number of years. Work starts on 29th April and will be finished in time for the carnival to take place. A question was asked about the recent petition regarding the number of bollards. The sub-committee had not received a copy of this and it was assumed that it had gone to WODC. It was stated that Woodstock had not required as many bollards but the Chairman pointed out that there were also double yellow lines around the square in Woodstock. As one of the main complaints regarding the Market Square was the amount of paint on the roads, it had been a conscious decision not to have DYL around the Bartholomew Rooms. Although it was appreciated that the number of bollards was not welcome in some quarters, it did mean that they would keep vehicles off the new area.

The question of buses being able to pass was raised. It was felt that the amount of space left was too narrow. The Chairman stated that the Parish Council had been assured by the expert consultants employed that the scheme would work within the traffic flow but if this needed to be addressed once work commenced, then it would be. There was to be another site visit on Wednesday.

The WI stall on Thursdays and any other market activity would not be affected by the plans except that there would be no parking directly outside the Bartholomew Room doors but unloading was permitted and there were parking spaces outside the area to the south.

13 Any Other Business

- All who had raised points under AOB confirmed that their queries had been answered.
- Mrs Pam Richards requested support for her sponsored walk on behalf of the Oxfordshire Carers' forum

18 The Chairman thanked everyone for taking the time to attend the Parish meeting and invited them to informally approach any of the Parish Councillors on any of the matters discussed.

The meeting closed at 9.45 pm.

**AT THE MEETING OF EYNESHAM PARISH COUNCIL
HELD ON TUESDAY 7TH MAY 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNESHAM**

Present: Mrs L Gerrans, Mrs E Hastings, Mrs M Jones, Mrs M Lewington, Mrs D Seeney
Messrs. Mr G Beach, B Christiansen, C Lewington, J Mittell, A Mosson, D Rossiter, Dr F Wright.

In Attendance J Heath (Clerk), Mr Ian Welch, Solicitor (part time)

02/77 Apologies for Absence - Apologies received from Mrs A Fayers-Kerr, Mr T Green.

02/78 Election of Chairman

Mr Lewington proposed and Mrs Gerrans seconded Mr Gordon Beach as
Chairman. Ten votes for
with two abstentions. Mr Beach then took the Chair.

02/79 Election of Vice-Chairman

Mr Lewington proposed and Mrs Lewington seconded Mr David Rossiter as Vice-
Chairman. Ten
votes for with one abstention.

02/80 Declaration of Acceptance of Office

All present completed and signed the forms in the presence of the Clerk, who countersigned.

02/81 Register of Members Interests

All present, with the exception of Mr Mittell handed their completed forms to the Clerk.

02/82 Timetable of Meetings

Proposed by Mr Lewington and seconded by Mrs Jones that the meetings remain at the first and third Tuesday in the month. Unanimously agreed. Proposed by Mrs Seeney and seconded by Mr Christiansen that the first meeting in June be cancelled, it being the bank holiday to celebrate Queen Elizabeth's Jubilee. Eleven votes for with one abstention.

02/83 Advisory Committees

Senior Committee - Proposed by Mrs Hastings and seconded by Mr Christiansen that the following be re-elected: G Beach, D Rossiter, L Gerrans, F Wright. Unanimously agreed.

Finance Committee - Proposed by Mrs Hastings and seconded by Mr Mittell that the following be re-elected and that Mr Green join the Committee: G Beach, D Rossiter, A Mosson, J Mittell.
Unanimously agreed.

Play Areas and Playing Fields Committee – Proposed by Mrs Lewington and seconded by Mr Rossiter that the following be re-elected: E Hastings, C Lewington, A Mosson, B Christiansen.

Traffic & Parking – Proposed by Mr Mosson and seconded by Mrs Jones that the following be re-elected: M Lewington, T Green, J Mittell, C Lewington, F Wright. Unanimously agreed.

Market Square – Proposed by Dr Wright and seconded by Mr Christiansen that the following be re-elected: M Lewington, D Seeney, J Mittell. Unanimously agreed.

Planning - Proposed by Dr Wright and seconded by Mr Christiansen that the following be re-elected: D Seeney, T Green, M Jones, J Mittell, A Fayers-Kerr. Unanimously agreed.

Village Hall – Proposed by Mr Mosson and seconded by Mrs Jones that the following be re-elected: F Wright, C Lewington, M Lewington, J Mittell.

02/84 Link Representatives

Eynsham Echo - Mrs Fayers-Kerr and Mr Christiansen wished to stand down from this position. Proposed by Mr Christiansen and seconded by Mrs Hastings that the following be elected: C Lewington, F Wright and D Seeney. Unanimously agreed.

7th May 2002

Footpaths - Proposed by Mrs Seeney and seconded by Mr Rossiter that the following be re-appointed: T Green, M Jones, E Hastings. Unanimously agreed.

St Leonard's Church – Proposed by Mrs Hastings and seconded by Mr Rossiter that the following be re-appointed: L Gerrans, M Lewington, T Green. Unanimously agreed.

02/85 Appointment of Representatives to Outside Bodies

Allotments – Proposed by Mr Mittell and seconded by Mrs Lewington that the following be re-elected: L Gerrans Unanimously agreed.

OALC – Mr Rossiter no longer wished to serve in this capacity. Proposed by Mr Mittell and seconded by Mrs Hastings that F Wright and A Fayers-Kerr be appointed. Unanimously agreed.

Playing Fields Management Committee – Proposed by Mrs Lewington and seconded by Mr Mittell that the following be re-appointed A Mosson, E Hastings (+ C Lewington as reserve). Unanimously agreed.

County Primary School Governors - A Mosson – not due for re-appointment for two years.

Traffic Advisory Committee – Mr Rossiter volunteered to joint this Committee. Proposed by Mr Lewington and seconded by Mrs Hastings that the following be elected: F Wright, J Mittell, D Rossiter. Unanimously agreed.

Transport Representative The Clerk confirmed that Mr White was willing to continue in this capacity. Proposed by Dr Wright and seconded by Mr Rossiter that Mr White be re-appointed. Unanimously agreed.

02/86 Declaration of Interests

There were no declarations.

02/87 Minutes of the Meeting of 16th April 2002

The Minutes were amended at 02/74.1 on the third line to insert “written” between the words “no” and “valuation”. The Minutes were then signed by the Chairman as a true record.

02/88 Urgent Business – There was no urgent business.

02/89 Standing Orders were suspended at 8.10pm to allow public to speak.

Mr Brown circulated a letter regarding policing in the village from him to the Home Office, together with the response from the Home Office. He hoped that the Council was pleased with this response. The Chairman thanked Mr Brown for his continuing efforts with regard to this. Mr Brown left the meeting. **Standing Orders were resumed at 8.11 pm.**

02/90 Accounts

The Clerk confirmed that the Village Hall was included in the insurance policy. Proposed by Dr Wright and seconded by Mr Lewington that accounts in the sum of **£12,090.57** as appended, be accepted. Unanimously agreed.

02/91 Matters Arising from the Minutes of 16th April 2002 and previous Minutes

02/70 - 02/62.3 Waste and Minerals Dr Wright remarked that Areas of High Landscape Value are still on the County's Structure Plan although they had been removed from the District's Local Plan. As this was important regarding the future development of mineral extraction, this should be noted. The Clerk responded that there was a seminar being held in respect of the Structure Plan and suggested that Dr Wright might wish to attend. Details under correspondence – Agenda item 16.

02/72.1 Public Entertainments Licence – Red Lion The Clerk reported that a letter had been received from WODC confirming that, following the Parish Council's objections, this would be referred to the Licensing Committee for a decision. The Parish Council's comments had been passed on to the applicant.

02/72.2 Andrew Barnes Assoc. - New Opportunities for PE and Sport – Bartholomew School. Mrs Jones reported that the Headteacher of Bartholomew School had been very appreciative of the Council’s support for this project. He had confirmed that any grant application for funds would not be made until November 2003 for 2004/2005.

02/74.2 W S Atkins Letter The Clerk reported that she had passed a copy of this to the Chairman for comment. Dr Wright stated that Mr Smith of W S Atkins had commented that there was money available from the Home Office for the Scouts’ project and he would investigate this

02/75.5 Official Opening Dr Wright confirmed that he had spoken with the ladies of the Women’s Institute who were willing to make a cake for the opening. A 12 “ sponge cake to serve 72 would cost £24 or a fruit cake to serve 144 would cost £45. Agreed that there should be one of each and the fruit cake to be decorated.

2nd April 2002

02/59 Letters of thanks had been received from Community Website; Eynsham Village Show Eynsham Community Primary School; Oxfordshire Carers’ Forum; Winged Fellowship Trust; WVRs; The Samaritans for the grants awarded.

02/62.12BR Consulting Ltd - Internal Audit service. The Clerk reported that the company had responded with a figure of £450, plus travelling expenses. However, as there had been contact from another firm offering its services this was to be investigated before a final decision was made. See correspondence Agenda item 16.

02/62.2 OALC – The Clerk briefly reported on the meeting on the 17th April on the New Audit Regime. It appears that this will be less onerous in the future but not less costly as the services of an internal auditor would be required.

19th March 2002

02/49 - 02/21 Sports Facilities Grant Mr Mosson reported that a letter had been received from Mr Garry Bailey of Eynsham Football Club raising various issues regarding the grant aid. Mr Mosson had responded by telephone. Sarah Sykes of WODC and Garry Bailey had both been asked for letters of support for the application.

02/92 Village Hall

8.33 pm - Proposed by the Chairman to bring forward Agenda Item 21 to take advice from the Council’s Solicitor on the Lease and Constitution documents only. Agreed. The Chairman welcomed Mr Ian Welch and asked him to go through the amended items on the Lease and Constitution documents in respect of the Village Hall. Those considered of importance were:

Lease:

- 1** Term of Lease – 21 years
- 5.7.3** Sub-letting of two unfinished rooms to a “public body”
- 5.13** Repairs and decorations to be completed within three months and not 21 days
- 5.14** Inclusion of Parish Council’s “No Smoking” policy.
- 6.2** Parish Council to give a covenant that the building will be completed and fully equipped as soon as funds available but certainly within two years.

Constitution:

- 7.2.5** Removal of Parish Council’s required approval to add new Associated Bodies to the Schedule.

Following a discussion on the above issues, it was proposed by Mr Mosson and seconded by Mr Rossiter that all amendments to be accepted **with the exception of Clause 6.2 in the Lease which should be removed.** Ten votes for with one against.

Proposed by Mr Rossiter and seconded by Mr Lewington that the Parish Council’s Solicitor should proceed with finalising the documents. Unanimously agreed.

The Chairman thanked Mr Welch for taking the time to come to the meeting and for his full explanation of the amendments. Mr Welch left the meeting at 9.20 pm.

7th May 2002

02/93 Planning

02/93.1 Planning Decisions

The following applications having received conditional approval were noted:

W02/0292	13 Feb 02	Erection of first floor extension over existing kitchen & dining room	14 High Street	
W02/0358	24 Feb 02	Change of Use from offices and bank to dental surgery (Use Class D1)	32 Mill Street	
W02/0326	19 Feb 02	Erection of single storey extension to north elevation	100 Acre End Street	
W02/0445	5 Mar 02	Erection of front porch	63 Wytham View	
W02/0427	6 Mar 02	Internal & external alterations, extension of existing building to form new warehouse. Provision of additional parking & associated landscaping. Removal of existing diesel pump, tank & store. (Renewal of planning perm approved under ref. W97/1001)	Midland Shires Ltd Stanton Harcourt Road	
W02/0496	11 Mar 02	Erection of single storey rear extension	128 Spareacre Lane	
W02/0198	30 Jan 02	Demolish Conservatory. Internal and external alterations including erection of two storey extension rearrangement of internal accommodation, staircase and repairs to front elevation. (Amended Plans)	Cherwell Lodge 26 Newland Street	
W02/0179	25 Jan 01	Erection of first floor extension to west elevation, to form self contained granny annexe (Amended Plans)	142 Spareacre Lane	
	W02/0447	8 Mar 02	Erection of first floor extension over existing living room Park Cottage,	Oxford Road
W02/0591	26 Mar 02	Erection of conservatory to rear elevation	13 Evans Road	
W02/0601	6 Mar 02	Erection of single storey extension, linking garage to main house	4 Willows Edge	

The following application was refused planning permission:

W02/0348	22 Jan 02	Erection of first floor conservatories	8A/ 8B Swan Street
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Proposed conservatory extensions by reason of their design, materials and siting are considered detrimental to the character of the Conservation area and the setting of the nearby listed Baptist Church. Contrary to policies BE10 and BE134 of the Local Plan.

The proposed conservatory of 8A Swan Street by reason if its design and siting unacceptably overbears on and overlooks the private garden serving Swan Cottage to the detriment of the amenities of the occupiers of the cottage. Contrary to policy BE3 of the Local Plan.

02/93.2 Planning Applications (Delegated)

W02/0694	16 April 02	Erection of first floor extension to front elevation	33 Dovehouse Close
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Proposed by Mrs Gerrans and seconded by Mr Lewington that there be **no objection**. Unanimously agreed.

W02/0725	20 April 02	Removal of existing single storey rear extension and erection of two storey Rear extension.	18 High Street
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Proposed by Dr Wright and seconded by Mr Christiansen that there be **no objection**. Unanimously agreed.

W02/0764	29 Apr 02	Erection of two storey rear extension	22 Old Witney Road
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Proposed by Mrs Seeney and seconded by Mr Lewington that there be **no objection**. Ten votes for with one abstention.

02/94 Correspondence

02/94.1 OCC Review of Oxfordshire Structure Plan noted.

02/94.2 Countryside Agency - Report of the conference on rural transport and town/village relationships noted.

02/94.3 Sharon Whiting – A letter of complaint against a Parish Councillor was read out by the Clerk. Mr Lewington confirmed that he was the Councillor referred to in the letter but disputed correspondent's view of the incident. He agreed that there had been a confrontation. After discussion, it was agreed that the Clerk should draft a response to be sent by Chairman. The response to be approved by the Chairman and Mr Lewington.

02/94.4 WODC Cabinet Decisions of 17th April 2002 taken by the Chairman.

02/94.5 Carl Reynolds – The Clerk read out the offer of an inclusive maintenance service from Mr Reynolds. It was agreed that the Clerk should find out more about the contract and offer a trial period.

02/94.6 OCC – Dr Wright and Mr Mittell offered to attend the meeting on the Oxfordshire Structure Plan on Monday 20th May, 7.30 pm at Abingdon.

02/94.7 Peter Bicknell The request for financial assistance for Jubilee Celebrations in Barnard Gate was discussed. It was proposed by Mr Mosson and seconded by Mrs Hastings that the grant of £310 be awarded for this event. Ten votes for and one against.

02/94.8 ORCC Exhibition of items made by Rural Communities to celebrate a sense of space to be held at Oxfordshire Record Office Weds 12th June, Tuesday 18th June, Thursday 27th June noted. Training Events by Oxfordshire Playing Fields Association on Play Area Management noted. "Take Action in West Oxfordshire" – Seminar on techniques for researching your community's needs, getting services back into villages, funding for projects noted.

02/94.9 R T Hull - Notification of permission from WODC to hold street collection for British Lung Foundation noted.

02/94.10NALC Details of National Conference and Exhibition from 14th–16th June 2002 at Preston, Lancs noted.

02/94.11L M Roberts - Request for Yellow Lining across access opposite driveway of 7 Marlborough Place discussed. It was confirmed that the applicant was too late to be included in the scheme. Possibility of putting a white box opposite discussed. Decision made to see if the correspondent's anticipated effect of yellow lines in Spareacre Lane came to pass and if so, to address the issue again.

02/94.12 John Welch & Stammers - Transfer of Justices' Licence jointly to Paul Spencer Clifton and Hayley Louise Tipton of the Jolly Sportsman noted.

02/94.13 Mrs Irene Sutton - Offer from Flower Festival Committee of seat to commemorate Jubilee to site in Market Square discussed. As the scheme already includes new seats it was decided to ask the Flower Festival Committee if they would consider providing new planters for the Square.

02/94.14 WODC - Roadshows – invitation to set agenda discussed. Agreed that those items raised at the Annual Parish Meeting should be included in the agenda. i.e. street cleaning and recycling of plastics.

02/94.15 Pellmans Solicitors - Queries regarding transfer of land adj. Dovehouse Close were discussed. It was confirmed that Newlands Farmhouse still exists. With regard to the queries in respect of the covenant, the Clerk to make further enquiries and meet with the Solicitor if necessary.

02/94.16 Roger Symes Internal Audit services discussed. It was agreed that the Clerk should write to the Company informing it of the Council's interest in the service but requesting a quote for a fixed cost and not an hourly rate.

02/95 Annual Parish Meeting

It was felt that there was little to report on this, as the main items raised would be discussed at the proposed WODC Roadshows (Minute 02/94.14).

02/96 Traffic Calming

Mill Street Traffic Calming The Clerk reported that the meeting with Paul Wilson of OCC Highways Department had taken place on 22nd April. It had been agreed, after taking advice from Mr Wilson, to have two full width cushions in Mill Street. One outside the former Apostolic Church and the other outside Talmages. It had been hoped that a sketch design would have been available for the meeting but this had not been forthcoming.

10 pm. Proposed by Dr Wright and seconded by Mr Christiansen that **Standing Orders be suspended** to allow business to be concluded. Maximum of 15 minutes further discussion. Unanimously agreed. Mrs Hastings left the meeting.

02/97 Market Square

It was confirmed that further amendments had been made to the plans, following a site meeting between OCC and WODC. These are:

1. The three bollards to the east of the Bartholomew Rooms adjacent to the High Street will be set back to the edge of the paved square in line with the northern side of the Bartholomew Rooms.
2. The new pavement outside the Red Lion Public House will be set back by approximately 400mm. Copies of the plans showing the amendments will be forwarded by Mr Overbury as soon as they are available. The Clerk confirmed that a copy of Mr Overbury's response to Mrs Weedon in respect of the petition had been received.

02/98 Sports Pavilion Alarm

The Chairman updated the members on the continuing problems with regard to this and the resultant two burglaries and vandalism. A meeting of all users had been called for Tuesday 14th May at the Sports Pavilion at 8pm. An update would be given at the next Parish Council meeting.

02/99 Village Hall

02/99.1 Police Office

Confirmed that to date there had been no further progress on this matter.

02/99.2 Construction Matters

It was confirmed that an engineer had inspected the cooker on 29th April and that a resultant letter from the manufacturers, confirming that the cooker had not passed the tests, had been received. The cooker is to be replaced.

The three landscaping quotes were discussed and it was proposed by Mr Mosson and seconded by Mr Christiansen that the quote from WODC be accepted, subject to clarification in respect of the inclusion of bark chippings. Unanimously agreed.

The Architect had reported that the fittings in the office for the repair of the lights had been rain damaged and that the quote for replacement was being increased from £215.60 to £516.92. His advice is that we have no option but to accept this as some parts are already on order. Noted.

It was noted by members of the public that there are no cycle racks at the hall. the Clerk to obtain quotes for 4 racks.

02/99.3 Official Opening

The invitations had been posted. The Clerk reported that the W.I had offered to prepare tea, coffee and biscuits for the opening, in addition to the drinks already decided on. Mrs Gerrans to accept the offer, with thanks, on behalf of the Council.

02/100 Dates of next Meetings

The dates of next Parish Council meetings are 21st May 2002 and 18th June 2002.

The meeting closed at 10.15 pm

Date of Signing:

7th May 2002

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 21ST MAY 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mrs A Fayers-Kerr, Mrs L Gerrans, Mrs E Hastings, and Mrs M Jones
Messrs. Mr G Beach, A Mosson, D Rossiter, Dr F Wright.

In Attendance J Heath (Clerk)

02/101 Apologies for Absence - Apologies received from Mr B Christiansen, Mr J Mittell, Mrs D Seeney, Mr C Lewington and Mrs M Lewington

02/102 Minutes of the Meeting of 7th May 2002

The Minutes were agreed and signed by the Chairman as a true record.

02/103 Urgent Business

02/103.1 Weed Spraying The Chairman reported that he had received a letter from Mrs Jan Vandore, whose dog had become ill after walking on the south playing fields. It was agreed that this should be passed to the Secretary of the Playing Fields Managers Committee for a response.

02/103.2 Echo Due to the absence of Mrs Seeney and Mr Lewington, the Eynsham Echo was circulated for written comments during the meeting.

02/104 Declaration of Interests - There were no declarations.

02/105 Standing Orders were suspended at 7.38 to allow public to speak.

Mr Brown circulated a response from the Home Office regarding police housing. He reported that policemen would now be given £2000 towards housing and he thanked the Parish Council for its support in this matter. **Standing Orders were resumed at 7.43pm**

02/106 Accounts

Proposed by Mrs Gerrans and seconded by Dr Wright that accounts in the sum of **£ 3,907.42** as appended, be accepted. Unanimously agreed.

02/107 Matters Arising from the Minutes of 7th May 2002 and previous Minutes

02/93/72.1 Public Entertainments Licence – Red Lion The Clerk reported that the Licensing Committee of WODC would consider this application on 5th June 2002.

02/93/62.1 Internal Audit Quotes – It was agreed that the firm of B R Consulting Ltd should be engaged to do the internal audit

02/94.3 Sharon Whiting – The letter to Ms Whiting had been approved by the Chairman and Mr Lewington and a response had been received, which was read out by the Clerk. It was agreed that there should be no further action.

02/94.6 OCC – Dr Wright gave a report on the meeting on the Oxfordshire Structure Plan on Monday 20th May, 7.30 pm at Abingdon. Matters covered had included:

- Additional housing in four named towns (Carterton, Bicester, Abingdon and Witney) needed to support the area's growing economy.
- Structure plans and Government Green Paper.
- Minerals
- New town at RAF Upper Heyford
- Transport system
- High Landscape Areas
- Village Design Statement
- Land fill
- Centralisation of services

02/94.13 Mrs Irene Sutton – The Clerk reported that, following a further meeting of the Market Square sub-Committee, it was felt that there was room for an additional bench, which could replace one of the bollards. The Clerk had approached Mrs Sutton to give the Flower Festival Committee the option to provide a seat or planters.

21st May 2002

Matters Arising from Previous Minutes

Meeting of 6th April 2002

02/72.2 Andrew Barnes Associates – Mr Green stated that he was not in favour of more taxpayers money going to the school. The Chairman explained that the Parish Council had not yet agreed to put a sum of money into this project.

Other Minutes

Land Adjacent to B4449/A40 This matter had been deferred by the Lowlands Planning Committee
Newlands Motor Cycle business The Clerk reported that WODC had decided to take no action with regard to further enforcement in this case

Bus Shelters Dr Wright reported that he had spoken to the MD of Oxford Magnets, who was awaiting a response from OCC.

Skateboard Park Mr Mosson asked for permission to proceed in principle with further investigations for this facility. £5000 was already earmarked in the budget for this. He explained the siting of the skateboard park and that permission would be required from Corpus Christi College. This may mean the loss of one boy's pitch and the resiting of another. Security of the children and lighting were discussed. The school was being involved in ascertaining the facilities required by the children. Proposed by Mrs Hastings and seconded by Mrs Fayers-Kerr that further investigation should continue and that the proposed site be accepted, in principle.

02/108 Planning

02/108.1 Planning Decisions

The following applications having received conditional approval were noted:

W02/0484	14 Mar 02	Removal of existing conservatory & erection of new, larger conservatory	28 Newland St.
W02/0603	13 Mar 02	Erection of conservatory	33 Hanborough Close

02/108.2 Planning Applications

W02/0788	26 Feb 02	Affixing of one non-illuminated fascia sign	1 Mill Street
W02/0789			

Proposed by Mr Mosson and seconded by Dr Wright that there be **no objection**. Unanimously agreed.

W02/0800	3 May 02	Erection of rear conservatory	60 Evans Road
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Proposed by Mrs Gerrans and seconded by Dr Wright that there be **no objection**. Unanimously agreed.

W02/0846	29 Apr 02	Erection of two storey side extension and partial conversion of garage to Studio	26 Old Witney Road
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Proposed by Mr Mosson and seconded by Mrs Fayers-Kerr that there be **no objection**. Unanimously agreed.

W02/0864	9 May 02	Remove part of existing hedge to create vehicular access	18 Hanborough Road
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Proposed by Mr Mosson and seconded by Mrs Gerrans that there be **no objection**. Unanimously agreed.

02/109 Correspondence

109.1 Princess Royal Trust The Caring Matters Newsletter was noted.

109.2 WODC - The correspondence regarding the Council's plans for the recycling of plastic was noted. It was agreed that copies should be sent to Mr Hull-Lewis and Prof. Elmore

109.3 OCC - Invitation to finale of the Queen's Jubilee Baton Race at Kassam Stadium, Monday 15th July 5.30 pm to 7.30 pm noted.

02/110 Land Adjacent to 12 Dovehouse Close

The Chairman and Vice-Chairman signed the Deed of Transfer.

02/111 Village Hall

111.1 Construction matters

21st May 2002

Car Park Security On a show of hands it was decided that of the three options the chain was the preferred. It was agreed that the Scouts should be consulted before the final decision is made.

Cooker the Clerk reported that she had been liaising with the Day Centre cooks who would like a different model from the one provided. The senior cook would approach the Day Centre Committee to see if they would contribute to any additional costs incurred. Dr Wright said that he had received a phone call that evening from the Chairman of the Day Centre who had confirmed that it was not willing to do so. The Clerk to inform the Architect that the deficient cooker should be replaced with the same model.

Landscaping The Clerk read out a letter received from the Architect. It was agreed that he should be paid for the work done. The other plans were once again discussed and it was proposed by Mr Mosson and seconded by Mr Green that the quote from WODC be accepted. Six votes for and one abstention.

Notice Board Dr Wright to erect this with the help of one of the employees.

Cycle Racks - The Clerk was still investigating costs.

111.2 Lease and Constitution

Dr Wright reported on the problems he had encountered in getting a fair copy of the Constitution from the Solicitor. However, the documents had been discussed at the last Village Hall Management Committee meeting and had been agreed. The Clerk to obtain from the Council's Solicitor a letter confirming that the documents were now acceptable and ready for signature. On receipt, the documents to be sent to the Trustees for signature and then to the Parish Council for signature.

111.3 Refurbishment of other rooms

Nothing further to report on this at present.

111.4 Official Opening

Notices Two examples were presented and it was agreed that the coloured one should be used.

Tables Dr Wright confirmed that The Needlework Class, the Cadets, Community Education, Eynsham Society, the History Group, the Carnival Committee and the Parish Council were providing display tables. It was agreed that there should be a maximum of two people to each table.

Invitation It was agreed that further invitations should be sent to Mr Philip Shaw, Deputy Chief Planning Officer for WODC and Cllr Mr Joe Walcott, Chairman of WODC.

02/112 Sports Pavilion

Alarm - The Chairman updated the members on the meeting of all users on Tuesday 14th May at the Sports Pavilion. This had been a constructive meeting at which it was agreed that the Parish Council should take over responsibility for the setting of the alarm. The Users agreed to pay the additional costs for employing someone to do this. The Clerk had approached the cleaner but he was not prepared to take this on. It was agreed that the alarm installer should be approached to set the alarm each evening after the users had left. The responsibility of locking the pavilion to remain with the users. It was agreed that a sum of £100 per month should be offered for this contract.

Roof The Clerk reported that there was a leak in the roof. It was agreed that a temporary repair should be effected.

02/113 Dates of next Meetings

Due to the additional bank holiday the dates of next Parish Council meetings are 18th June 2002 and 2nd July 2002.

The meeting closed at 9.50 pm

Date of Signing:

21st May 2002

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 18th JUNE 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mrs L Gerrans, Mrs E Hastings, Mrs M Jones, and Mrs D Seeney,
Messrs. Mr G Beach, B Christiansen A Mosson, D Rossiter, Dr F Wright.

In Attendance J Heath (Clerk)

Police Report P C Robinson reported that the police would ensure that parking in the Market Square was closely monitored once the works were completed.

There had been an incident at the Primary School when 8 benches had been badly damaged.

There had been an incident of indecent exposure outside the Apple Macintosh office. An item to be placed in the Echo requesting that residents inform the police if there have been further incidents.

02/114 Apologies for Absence - Apologies received from Mrs A Fayers-Kerr, Mr T Green, Mr J Mittell

02/115 Minutes of the Meeting of 21st May 2002

The Minutes were agreed and signed by the Chairman as a true record.

02/116 Urgent Business – There was no Urgent Business.

02/117 Declaration of Interests – Mrs Gerrans declared an interest in Agenda item 5 (Accounts) . Mrs Hastings declared an interest in Agenda item 5 (Accounts) and Agenda item 11 (Sports Pavilion security) in respect of MRH Fabrications. Dr Wright declared an interest in any matters arising in respect of the Village Hall.

02/118 Accounts

The Chairman updated the Committee regarding the accounts signed off since the last meeting. MHR Fabrications had been employed to make the steel doors. The firm had been the lowest of three quotes and as the matter was urgent the works had been completed. Dr Wright queried the account for membership of the OALC. The Clerk explained that this had been increased over the past three years and that membership was calculated on the population and precept of the parish. The Chairman confirmed that the services provided by OALC were regularly used by the Council. Proposed by Mr Rossiter and seconded by Dr Wright that accounts in the sum of **£8,268.80** as appended, be accepted. Mrs Gerrans and Mrs Hastings abstained from the vote and the proposal was carried by six votes for with no votes against.

02/119 Matters Arising from the Minutes of 21st May 2002 and previous Minutes

21st May 2002

02/107/93/72.1 Public Entertainments Licence – Red Lion The Clerk reported that the Licensing Committee of WODC had decided that the Licence for the Function Room should remain at 12 pm for the next nine months.

02/107/93/62.1 Internal Audit Quotes – It had been noted that B R Consulting Ltd had no Professional Indemnity Insurance and the Council discussed this. It was agreed that the firm of B R Consulting Ltd should be engaged to do the internal audit, subject to Professional indemnity being taken up.

111.4 Village Hall Opening

The Clerk reported that a card of thanks had been received from Mr and Mrs Warren in respect of the flowers sent on behalf of the Parish Council.

111.1 Village Hall Construction Matters

Cooker Dr Wright reported that replacement of the cooker was now almost concluded. There may be an additional cost of £200 to upgrade the cooker. The Clerk reported that a copy of a letter to the manufacturers had been received from the Architect.

Cycle Racks - The Clerk circulated brochures to members and a decision would be made after the meeting on a consensus.

Notice Board Although this was being well used, the Chairman was concerned that the present Notice Board was not in keeping with the building. He requested members look at this before the next meeting and make a decision as to whether a new one should be purchased.

Car Park Security The Chairman confirmed that he was meeting with the Scouts later in the week to discuss this as well as the outstanding building works..

18th June 2002

111.3 Village Hall Completion of works to other rooms

The Clerk confirmed that there had been no further correspondence from the police regarding the first room.

Dr Wright reported that he was negotiating with the Army Cadets regarding the storage area required. Following the revised requirements, the Architect had verbally confirmed that the cost would be reduced from £3500 to under £1000. The Clerk to obtain written confirmation of this. It was suggested that the Cadets should pay an additional £25 per week for this area. The Village Hall Management Committee to request a loan of £1000 from the Parish Council, to be repaid at the end of one year from the additional rent collected.

The Clerk confirmed that the landscaping was still outstanding and WODC would be chased to complete as soon as possible.

The Clerk confirmed that the grant for £5000 for the additional works had been awarded by WODC.

111.2 Village Hall Lease and Constitution

Dr Wright confirmed that the Caretaker had resigned and that a Mr Shayler was taking over the cleaning duties in the absence of Mr Green. The Caretaker had returned the keys. It was noted from the Village Hall Management Committee Minutes of 11th June 2002 – Item 5 - that additional keys had been cut for the Users and the Chairman asked that the Clerk ascertain from the Architect on whose authority these had been cut.

The Chairman read out two items from the unadopted Minutes of the Village Hall Management Committee meeting of 11th June 2002.

Item 6 regarding the employment of the Caretaker states that the Parish Council is in breach of the current employment law in respect of contract of employment. The Chairman confirmed that he had taken legal advice regarding this and had been assured that the Village Hall Management Committee were responsible for employing the Caretaker, Booking Clerk and Cleaner. This item should be amended by the Village Hall Management Committee in the light of the advice received.

Item 10 in respect of monies earmarked for the refurbishment of the Scouts building was factually incorrect and should be deleted from the Minutes of 11th June 2002 of the Village Hall Management Committee.

The Chairman pointed out the latest amendments made by the Village Hall Management Committee's Solicitor to the documents. He felt that none of these were unacceptable. However, he stated that he could not recommend signing of the Lease and Constitution until the Minutes of the meeting of 11th June 2002 of the Village Hall Management Committee, as above, had been amended as both were in breach of these documents. Following a full discussion, it was proposed by Mr Rossiter and seconded by Mr Christiansen that the Chairman and Vice-Chairman should sign the documents on behalf of the Parish Council but that the Clerk should not exchange these documents until a copy of the signed Minutes of the Village Hall Management Committee meeting of 11th June 2002, confirming that the above amendments had been effected, had been received. Mr Mosson tabled an amendment that the VHMC Minutes should be disregarded and the documents signed. There was no seconder to the amendment. Nine votes for and none against with Dr Wright abstaining from the vote passed the original proposal. Dr Wright would endeavour to call an emergency meeting of the Committee to address these matters.

02/112 Sports Pavilion Mr Mosson confirmed that the application for grant aid had been submitted and permission requested to make a start on the car park sought. He confirmed that a good response had been received from the Users regarding letters of support.

Matters Arising from Previous Minutes

Meeting of 7th May 2002

02/94.7 Peter Bicknell A letter of thanks had been received from Mr Bicknell in respect of the donation towards the Jubilee celebrations in Barnard Gate.

02/120 Planning

02/120.1 Appeal Decision and Planning Decisions

Appeal

W01/1606 8 Oct 01 Erection of single storey & two storey rear extension 11b Wytham View
Reasons for refusal: The proposed extension by reason of its size and massing and proposed windows would have an adverse impact on the adjacent dwellings with regard to loss of light, loss of privacy and over-domination. Contrary to policy BE3 of the West Oxfordshire Local Plan. **Appeal allowed.**

18th June 2002

The following applications having received conditional approval were noted:

W02/0788	26 Feb 02	Affixing of one non-illuminated fascia sign	1 Mill Street
W02/0789			
W02/0800	3 May 02	Erection of rear conservatory	60 Evans Road

02/120.2 Planning Applications previously considered

The Following Applications had been considered by the Planning sub-Committee

W02/0934	8 May 2002	Erection of single storey rear extension No objection	16 High Street
W02/0944	13 May 20002	Erection of conservatory No objection	24 Back Lane

02/120.3 Other Planning Matters:

Receipt of letter from SST (UK) Ltd regarding proposed Telecommunications Development on behalf of Hutchinson 3G at Transco Compound, Eynsham Road, Cassington. The sub-Committee considered this application and decided that the Council has no comment to make regarding the proposal other than, should Cassington Parish Council have strong objections to this, then Eynsham Parish Council will fully support them. A copy of the response was forwarded to both Cassington Parish Council and WODC. Mr Rossiter commented that it would have been more constructive to have spoken with Cassington Parish Council to ascertain its views and made comment on planning issues. This was noted.

02/120.4 Planning Applications

W.16/02	30 May 02	Erection of bow topped fencing on the front boundary and alongside Bartholomew School the existing vehicular access to the school	Witney Road
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Proposed by Mrs Jones and seconded by Mrs Hastings that there be **no objection** to this application. Unanimously agreed.

W02/0346	18 Feb 02	Construction of new vehicular access (Amended)	Land adj, B4449/A40
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Proposed by Dr Wright and seconded by Mr Mosson that the Parish Council **objects** to the above application on the grounds that the amended plans increased the amount of green belt area encroached on, the reason for the original objections. In addition the Council feels that the amended plans brings the access closer to the village making it much easier to turn right into the proposed access and this causing a hazard on the Eynsham by-pass. The proposal was agreed by six votes for, none against, with two abstentions.

02/120.5 Planning Applications (delegated)

W02/1004	10 June 2002	Erection of single storey extensions to east and west elevations	Tanyard, Tanners Lane
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Proposed by Mrs Seeney and seconded by Mrs Gerrans that there be **no objection** to this application. Agreed by seven votes for, none against with one abstention.

W02/1010	10 June 2002	Alterations and erection of two storey side extension	9 Queens Close
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Proposed by Mrs Seeney and seconded by Mrs Gerrans that there be **no objection** to this application. Agreed by six votes for, none against with two abstentions.

02/121 **Correspondence**

- 02/121.1** **Lloyd & Pratt** Application for Transfer of Off-Licence re. Spar Shop, Spareacre Lane noted.
- 02/121.2** **ORCC** Take Action in West Oxfordshire Seminar Weds 3rd July 2002 and Weds 17th July 2002 noted.
- 02/121.3** **DTLR** Consultation Paper (comments by 1 July 2002) on Local Investigation and determination of Misconduct Allegations noted.
- 02/121.4** **OCC** Oxfordshire Ragwort Strategy passed to Mrs Hastings.
- 02/121.5** **WODC** Details of the Community Initiatives Fund to be noted in the next issue of the Echo.
- 02/121.6** **James Paulin** The installation of Broadband internet access by BT was not something that the Parish Council had any influence. It was, however, felt that the Council could offer support to Mr Paulin in his dealings with BT.
- 02/121.7** **Wychwood Project** - Friends of Wychwood Newsletter noted.
- 02/121.8** **Welch & Stammers** - Transfer of Justices' Licence – Paul Spencer Clifton & Peter Beckett The Jolly

18th June 2002

Sportsman noted.

02/121.9 Ian Bentley - Request for permission to close Market Square for open air service on 14th July at 6pm approved.

02/121.10 WODC Details of Full House the Rural Touring Scheme passed to Dr Wright for the Village Hall Management Committee. Mr Mosson felt that this was something the Parish Council could subsidise.

02/121.11 Countryside Agency - Vital Villages update noted.

02/121.12 Michael White - Comments on OCC bus projects noted and would be referred to the Traffic Advisory Committee on 9th July.

02/122 Disabled Parking

Following a full discussion Mr Mosson proposed that the Traffic Advisory Committee should consider the following places for Disabled Parking:

- Parking Space in the Tuer
- Parking space in the region of the Spar shop.

This was seconded by Mrs Seeney and unanimously agreed.

02/123 Market Square

Following a full discussion the following was agreed:

- The Clerk should pursue the quote for the repainting of the Bartholomew Rooms, the railing around the Market Cross, the railings outside the Church and a new notice board.
- The existing lights should remain.
- The removed benches should be distributed around the village at Hanborough Road, Cassington Road and the south playing field.

02/124 Sports Pavilion Security

The quote from MRH Fabrications for steel doors on the north playing field building was discussed. Proposed by Mr Mosson and seconded by Mr Christiansen that this be accepted. Proposal agreed by seven votes for with Mrs Hastings abstaining. The Clerk to investigate if there are any funds available from the Anti Drug Fund.

A request had been received from the Playing Field Managers that the Parish Council arranges for the dogleg to be cut on a weekly basis for the rest of this season, to ascertain if a small football pitch could be put there.

The Clerk's figures regarding the additional costs for alarming and un-alarming the premises were discussed. It was agreed that the Users should be informed of the recommended additional charges and that the Finance Committee should meet before the first week in August to consider incorporating these into the charges agreed at the Annual Finance Meeting

02/125 Traffic Calming – Mill Street

The sketch plan from OCC was discussed and the comments from the public noted. It was agreed that the Traffic Advisory Committee should be asked to consider a chicane in the first instance, humps in the same style as Spareacre Lane in the second instance or a combination of the two in the third instance.

02/126 Dates of next Meetings

The dates of next Parish Council meetings are 2nd July 2002 and 16th July 2002.

The meeting closed at 9.58 pm

Date of Signing:

18th June 2002

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 2ND JULY 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs M Jones, and Mrs D Seeney,
Messrs. B Christiansen, T Green, J Mittell, A Mosson, D Rossiter, Dr F Wright.

In Attendance J Heath (Clerk)

Police Report P C Robinson reported that there had been a serious burglary from a business on the Oakfield Trading Estate. A TIG welder had been stolen. It was agreed that there should be an item in the Echo making enquiries regarding this. P C Robinson asked if the Parish Council had any concerns regarding the carnival. He confirmed that both he and Richard Conner would be on duty, together with 3 special constables. There would also be six marshalls. Mr Green asked how the police would ensure that parking in the Market Square was closely monitored when they had been unable to effectively police other areas of the village. The taxi firm using sometimes as many as three parking spaces was also discussed. The possibility of providing a designated taxi rank should be referred back to the Traffic Advisory Committee. The problem of the charity stall would also be referred to the Traffic Advisory Committee. It was suggested that the "No Parking on Thursdays" notice should be renewed.

Mr Mittell joined the meeting at 7.34 pm

02/127 Apologies for Absence - Apologies received from Mrs E Hastings

02/128 Minutes of the Meeting of 18th June 2002

The Minutes were amended as follows:

Minute 02/119 – 111.1; Cooker second sentence the word "would" replaced with "may".
Minute 02/119 – 111.2: Paragraph 4, line 8; the word "release" replaced with "exchange"

The Minutes were then signed by the Chairman as a true record.

02/129 Urgent Business – There was no Urgent Business.

02/130 Declaration of Interests – The following declarations were made and it was agreed that these should be a recurring item:

Village Hall Management Committee	Mr Green, Mr Mittell, Dr Wright
Playing Fields Management Committee	Mr Mosson
WODC	Mr Rossiter

Mr Green declared an interest in Agenda item 5 (Accounts)

02/131 Suspension of Standing Orders

Standing Orders were suspended at 7.46 pm to allow a member of the public to speak. Mr Brown updated the Council in respect of his correspondence with the Home Office in respect of police housing. The Chairman read out the response from the Home Office. Mr Brown reported that he had called the police emergency service regarding an incident and had been told that there was no-one available to come. The police had assured him that 999 calls would be responded to wherever possible. The Chairman thanked Mr Brown for his attendance. **Standing Orders were resumed at 7.50 pm**

02/132 Accounts

Proposed by Mr Christiansen and seconded by Mrs Seeney that accounts in the sum of **£1,101.29**, as appended, be accepted. Mr Green abstained from the vote and the proposal was carried by six votes for with no votes against.

02/133 Matters Arising from the Minutes of 18th June 2002 and previous Minutes

18th June 2002

02/120.3 Planning - Telecommunications Development at Transco Compound, Eynsham Road, Cassington. Mr Green asked for background regarding the reported comment from Mr Rossiter. The previous debate on this was explained and Mr Green declared his satisfaction.

02/119- 111.1 Village Hall Construction Matters

2nd July 2002

Cooker It was reported that the replacement of the cooker was expected on Thursday. An upgraded model was being supplied without additional charge. The electrical inspection would be made on Monday.

Notice Board Mr Christiansen had asked for a quote from DRS Ltd for a new board. Proposed by Mr Green and seconded by Mrs Jones that a new noticeboard be purchased, subject to a satisfactory quote from DRS. Eight votes for with one abstention.

Car Park Security The Chairman confirmed that he had attended the Scouts meeting on 21st June. The Scouts had decided to have the chain across the car park and not the telescopic bollards as these may be vandalised, leading to expensive repairs/replacement.

The Scouts were not confident of success with funding for a new hall and it had been confirmed with them that the outstanding works (as well as the laying of turf and landscaping) could not be delayed beyond September. The works have to be completed under the Planning Approval Conditions by the end of this year.

02/119- 111.4 Village Hall Opening – It was disappointing that no photographs had been printed in the Witney Gazette, although there had been one in the Oxford Times.

02/119- 111.3 Village Hall - Completion of works to other rooms

The Clerk confirmed that the police had verbally agreed the terms of the lease. A firm quote had been received from the contractors but the earliest expected completion date was end of September. The police had accepted this. The quote includes a breakdown of the cost of the storeroom for the Army Cadets and this was discussed at length. The cost of this was now confirmed as £2144 plus 10% contingency making a possible total of £2358.

It was proposed by Mr Rossiter and seconded by Mr Christiansen that the contractors should be instructed to commence work as soon as possible and that a loan be made to the Village Hall Management Committee for the cost of the additional store, subject to a formal agreement by the end of July. This to be drawn up by Mrs Holland and to be paid back over two years.

The Village Hall Management Committee would recoup this money from the Cadets by increasing the hire charge accordingly.

The cost of the police room would be entirely met by the police. The cost of the other room would be paid for by the Parish Council. £5000 grant to come from WODC, the balance from General Reserves.

02/119- 111.2 Village Hall Lease and Constitution

Dr Wright passed to the Chairman a copy of a Special Resolution of the Village Hall Management Committee amending the Minute giving reference to the Parish Council's responsibilities regarding staff employed by The Village Hall Management Committee and rescinding the Minute giving reference to the Scout Hall.

This was accepted by the Parish Council and it was proposed by Mr Mosson and seconded by Mrs Gerrans that the Council allow the exchange of documents to take place via the Council's Solicitor. Unanimously agreed.

Village Hall Management Committee report. Dr Wright confirmed that there would be a certificate of exemption from June 1st in respect of rates. The Clerk queried this as she had been assured by WODC that the rebate would be backdated to the date of opening – 30th September 2001. Mr Rossiter would make enquiries.

Dr Wright confirmed that the security telephone had never been connected to that of the previous caretaker but that this would now be rectified.

Mr Mosson asked what was the Saturday night usage of the hall. Dr Wright confirmed that it was not great. Mr Mosson felt that this was because of a perception by the public that music could not be played due to the cut out equipment. The level set should be checked or the three light system replaced with something more accurate. He suggested that the Village Hall Management Committee should put an item in the Echo confirming that music was permitted and offered to draft something.

02/123 Market Square – The Clerk reported that a very competitive quote had been received from Carl Reynolds in the sum of £288 for the Market Cross railings (Fergal Construction had quoted £748), £549 for the Bartholomew Rooms painting and £360 for the church railings. It had not yet been determined whether the church railings were to remain cream or be painted black. Mrs Gerrans to make further enquiries. It was agreed that the lower quote be accepted.

There had also been a query regarding the seat in memory of Mr Richard Collins. It had been confirmed that a new plaque was being prepared and the new seat would have this attached to it.

2nd July 2002

Mr Mosson requested that the contractors temporarily fill in the areas for the trees for the period of the carnival to avoid accidents, if the trees were not in situ by Friday.

Mrs Seeney asked what could be done regarding the persistent parking of a wheelie bin at the western side of the Bartholomew Rooms. It was agreed that for the present this should be moved back to the property to which it belonged by Parish Council employees but that if it continued to be left there then the owner should be written to.

Minutes of 23rd May 2002 – Mr Green pointed out that his name had been omitted from those present. Clerk confirmed that this had already been amended.

Matters Arising from Previous Minutes

Playing Fields Management Committee – Mr Mosson had made enquiries of the National Association of Playing Fields regarding the agreement to amalgamate management of both the playing fields. It transpires that this matter is still with the legal department of that body. The Clerk to write the representative to try to speed things up.

Suspension of Standing Orders for public to speak - Mr Green felt that this was being abused and that political statements, national government issues and other matters outside the remit of the Parish Council should not be discussed. It was agreed that this should be an agenda item for the next meeting.

Skateboard Park – Mr Mosson would like an article to go into the Echo regarding the proposed funding of this as there had been adverse comments regarding tax payers money. He confirmed that it was expected that 50% of the funding would come from WODC, 25% from other sources and that to date only £5000 had been earmarked from the Parish Council. He also requested that there be a presentation to the village in the Village Hall to explain the costings and to address fundraising issues. Could this be arranged by either the hire of the hall being donated free by the Village Hall Management Committee or the Parish Council paying for the hire of the hall? It was agreed that the Parish Council would pay, if necessary.

Mr Mittell left the meeting at 9.02 pm

02/134 Planning

02/134.1 Appeal Decisions

The following applications having received conditional approval were noted:

W02/0764	29 Apr 02	Erection of two storey rear extension	22 Old Witney Road
W02/0864	9 May 02	Remove part of existing hedge to create vehicular access	18 Hanborough Road

02/134.2 Planning Applications

W02/0496	11 Mar 02	Erection of single storey rear extension	(Amended)	128 Spareacre Lane
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Proposed by Mr Mosson and seconded by Mrs Gerrans that there be **no objection**. Seven votes for with one abstention.

02/134.3 Planning Applications (delegated)

W02/1061	17 June 02	Erection of single storey rear extension	85 Wytham View
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Proposed by Mrs Gerrans and seconded by Mrs Seeney that there be **no objection**. Seven votes for with one abstention.

W02/1098	24 June 02	Internal alterations to provide en-suite bathroom to existing bedroom and insert new window in west elevation	The Gables, 36 Newland Street
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Proposed by Dr Wright and seconded by Mr Mosson that there be **no objection**. Seven votes for with one abstention.

W02/1108	27 June 02	Erection of porch to front elevation and 1 st floor rear extension	11B Wytham View
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Proposed by Mrs Seeney and seconded by Mr Green that there be **no objection**. Seven votes for with one abstention.

02/134.4 Other Planning Matters

W02/0346	18 Feb 02	Construction of new vehicular access	(Amended)	Land adj, B4449/A40
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It was queried whether there had been a site visit in respect of this application. It was confirmed that this information would not be related to the Parish Council.

Development at 11A Cassington Road – the Clerk confirmed that there had been no amended plans received in respect of the windows. Mr Rossiter would make enquiries.

2nd July 2002

Betty's Meadow. It was confirmed that there was no legislation restricting fires on private land.

02/135 Correspondence

02/135.1 OALC County Circular: AGM 2002 to Mrs Fayers-Kerr; Seminar: Commons and Village Greens taken by Dr Wright; Car Allowance Revised Rates noted.

02/135.2 Verity Hughes Application to take up position of Parish Councillor. It was suggested that Mrs Hughes and one other potential applicant be invited to attend the next Parish Council meeting to allow the Council to get to know them and for them to get to know some of the workings of the Council. Agreed.

02/136 Police Office

Dealt with under Minute 02/133 (Matters Arising).

02/137 Land at the Bitterell

Dr Wright reported on the problems in respect of the land adjacent to the emergency access gate, which had now been resolved. It was confirmed that there was little the Council could do in respect of dog fouling. After discussion it was agreed that, as there was little prospect of the entrance ever being used for emergency access, the notice on the gate should be removed.

02/138 Dates of next Meetings

The dates of next Parish Council meetings are 16th July 2002 and 6th August 2002.

The meeting closed at 9.40 pm

Date of Signing:

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 16TH JULY 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs E Hastings, Mrs M Jones,
Messrs. B Christiansen, T Green, J Mittell, A Mosson, D Rossiter, Dr F Wright.

In Attendance J Heath (Clerk), Mrs Verity Hughes, Mrs Julie Minch

Police Report

P C Conner reported that there was ongoing damage to the primary school. There had been a distraction burglary in Green Road – the burglar impersonating a “Council” worker. £200 had been stolen from an elderly lady.

Mr Mittell, Mr Christiansen and Mr Rossiter joined the meeting.

The question of skateboarding in the Village Hall parking area was discussed. P C Conner recommended that a notice stating “No Skateboarding” should be displayed. The only option the police have would be to prosecute for “criminal damage” or “trespass”. This would be dependent on the age of the children.

Mr Green asked that the derelict car on the grass east of the Witney Road be dealt with. The Clerk confirmed that this was not on the highway and therefore the police could not remove. However, WODC will be contacted regarding this. The Chairman thanked P C Conner for attending the meeting.

02/139 Apologies for Absence - Apologies received from Mrs D Seeney and late apologies from Mr Mosson. The Chairman stated that he might not be able to stay for the full meeting and made apologies should he need to leave early.

02/140 Minutes of the Meeting of 2nd July 2002

The Minutes were agreed and signed by the Chairman as a true record.

02/141 Urgent Business – There was no urgent business.

02/142 Declaration of Interests – The following recurring declarations were noted:

Village Hall Management Committee	Mr Green, Mr Mittell, Dr Wright
Playing Fields Management Committee	Mr Mosson
WODC	Mr Rossiter

Mr Mosson and Mrs Minch joined the meeting at 7.42pm

02/143 Accounts

The Clerk answered brief queries regarding the accounts. Proposed by Mrs Gerrans and seconded by Dr Wright that accounts in the sum of **£3,890.65**, as appended, be accepted.

02/144 Matters Arising from the Minutes of 2nd July 2002 and previous Minutes

2nd July 2002

02/033 - 119- 111.1 Village Hall Construction Matters

Cooker Dr Wright reported that this was in place and working well.

Notice Board the Clerk reported that the quote had been received. This was for £453 plus VAT. This did not include fixing. Dr Wright asked if the present notice board could be left until “it rotted”, thus having two notice boards. It was decided that the old notice board should be removed and replaced with the new one. Proposed by Mrs Jones and seconded by Mr Green that the quote be accepted. Agreed unanimously.

02/133 -119- 111.3 Village Hall - Completion of works to other rooms

Dr Wright passed to the Clerk copies of letters from the Village Hall Management Committee to the Army Cadets and Thames Valley Police regarding the completion of the store and room. Mrs Holland was in the process of drawing up the agreements relating to these. It was confirmed that the Army Cadets had agreed to pay a rent of £2,400 per annum, of which £1,000 per annum would be due to the Parish Council, for two years. The police would be paying a rent of £3,000 per annum plus 50% of the computer line and heat and light.

02/119- 111.2 Village Hall Lease and Constitution

16th July 2002

Proposed by Mrs Gerrans and seconded by Mr Green that there be **no objection**. Eight votes for, one vote against with one abstention.

02/146 Correspondence

02/146.1 J L Blakeman - Eynsham Market Square. Mr Blakeman's letter was read out by the Clerk who confirmed that the representatives from OCC and TVP had commented at the Traffic Advisory Committee meeting. Their comments were noted by the Council and discussed. The Clerk to briefly respond to the letter.

02/146.2 WODC - West Oxfordshire Community Safety Strategy 2002/05 noted.

02/146.3 Jennet Blake – The problem of Lesser Trefoil weed on the croquet pitch had been raised by Miss Blake in her letter. After discussion it was agreed that the croquet pitch should be dealt with in the same way as the cricket pitch. The Council to provide basic cuts and the club then does its own additional cutting and treatment to the grass. It was proposed by Mr Christiansen and seconded by Mr Mittell that that the Croquet Club should be informed that the Parish Council would be happy for the club to treat the pitches themselves. Should this not be possible, the Council is prepared to provide the staff to chemically treat the grass, at cost.

02/146.4 OCC - A Mini Gatso Speed Recorder has been offered to all parishes who will need to provide the people to use it. Mr Christiansen offered to do this. The Clerk to accept the offer from OCC.

02/146.5 S E England Regional Assembly The Regional Transport Strategy consultation draft was taken by Dr Wright.

02/146.6 WODC Buzzed – a songwriting competition for young people was discussed. It is assumed that the schools and the youth club will be aware of this but it should be passed on to the Scouts. Details to be put in the Echo.

02/146.7 OCC - Environmental Services Performance Plan 2004/05 noted.

02/147 Items raised by Members of the Public.

The Chairman explained that there had been comments from several members that the matters discussed by the public were not relevant to the Parish and were not within the remit of the Parish Council. There is also no formal agenda item for Councillors to bring up minor matters of concern raised by the public. It was agreed that there should be an item on the agenda for these matters but that this should be higher up on the agenda. Agreed to take these items after Matters Arising.

Standing Orders were suspended at 8.47 pm to allow members of the public to speak

The Chairman welcomed Mrs Verity Hughes and Mrs Julie Minch, both of whom had applied to fill the current vacancy for Parish Councillor. He then invited both ladies to give the members a brief outline of their interests in parish matters and their background, which they did.

Both confirmed that they were happy to sign the relevant Code of Practice and Declaration of Interests.

The Chairman explained that the Council would need to vote on the appointment and that this would be done at the next meeting. He thanked both Mrs Hughes and Mrs Minch for coming to the meeting and talking to the Council and invited them to stay to the end of the meeting, if they wished.

Standing Orders were resumed at 8.50pm.

02/148 Market Square – Opening and parking.

Agreed that the parking matters be included with the Traffic Advisory Committee report as there is some overlap.

Mr Mittell confirmed that although there had been a few grumbles about the square the vast majority of comments had been very favourable. The open-air church service had been very successful.

There was a request that the ladies running the charity stall should be permitted to park on the Market Square and that the Council should provide a removable bollard for their use. This was rejected by the Council. Dr Wright proposed that with no removable bollard there should be reserved spaces for the market on Thursdays.

The unfinished cairn was discussed and it was agreed that Mr Brian Atkins should be approached to ascertain when this would be completed. Mr Atkins is due back from holiday on 27th/28th July.

It was confirmed that the PCC and the vicar had agreed to the railings by the church being painted black. Mr Rossiter stated that there had been a meeting on 5th July between the Market Square sub-Committee, Officers from WODC and Mr Quayle from the consultants. All concerned expressed their satisfaction with the end result. There will be one final meeting at the end of twelve months to ascertain if there is any remedial work required.

It had been suggested at the meeting that there be an official opening of the Market Square. The Clerk to approach the Morris Men to ask if they are prepared to lead the proceedings and to ascertain their availability.

It was agreed that a Golden Jubilee plaque to match the Silver Jubilee one be made for the opening. The Clerk to approach Jocelyn's of Long Hanborough and the person who made the existing plaque.

The landlord of the Red Lion to be approached to provide light refreshments. A suggestion was made that the opening could be the same weekend as the Village Show.

It was proposed by Mr Rossiter and seconded by Dr Wright that there be an official opening of the Market Square on Saturday 7th September subject to the agreement of the Village Show Committee and the availability of the Morris Men. Unanimously agreed.

It was felt that the Red Lion could have done more to ensure that there were adequate receptacles for rubbish at its pig roast during the carnival. The Clerk confirmed that WODC employees had made an excellent job of cleaning up after the carnival and a letter of thanks had gone to them.

It was agreed that, in hindsight, it was unnecessary to move all the planters for the carnival.

02/149 Report from Traffic Advisory Committee

Dr Wright reported on the Traffic Advisory Committee meeting as follows, with supplementation from the Clerk:

- Cassington Turn Lights had still been proving problematical but this may now have been corrected.
- The Committee had agreed that the allocated disabled parking space in the Square, at the eastern end of the parking spaces, was confirmed. The proposal that an informal disabled parking space be allocated by the shops in Spareacre Lane had been accepted by OCC and Thames Valley Police. It was suggested that the bays be marked out at the same time. The Clerk to approach the owners/managers of the shops.
- Confirmed by OCC and Thames Valley Police that a Road Traffic Order to restrict parking in the Square would not be possible as the parking spaces were not highway. A Parking Order by WODC was possible.
- The notice in the Market Square restricting parking on Thursdays was not subject to a byelaw and could not be enforced. The Clerk felt that it was unfortunate that this information had been published in the Oxford Mail as it may be an incentive for people to ignore any new notice made.
- The proposal to put a disabled parking space in the Tuer could prove difficult as it is highway. A "Stopping up" Traffic Order would be required and this would have the same timescale as the one for the double yellow lines. It would also be as costly.
- The parking by the taxi firm of several vehicles in the Market Square and thus reducing the amount for shoppers had been discussed. It was felt that the Clerk should make the first approach, by telephone.
- Traffic Waiting Restrictions. Only five objections had been received but this meant that the Order needed to be approved by OCC Executive Committee. Expected that the lining would be done during September and that all existing yellow lines would be also repainted.
- Mill Street Traffic Calming. The options open to the Council, and their advantages and disadvantages, had been discussed. It had been decided by the Traffic Advisory Committee to recommend two flat top crossing, as in Witney, with a different surface colour to have a visual as well as physical effect on driver. The cost is between £2000 and £2500 each. County Council to donate 50 – 60% of the cost. Additional speed humps should also be considered.
- Bus shelters by the toll bridge were discussed. Oxford Magnets had agreed to provide two. However, maintenance of the shelters had not been addressed. Primesite Media had requested permission to erect shelters, with advertising. The advantage of this was that they would carry out maintenance. The company had also intimated that they would provide a third shelter for the village, free of advertising. The TAC recommended that the Council consider the offer from Primesite Media.

Points raised by the members, in discussion included:

16th July 2002

- The taxi firm had come to an arrangement to park in the car park of the Star public house.
- The merits of a two hour or a ten/fifteen minute restriction in the Market Square were discussed. Proposed by Mr Mosson and seconded by Mr Christiansen that the Council apply to West Oxfordshire for a Parking Order prohibiting parking for fifteen minutes in the middle of the morning. Dr Wright proposed an amendment that a parking order be obtained restricting parking to two hours. There was no seconder for the amendment. The original proposal was passed by eight votes for, one vote against with one abstention.
- Proposed by the Traffic Advisory Committee and seconded by Mr Rossiter that two raised platforms be erected in Mill Street, as described above, subject to confirmation from OCC that there would be no damage to the foundations of adjoining properties. The proposal was passed by seven votes for, two against and one abstention. The final position of the platforms to be agreed with OCC.
- The Clerk to investigate cost of new notice for the Market Square requesting no parking on Thursdays from 7am until 4 pm. The council agrees, in principle, that this should be erected.
- Mr Rossiter reported that Oxford Magnets had entered into a Green Transport Plan with OCC as a condition of the recent planning permission. He thought that this included the provision of two bus shelters and he would investigate this. It was agreed that this would be brought back to the next meeting but that, in principle, advertisements in the green belt and conservation areas should be discouraged.

02/150 Dates of Next Meetings

The dates of next Parish Council meetings are 6th August 2002 and 20th August 2002 at 7.30 pm.

The meeting closed at 10 pm

Date of Signing: **6th August 2002**

**AT THE MEETING OF EYNHAM PARISH COUNCIL
HELD ON TUESDAY 6TH AUGUST 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs M Jones, Mrs M Lewington, Mrs D Seeney
Messrs. B Christiansen, T Green, C Lewington J Mittell, Dr F Wright.

In Attendance J Heath (Clerk),

02/151 Apologies for Absence - Apologies received from Mrs E Hastings, Mr A Mosson and Mr D Rossiter.

02/152 Minutes of the Meeting of 16th July 2002

The Minutes were amended as follows:

02/144 – Village Hall Management Committee Report: Paragraph 4 “contractor” amended to “Architect”.

Mrs Seeney joined the meeting

02/144 – Land at Bitterell – the words “and after” were inserted between “during” and “the Carnival”.

02/148 – Market Square – paragraph 3. The sentence “Dr Wright proposed that with no removable bollard, there should be a reserved space for the market on Thursdays” at the end of the paragraph.

02/148 - page 4, paragraph 5, the word “Garden” changed to “Village”.

02/149 - Report from Traffic Advisory –first bullet point – the word “been” inserted between “have” and “corrected”

02/149 - fourth bullet point, the words “designated area was” were replaced with “parking spaces are”.

02/149 – seventh bullet point – the last word “done” replaced with “repainted”

The Minutes were then signed by the Chairman as a true record.

Mr Mittell joined the meeting.

02/153 Urgent Business – The Chairman read out a letter of resignation from Mrs Fayers-Kerr. The Clerk has advertised the vacancy and would send a letter of acknowledgement and thanks from the Council..

02/154 Declaration of Interests – The following recurring declarations were noted:

Village Hall Management Committee Mr Green, Mr Mittell, Dr Wright, Mrs Lewington, Mr Lewington

Mr Green declared an interest in Agenda item 6 – Accounts.

02/155 Co-option of Parish Councillor

The Chairman noted that it was unfortunate that both applicants could not be elected at this time but it did mean that what would have been a difficult decision would be made easier. There was discussion regarding whether the Barnard Gate position should be filled first or whether the dates of the applications should be taken into consideration. Following a paper vote, it was confirmed that Mrs Hughes was duly elected by four votes for, three against and three abstentions.

The Clerk to write to both applicants explaining the situation.

02/156 Accounts

Mr Green left the meeting at 7.52. The Clerk answered brief queries regarding the accounts. Proposed by Mrs Gerrans and seconded by Mrs Lewington that accounts in the sum of **£16,347.46**, as appended, be accepted. Unanimously agreed.

Mr Green rejoined the meeting at 7.54pm

02/157 Matters Arising from the Minutes of 16th July 2002 and previous Minutes

16th July 2002

Police Report – the Clerk confirmed that the derelict car had been reported to the relevant officer at WODC.

02/144 – (033 - 119- 111.1) Village Hall Construction Matters

Additional Rooms The Clerk reported that the construction works would commence this coming week.

6th August 2002

Notice Board Dr Wright reported that the Village Hall Management Committee wished the old notice board to remain and that it suggested that the new board be put at the other end of the wall. He stated that as the lease with the Village Hall Management Committee was signed on the 18th June then the Parish Council decision of 11th July was ultra vires. It was confirmed that the proposed new notice board was intended for the use of the public and the Management Committee and not the Parish Council. It had been expected that this would have been reported back to the Village Hall Management Committee by the PC representatives. After lengthy discussion, Mr Green proposed that the Parish Council should withdraw its offer to provide a new notice board. This was seconded by Mrs Lewington. There was an amendment to the proposal from Mr Christiansen and seconded by Mrs Jones that the original Parish Council decision to remove the old notice board and replace with a new one should stand. The amendment was passed by five votes for with four abstentions. The Clerk was instructed to take advice from the Council's solicitor regarding Dr Wright's allegation that the Council's decision was ultra vires (beyond the powers or legal authority).

02/144 Village Hall Management Committee report.

In response to a query on the rates, the Clerk confirmed that any reduction would not be confirmed until September.

02/144 – 133 Skateboard Park

The Chairman reported that the meeting had been reasonably well attended. There had been a good cross section of people with a number of youth representatives. It would have been nice to have seen more adults. A working party was formed to take the scheme forward. It is still the intention to use the site in the SE corner of the playing field north of the Oxford Road.

Planning permission requirements will be clarified. Floodlighting not recommended by consultants.

02/144 - 134.4 - Development at 11A Cassington Road – Dr Wright reported that the planning officer of WODC was writing to the developers regarding this matter but that it was unlikely that any action would be taken.

02/144 - 91 Sports Pavilion Improvements - The Clerk reported that there was still no news on the application for grant aid.

02/149 Report from Traffic Advisory Committee –

Mill Street Traffic Calming Dr Wright passed to the Clerk two letters of support regarding the proposed traffic calming. The Clerk reported that OCC had been instructed to proceed with the sketch designs and costing.

Bus Shelters Dr Wright reported that Primesite Media had offered to provide a shelter on the south side of the road. The Clerk reported that Oxford Magnet Technology was obliged to provide 2 shelters at their expense as part of the planning conditions.

Yellow Lining Mr Mittell felt that these did not comply with EC regulations. It was agreed that the Council could only be guided by the County Council, which had already agreed the order.

02/158 Items raised by Members of the Public.

Standing Orders were suspended at 8.30pm to allow members of the public to speak

- Market Square - Mrs Joyce Smith wished to talk about the charity stall ladies and suggested that things be made easier for them. They cannot now get their car up to the stall. She had attended the exhibition in the Bartholomew Rooms and although the bollards were shown on the plan, the planters were not. She also pointed out that the hackney carriage parked in the parking area had been there for well over a week and had apparently not been moved at all. She had reported this to the police, thinking it may have been stolen, but no action had been taken. This was taking up a valuable parking space.
- Missing Street signs - Reported that signs at Pug Lane and High Street were missing. The Clerk to report to WODC.
- Car Parking outside Church - This had caused difficulties to people using the gate to access the churchyard. Suggested that the PCC be approached to see if a notice, paid for by the Parish Council, could be put there asking that there be no parking.
- Witney Road Rose Bushes - Some concern had been made over the cutting down of these. The Clerk confirmed that they were not being cut down, just trimmed to a manageable level. A resident had offered to keep them tidy once the remedial work had been done.

Standing Orders were resumed at 8.41pm.

02/159 Planning

02/159.1 Planning Decisions.

The following applications, having received conditional approval, were noted:

6th August 2002

W02/0563 W02/0564	11 Mar 02	Conversion of existing buildings to form seven residential units	33 –35 Acre End Street
W02/1004	10 June 2002	Erection of single storey extensions to east and west elevations	Tanyard, Tanners Lane
W02/1010	10 June 2002	Alterations and erection of two storey side extension	9 Queens Close
W02/1061	17 June 02	Erection of single storey rear extension	85 Wytham View
W02/0496	11 Mar 02	Erection of single storey rear extension	123 Spareacre Lane

02/159.2 Planning Applications

W02/1232	15 July 02	Erection of one dwelling with garage	Grange House, Station Road
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No objection decision via sub-Committee

02/159.2	19 July 02	formation of temporary car park	Land adj. Oxford Magnet Technology, Wharf Road
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The Clerk reported tha the Planning Officer had confirmed that “temporary” is for five years. Mrs Gerrans confirmed that the Allotments Association had written to WODC expressing concern over the possible flooding of the allotments. Proposed by Mr Green and seconded by Mrs Jones that the Parish Council **objects** to the application on the grounds that there could be subsequent flooding of the allotments. The District Council to be informed that it is noted that there is no description of the proposed surface and underlay to be used. It is pointed out that the landowner to the north of the site (Eynsham Consolidated Charities) has not been consulted and it is recommended that the District Council does so and also consults with the Gravel and Minerals Department of OCC which has been recently involved with this site. Eight votes for with one abstention.

W02/1253 W02/1254	Demolition of existing retail building Erection of replacement retail unit, three 2 bedroom flats with associated parking and landscaping.	3 Thames Street,
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Proposed by Mr Green and seconded by Mrs Seeney that the Council **objects** to this application on the grounds that there is insufficient parking. Dr Wright proposed an amendment that there should be an additional objection that there is overdevelopment of the site. Mrs Seeney seconded this. Unanimously agreed.

02/160 **Correspondence**

160.1 Mrs Joan Weedon – Charity stall in the Market Square - The letter was discussed fully and the background to the problems aired once again. Following complaints and criticism from the public, Mrs Brown had been asked by the Clerk and the Vice-Chairman not to park on the Market Square and to keep the seats free for public use. The Parish Council had made no judgement on these issues or the one raised by the public regarding the lack of indication that the stall was for charity. Mrs Brown had insisted that this be put in writing and delivered to Mrs Weedon as she was not prepared to give her own address. The letter had been drafted by the Clerk and then amended and approved by the Chairman and Vice-Chairman. There had never been any intention by the Parish Council that the charity stall should be discouraged. Quite the contrary as it is hoped to enhance the use of the market area on Thursdays. Proposed by Mrs Gerrans and seconded by Mr Green that a letter of thanks be sent to Mrs Weedon, with the hope that the stall continues to have many successful and happy years in the Market Square. Dr Wright proposed an amendment and seconded by Mr Mittell that a paragraph be added that the Parish Council is sorry for any misunderstanding that has occurred. Passed by four votes for, three against and one abstention.

160.2 Jeremy Butson – The letter regarding the problems at Wytham View Play Area were discussed. It was agreed that Mr Lewington would lock the gates every evening and the caretaker open up every morning. Photographs of the litter in the play area were noted. There had been a complaint of a child having a cut foot. The caretaker to be asked to clean up early every morning as the play areas are well used during the holidays.

160.3 Oxon Community Health Council - Annual Report 2001/2002 noted.

160.4 Martineau Johnson - Transfer of Licence, Boot Inn, Barnard Gate to Shaun Thomas Newell and Clare Wadsworth noted.

160.5 OCC - Planning Green Paper update noted.

160.6 Bond Pearce - Transfer of Licence Tesco Express, A40 to Mark Andrew Kilpatrick and Cheryl Jane Pirouet noted.

160.7 Mrs D Berry – A letter of thanks to the Parish Council for the improvements in the Market Square noted. A letter of thanks to be sent by the Clerk.

160.8 Commission for Racial Equality - Statutory code of practice and non-statutory guides for Public Authorities noted. The Clerk to prepare a Resolution by the Council in respect of Racial Equality.

160.8.1.1.1 Market Square

Cairn - Confirmed by Mr Brian Atkins that the plaque would be completed by the beginning of September.

Morris Men - There was some doubt that the Morris Men would be available to perform on the proposed date for the official date of 7th September.

Date - Village Show Committee is delighted to have the opening co-incide with the show on the 7th. To be confirmed once it is known whether the Morris Men can perform

Maintenance - The Clerk confirmed that there would be a seat placed between the trees on the east side of the square. The District Council was awaiting delivery of the Jubilee seats. Martin Overbury had written confirming that the County Council will take responsibility for the york stones, roads and kerbing and the District Council for the litter bins. The letter requests that the Parish Council takes responsibility for the seats and the two new trees. Proposed by Mrs Seeney and seconded by Mr Green that the Parish Council accept responsibility for the seats and trees, after the twelve months maintenance period for which the contractors are responsible. Unanimously agreed.

Martins Newsagents - It was noted that the exterior of this shop was detracting from the square. The Clerk confirmed that the manager had been approached regarding this some time ago. He sympathised and had passed the Parish Council concerns on to the owners but no action had been taken by them. The Clerk to approach WODC to ascertain if they had any powers to ensure that the building is tidied up.

York Slabs - Mr Mittell expressed concern over the grouting between the slabs. It was confirmed that there is a twelve-month maintenance period and that WODC were aware of this. The contractors would deal with this.

162 Dates of Next Meetings

The dates of next Parish Council meetings are the 20th August 2002 and 3rd September 2002 at 7.30 pm.

The meeting closed at 9.58 pm

Date of Signing:

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 20TH AUGUST 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mr D Rossiter (Vice-Chairman)
Mrs L Gerrans, Mrs E Hastings, Mrs V Hughes, Mrs M Jones
Messrs. B Christiansen, T Green, Mr A Mosson

In Attendance J Heath (Clerk),

In the absence of the Chairman, the Vice-Chairman took the Chair for the meeting.

02/163 Apologies for Absence - Apologies received from Mr G Beach, Mr J Mittell and Dr F Wright.

02/164 Police Report

P C Conner reported on the following:

There had been relatively little damage to the schools over the holiday period. However, the Clerk had reported damage to the toilet block in the north playing field and the play surface at Wytham View play area. P C Conner would monitor these areas.

There had been a complaint in respect of youngsters cycling on the footpaths. It was hoped that an article in the newsletter, pointing out to the youngsters that cyclists should give way to pedestrians, would relieve this problem. Although it is an offence, there is no specific age at which it becomes one. A bit of give and take is required.

Theft of a computer from a business on Oakfield Trading estate.

An affray in Back Lane, leading to smashed car windows. This had been dealt with satisfactorily.

Mr Green reported that there had been confrontations between members of the Archery Club and youngsters at the Community School. Three youngsters had tried to intimidate him whilst cycling. He also reported a distressed young lady in Cassington Road, following an argument with a person in a silver sports car. P C Conner had no knowledge of this and nothing had been reported.

The Vice-Chairman thanked PC Conner for attending the meeting.

7.40 pm P C Conner left the meeting.

02/165 Acceptance of Office and Declaration of Interests

Mr Rossiter welcomed Mrs Hughes to the meeting. Mrs Hughes and the Clerk signed the Acceptance of Office. The Declaration of Interests was received by the Clerk from Mrs Hughes.

02/166 Minutes of the Meeting of 6th August 2002

There being no amendments to the Minutes, these were signed by the Vice-Chairman.

02/167 Urgent Business

There was no Urgent Business.

02/168 Declaration of Interests – The following recurring declarations were noted:

Village Hall Management Committee- Mr Green

West Oxfordshire District Council – Mr Rossiter

02/169 Co-option of Parish Councillor

There being no other applications, it was proposed by Mr Rossiter and seconded by Mr Green that Mrs Julie Minch be co-opted as Parish Councillor. The Clerk to write to Mrs Minch.

02/170 Accounts

Proposed by Mr Green and seconded by Mrs Gerrans that accounts in the sum of **£ 4,336.37**, as appended, be accepted. Unanimously agreed.

02/171 Matters Arising from the Minutes of 6th August 2002 and previous Minutes

6th August 2002

02/057 - 144 – (033 - 119- 111.1) Village Hall Construction Matters

Notice Board The Clerk reminded members of the decision regarding the Notice Board and explained that the Chairman had requested that advice be sought from the Council's Solicitor in respect of the accusation that the Council had acted "ultra vires" in respect of this decision. The Solicitor had felt that, although not "ultra vires", the Council should consider rescinding its decision if the Village Hall Management Committee did not want the new board.

Proposed by Mr Mosson and seconded by Mr Green that a letter go to the Village Hall Management Committee, stating the Council's disappointment that the VHMC had felt unable to accept the new notice board offered by the Parish Council in place of the rather shabby one at present being used. It should be pointed out that the proposition to offer a new board had been made by one of the Management Committee's own members. The suggestion that the Council was "ultra vires" in its decision will be mentioned in the letter.

The proposition was passed by six votes for with one abstention.

Landscaping

The Clerk reported that West Oxfordshire District Council had apologised for the delay in completing the landscaping work. This would be done within the next ten days, at an additional cost of £175, which the Clerk had accepted.

02/158 Witney Road Rose Bushes

Some concern had been shown over the cutting down of these. The Clerk reported that a telephone call had been received from a local resident voicing disappointment that the Parish Council had not consulted with the residents over this. They did not want the brambles or rose hips destroyed. The contractor had been contacted and she was happy to leave the work until the New Year. Proposed by Mrs Hastings and seconded by Mr Green that the work proceed as planned as the Council did not want the continuing eyesore to remain during the winter months. It was pointed out that the correct time for roses to be cut back was during the autumn. Agreed that the work should go ahead by six votes for with one abstention. The Clerk should telephone the resident concerned and explain the situation to him.

161 Market Square – Mr Mittell had asked the Clerk raise the matter of the status of the Eynsham Market. If it did cease in 1974 should we reinstate? The Clerk reported that Dr Wright was dealing with this.

02/157 -144 - 91 Sports Pavilion Improvements - Mr Mosson reported that there was still no news on the application for grant aid. He would phone to enquire.

02/157 - 149 Report from Traffic Advisory Committee

Bus Shelters – Mr Mosson asked for further details on this item. Mr Rossiter explained that Oxford Magnets were obliged, as part of the conditions of the planning approval of an extension to their building, to provide two bus shelters to conform to the County Council's Green Transport Policy.

02/158 – Items Raised by Members of the Public

Market Square Mr Green voiced regret that this matter continues to cause friction. Adequate consultation had taken place and with a little foresight rather than hindsight the situation could have been avoided. He urged those Parish Councillors concerned to let the matter drop.

Matter Arising from the Minutes of 18th June

Mr Green reported that he had attended the District Lowlands Planning Committee meeting on 19th August. His interest had been in the application for a new entrance from the B4449 to the Little Chef, A40 (westbound). Application No. W/2002/0346. He was disappointed that the Committee and Officers had, in his opinion not sufficiently addressed the concerns over pedestrian and vehicle safety. The application had been approved.

Mr Rossiter explained that it was extremely difficult for the Officers to recommend anything other than approval if the Highways Authority and Environmental Agency had no concern or objections. This was a fault of the system rather than the Officers.

02/172 Items Raised by Members of the Public

There were no items raised by the public.

02/173 Planning

02/173.1 Planning Decisions

The following applications, having received conditional approval, were noted:

W02/1098	24 June 02	Internal alterations to provide en-suite bathroom to existing bedroom and insert new window in west elevation	The Gables, 36 Newland Street
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02/173/2 Planning Applications

8.5/4210/3	19 July 02	Deposit of inert waste materials to restore original land levels and improve agricultural productivity	City Farm, Eynsham SP431114
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The Clerk gave the background on this application and the concerns of the local residents were noted. It was agreed that the sub-Committee should look at the application, together with Dr Wright and that OCC be asked for an extension in time for the response until after the next meeting.

02/174 Parish Council's Statement on Racial Equality

Proposed by Mr Rossiter and seconded by Mr Green that "Eynsham Parish Council acknowledges the general duty placed upon it by the Race Relations (Amendment) Act 2000. The Council will continue within its functions and policies to have due regard to the need to eliminate discrimination, promote equality of opportunity and to promote racial equality between people of different racial groups". Unanimously agreed. The NALC recommendation that a statement of the aims of the functions of the Council was not felt to be useful at this point in time.

02/175 Correspondence

02/175.1 Thames Valley Police - Annual Policing Plan 2002/03 incorporating Best Value Performance Plan noted.

02/175.2 Trust for Oxfordshire's Environment Ltd - Annual Review 2000-2001 noted.

02/175.3 Oxfordshire Rural Community Council - Details of: Community Fund (formerly National Lottery Charities Board); Village Hall Hire charges 2002; Obtaining advice from Customs & Excise; Community Services Grant; National Theatre for your Village; Village Hall Committees employing people (Tax & NI) noted. It was recommended that the Village Hall representative ascertain if the Village Hall Management Committee was a member of the ORCC and, if not, recommend that it becomes one.

02/175.4 Smith Woolley - Corpus Christi College – Eynsham Playing Field. Mr Mosson offered to respond to this copy letter to Mr Rocky Sharrock and would liaise with the Chairman and the Clerk.

02/175.5 Local Councils – Various workshops on developing working in partnerships, offered by the local District and County Councils were noted.

02/175.6 Wychwood Project - Friends of Wychwood Newsletter noted.

02/175.7 Mr & Mrs Adnams – A letter of appreciation from Mr & Mrs Adnams regarding the Market Square was noted.

02/175.8 OCC - Highways Management Policy Manual – comments by 10th September . Mr Rossiter took the document and would report back to the next meeting.

02/175.9 Carterton CEC - Proposed by Mr Mosson and seconded by Mr Green that the Parish Council agree to paying for the hire of the village hall for the course on laptop computing.

02/175.10 WODC - Charitable Status for Sports Clubs. The letter to be copied to all the sports clubs.

02/175.11 Bond Pearce - Transfer of off Licence – Tesco Express, A40 noted.

02/175.12 WODC – Minutes of the District Council Standards Committee Meeting of 8th August 2002 noted.

02/175.13 SW Oxon Primary Care Trust - Agenda for meeting of 22nd August 2002 noted.

02/175.14 Thames Valley Police - Community Officer of the Year Award noted. The Clerk to display posters on the notice boards. Despite the continued input by the local police to the Parish Council meetings, it was felt that it would be difficult for exemplary points to be defined.

02/175.15 OALC - County Circular: Details of General meetings, NALC Development Strategy; Audit; Model Financial Regulations; New Publications; Clerk's Pay 2002; Employment Act 2002; Parish Plans; OPFA AGM 2002 – Monday 28th October at Islip – all noted.

02/175.16 DEFRA - Parish and Town Councils – retention of role in Planning. Letter giving details of the Parish Council's position in the planning system noted.

176 Market Square

Morris Men – The Clerk reported that the Morris Men would be unavailable to perform on the proposed date of 7th September. Enquiries had been made to ascertain if Sol Samba would be available. To date there had been no response. A suggestion was made that the village bellringers could be approached to give a short peal at the opening. The Clerk to contact Mrs Phillis Pimm.

Date - It was confirmed that the date should be the 7th September and that the Clerk would publicise the event in the local press and on local radio and TV.

Plaque This had been ordered and would be ready for the 7th September.

Flower tubs The Clerk reported that these had been purchased by the Flower Festival ladies and planted up by the Parish Council.

Martins Newsagents - Martin Overbury of WODC had confirmed that there was nothing the District Council could do to persuade the owners to tidy up the exterior of this shop. The District council could only act with regard to Listed Buildings and then only in respect of repairs where the fabric of the building could cause danger to the public. He suggested that another letter to the owners of the shop should be sent. The Clerk to speak with the manager to get advice.

Manhole Covers Mr Rossiter had received a plan from Mr Overbury, defining the responsibilities of the Parish, District and County Councils. The keys to the manhole covers would be forwarded to the Parish Council shortly.

177 Finance Committee Report

The Clerk briefly went through the Minutes of the Finance Committee meeting of 15th July, which had been previously circulated to the Council. The recommendations to the Parish Council were noted. Proposed by Mr Mosson and seconded by Mr Green that the recommendations be approved "en bloc". Unanimously agreed.

178 Dates of Next Meetings

The dates of next Parish Council meetings are the 3rd September 2002 and 17th September 2002 at 7.30 pm.

The meeting closed at 9.10 pm.

Date of Signing:

**AT THE MEETING OF EYNHAM PARISH COUNCIL
HELD ON TUESDAY 3RD SEPTEMBER 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs V Hughes, Mrs M Jones, Mrs D Seeney
Messrs. T Green, Mr A Mosson, Mr D Rossiter, Dr F W Wright

In Attendance J Heath (Clerk),

02/179 Apologies for Absence - Apologies received from Mrs J Minch, Mrs E Hastings, Mr B Christiansen, Mr J Mittell

02/180 Police Report

P C Alan Robinson gave his report on the recorded crime figures for Eynsham:

There had been 90 incidents last month, of these 22 were recordable crimes:

3 non-dwelling place burglaries

1 criminal damage and assault at the Medical Centre

1 criminal damage in Evans Road

Mr Rossiter and Mrs Seeney joined the meeting

Theft at Spar shop

Several reported criminal damage to cars in High Street

Shoplifting at the Wine Rack

Non payment for petrol at service station

Drug possession in Wytham View

2 domestic assaults

Other reports of assault

Two reports of indecent exposure had been reported by the river.

PC Robinson reported that of the remaining incidents many were minor matters such as oil spillage, drunkenness and minor Road Traffic Accidents. The youngsters had been fairly well behaved during the school holidays.

P C Robinson praised the residents of Eynsham for reporting suspicious incidents and would like to encourage this by means of something in the Echo newsletter.

Dr Wright rejoined the meeting

Neighbour disputes in the village continued to take up a lot of the Officers' time and it was hoped that these could be reduced by means of a neighbourhood contract. Anti social orders would be far too heavyweight and were rarely used.

P C Robinson left the meeting at 7.40 pm, following thanks from the Chairman for his report.

02/181 Minutes of the Meeting of 20th August 2002

The Minutes were amended at 02/164 – Police report – to insert the words “with a person” between “argument” and “in a silver car” and at Minute 02/175.10 to change A30 to A40. The Minutes were then signed by the Chairman as a true record.

02/182 Urgent Business - There was no Urgent Business.

02/183 Declaration of Interests – The following recurring declarations were noted:

Village Hall Management Committee- Mr Green

West Oxfordshire District Council – Mr Rossiter

Mr Green declared an interest in Agenda item 5 - Accounts

02/184 Accounts

Mr Green withdrew from the meeting at 7.42pm. Proposed by Dr Wright and seconded by Mr Rossiter that accounts in the sum of **£2,378.80**, as appended, be accepted. Unanimously agreed. **Mr Green rejoined the meeting at 7.45 pm.**

02/185 Matters Arising from the Minutes of 6th August 2002 and previous Minutes

20th August 2002

02/169 Co-option of Parish Councillor - The Clerk reported that Mrs Julie Minch had accepted the position of Parish Councillor.

02/057 - 144 – (033 - 119- 111.1) Village Hall Construction Matters

Notice Board The Clerk reported that a letter had been sent to Mrs Hollis but that no response had been received. Dr Wright reported that the matter had been discussed at a recent Village Hall Management Committee and the Committee had agreed to accept the Parish Council's offer of a new notice board.

Security System Dr Wright reported that this was still causing problems

Office Refurbishment The Clerk read out the Architect's progress report. The deadline of 30th September was still expected to be met.

Pre-School Playgroup Storage Area The Clerk read out a letter from the Secretary of the playgroup in respect of funding for this. It was felt that it was unlikely that the contractors would be prepared to do these works with the present works. The Clerk to speak with the Architect. The matter was deferred until the next meeting to ascertain the Council's decision on the extension to the storage area.

Keys Mr Rossiter reported that there was believed to be one user with 9 keys to various parts of the hall. A letter to go to the secretary of the Village Hall Management Committee requesting an audit of all keys issued and a report to the Parish Council.

177 Finance Committee Report

The Clerk reported that she had received an estimate from a Mr Cooke for the refurbishment of the Bartholomew Room chairs. This was in the region of £2000 (already earmarked for 2002/03 expenditure. If a match could be made of the material, the cost would be less. The upholsterer had asked if there was a fourth chair anywhere to make up one of the sets. Dr Wright recalled that one had been scrapped as it was broken and considered un-repairable. The Clerk to confirm the quote and work to go ahead.

A 4-ft storage cupboard and one 4-drawer filing cabinet (second hand) would cost in the region of £150. Clerk to confirm with supplier and ascertain how to remove existing cabinets.

Mrs Gerrans reported on the discussion at the PCC meeting in respect of floodlighting for the church and Bartholomew building. This had received a lukewarm reception. The cost was a grave issue to the PCC and there were concerns over the running costs. The Chairman asked that the PCC be assured that the matter of costs should not be the main issue as external funding would be investigated. Agreed that, in view of the PCC's feelings, the matter should not be pursued. The PCC would be pleased for the Parish Council to provide a notice regarding parking.

02/175.8 OCC - Highways Management Policy Manual – Mr Rossiter reported that the document contained nothing of great interest.

02/186 Items Raised by Members of the Public

Standing Orders were suspended at 8.10 pm to allow public to speak.

Mr Smith spoke regarding the proposed alterations to 11 Hanborough Road to provide facilities for a hairdressing salon. The extension was 16-ft by 14-ft and extended to the front of the property. He circulated details of the deeds to his own property that precluded business or trade in the dwellings. It was pointed out that this was a civil and not planning matter and should be investigated by Mr Smith.

Mr Smith reported that the business expected to have 28 clients per day and it was estimated that 10 of these would be arriving by car. The other residents had grave concerns over parking, as the applicant did not want cars parking on the site. The result would be a significant increase in traffic movements.

The applicant was intending to employ two staff at the premises. Mr Smith pointed out that the plans were inaccurate as they did not show the existing rear extensions to the applicant's property and also the entrance to Beech Road was not shown.

The Chairman thanked Mr Smith for his comments.

Dr Wright reported that many residents in Cassington Road and the surrounding areas had been bothered by intrusive noise from army helicopters flying low over their properties. He had composed a personal letter and requested a letter

from the Parish Council to back the complaints. Mr Mosson pointed out that the army was involved with the Blenheim horse Trials and this was most likely to be the cause. It was agreed that the Council would wait for the response to Dr Wright's letter before taking any action.

Standing Orders were resumed at 8.22pm.

02/187 Planning

02/187.1 Planning Decisions

The following applications, having received conditional approval, were noted:

W02/1184 9 July 02 Erection of two storey side extension and single storey front extension 19 Stratford Drive

W02/0346 18 Feb 02 Construction of new vehicular access (**Amended**) Land adj, B4449/A40

It was felt that the Parish Council's comments had not been fully recorded. The Clerk to check. Mr Rossiter pointed out that the Council could request a meeting with the Officer in charge of the application to explain the reasons behind the decision.

W02/1108 27 June 02 Erection of porch to front elevation and 1st floor rear extension 11B Wytham View

W02/0764 29 Apr 02 Erection of two storey rear extension 22 Old Witney Road

02/187.2 Planning Applications

8.5/4210/3 19 July 02 Deposit of inert waste materials to restore original land levels and improve agricultural productivity City Farm, Eynsham SP431114

Mr Green reported on the sub-Committee's comments and the notes from its meeting were read out. The plans were discussed and the Council unanimously agreed to object to modify the application. The following were noted:

1. Proposed entrance is on a bend. The Council suggests that the access road be moved to north of the stream that will mean existing trees will offer some protection.
2. Proposed work will displace water to the surrounding fields and roads with the possibility of increased flooding.
3. The Parish Council suggests that the workings should be amended to do phases 3, 4, and 5 first, followed by 1 and 2. This will result in noise and dust for the residents would have less impact.
4. The circular walk will be impacted by the work.
5. The Council suggests that similar protection from noise and dust should be given to the residents as presently at New Wintles Farm.

Proposed by Dr Wright and seconded by Mr Green that the above points be made to Oxfordshire County Council. Agreed unanimously. Copy of letter to go to Dr Rogers.

187.3 Planning Applications (Delegated)

W02/2002 15 Aug 02 Erection of first floor side extension conservatory to rear elevation 98 Dovehouse Close

Proposed by Mrs Seeney and seconded by Mrs Gerrans that there be **no objection** to the application. Agreed by seven votes for with one abstention.

W02/1431 21 Aug 02 Erection of single storey front extension to be used for hairdressing salon 11 Hanborough Road. Following discussion it was proposed by Mr Green and seconded by Mr Mosson that the Council **object** to the application on the following grounds:

1. Out of character and keeping with the wholly residential area and the adjoining properties.
2. Potential scale of business in a wholly residential area too great.
3. Impact on surrounding residents of this type of business.
4. Traffic and pedestrian movement would be detrimental to adjoining residents in wholly residential area.
5. Insufficient parking for proposed business.
6. Traffic movements in and out of site on one of major routes in and out of the village give cause for concern.
7. Junction of Beech Road likely to be obstructed by vehicular movements reversing from site.

Proposition passed by seven votes for with one abstention.

02/188 Correspondence

02/188.1 English Rural Housing Association - Notification of AGM noted.

- 02/188.2** **ORCC** - Parish Plan Grant from Countryside Agency discussed. It was agreed that the Clerk should contact Mrs Mary Fletcher to discuss this.
- 02/188.3** **WODC** - Cabinet Decisions of 28th August 2002 taken by Chairman
- 02/188.4** **Green Light Taxis** - Response to request to remove long term taxi parking in the Market Square read out by the Clerk. Agreed that there should be no further correspondence on this matter.
- 02/188.5** **OCC** - Friends of Library Conference on Sat 30th Nov from 10am – 12.30p noted. Dr. Wright reported that the Eynsham Friends of the Library were dealing with this.
- 02/188.6** **RBS Software Solutions** - Various available specialist software – Cost re-allocation; Financial Director Alpha, Allotments Administration; Planning Administration noted. The Clerk reported that it was not considered necessary to purchase any of these.
- 02/188.7** **WODC** - Review of Public Conveniences in West Oxon taken by Mrs Seeney for completion.
- 02/188.8** **Letter Revd. Ian Bentley** - Copy of letter from Revd. Bentley to Martin Overbury re consultation process and resulting improvements to Market Square and Mr Overbury's response read out by Clerk.

02/189 **Finance Committee Report** – dealt with under Matters Arising.

02/190 **Market Square**

Morris Men and Bell ringers – Sol Samba unable to attend. The village bellringers had been approached to give a short peal at the opening but Mrs Phillis Pimm had reported back that she had been unable to get enough ringers.

Publicity - Posters were in the parish notice boards and Mrs Chapman would put one in the library. The Witney Gazette was to send a photographer and the event would be publicised in the Gazette and also the Oxford Mail. Radio Oxford and Fox FM had been contacted with details. Due to the fact that the event was now low key, it had been decided not to approach the local TV channel.

Plaque This was to be erected on Wednesday 4th September. A plaque had been erected by the Flower Festival ladies to commemorate the donation of planters.

Martins Newsagents - The Clerk had spoken with the manager who had provided the address of the Head Office. It was agreed that photographs should be taken at the opening and these to accompany the letter of request to decorate the outside of the building.

Market History – Dr Wright reported on his investigations. The ancient market rights for Eynsham were abolished in 1974 and permission to hold a market from that date had to be obtained from West Oxfordshire District Council. He read out extracts from the Parish Council Minutes of November and December 1977.

Charity Stall – Mrs Gerrans read out an article from the Eynsham Roundabout in which Mrs Brown and Mrs Weedon had explained that unforeseen circumstances and health reasons had been the cause of the charity stall not being held during August. The stall would be open for business on 12th September.

02/191 **Dates of Next Meetings**

The dates of next Parish Council meetings are the 17th September 2002 and 1st October 2002 at 7.30 pm.

The meeting closed at 9.35 pm.

Date of Signing:

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 17TH SEPTEMBER 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs V Hughes, Mrs Lewington, Mrs J Minch, Mrs D Seeney
Messrs. B Christiansen, T Green, Mr C Lewington, Mr A Mosson, Mr D Rossiter, Dr F W Wright

In Attendance J Heath (Clerk),

Police Report

P C Conner gave a report on the latest crime events in the village and surrounding areas:
3 burglaries in Oakfield – 2 at the same firm where specialist computers had been stolen.
W S Atkins broken into and laptop stolen. Car used was stolen and from Maidenhead.
Pushbike stolen
Youngsters using the grounds of the Primary School for drinking and mild drugs

Dr Wright reported on the police office refurbishment:
Variation of lease to use front office for an annual amount. Parish Council agrees.
Police Notice – The VHMC do not want it on the wall. Dr Wright to negotiate with the property unit of the police.

The Chairman thanked P C Conner for his attendance. P C Conner left the meeting. Parish Council meeting commenced at 7.35 pm.

02/192 Apologies for Absence - Apologies received from Mrs M Jones, Mrs E Hastings, Mr J Mittell

02/193 Acceptance of Office and Declaration of Interests

The Chairman welcomed Mrs Minch to the meeting. Mrs Minch and the Clerk signed the Acceptance of Office. The Declaration of Interests was received by the Clerk from Mrs Minch.

Mr Rossiter joined the meeting

02/194 Minutes of the Meeting of 3rd September 2002

The Minutes were agreed and signed by the Chairman as a true record.

02/195 Urgent Business - There was no Urgent Business.

02/196 Declaration of Interests – The following recurring declarations were noted:

Village Hall Management Committee- Mr Green, Mr Lewington, Mrs Lewington, Dr Wright
West Oxfordshire District Council – Mr Rossiter

02/197 Accounts

Proposed by Mr Lewington and seconded by Mrs Hughes that accounts in the sum of **£5,520.37**, as appended, be accepted. Unanimously agreed.

02/198 Matters Arising from the Minutes of 3rd September 2002 and previous Minutes

02/187.1 Application W02/0346 _The Clerk confirmed that the Parish Council's comments on this application had not been fully reported. The Officer's comments regarding this were read out and accepted.

02/185 Village Hall Dr Wright reported the following:

Security alarm system will now work.

Emergency telephone to be put in the foyer. Dr Wright suggested that a phone be put in a locked box for emergency (999) calls. BT had told him that they could not provide a service that dialed out 999 calls only. The Clerk and the Chairman both queried this, as their experience had been different. Dr Wright to go back to BT.

Dr Wright was doing key audit but this would take some time.

Planting – the Clerk reported that the contractors had not completed the job and would be returning.

The Chairman confirmed to Dr Wright that the snagging list for the builders had been done and these were to be dealt with before the end of the twelve months after handover, which was September 2001.

Dr Wright reminded everyone that the AGM of the Village Hall Management Committee was to be held on 23rd September 2002 at 8pm.

02/190 Market Square The Clerk asked for clarification of the times in respect of the notice for the Market Square parking. Proposed by Mrs Seeney and seconded by Dr Wright that the Notices should read “No Parking, Thursdays 7am – 12 noon By Order of the Parish Council”. Unanimously agreed.

Dr Wright reported that the charity stall ladies had been recommended for a Golden Jubilee Award and therefore would be continuing the stall.

Meeting of 6th of August 2002

02/159.2 – Application 02/159.2 – the Clerk read out a response from the agents of Oxford Magnet Technology to the Planning Officer. After discussion it was agreed that the reduction in time to one year and the removal of material had been a positive result. There remained a concern regarding flooding. The Clerk to write to the Planning Officer and ask if the Environment Agency could give an opinion as to whether the clearing out of the ditches would alleviate the problem.

Meeting of 2nd July 2002

02/135.1 **OALC** Seminar on Commons and Village Greens had been attended by Dr Wright who said it had been interesting and positive.

Meetings of 19th March 2002 and 7th May 2002

002/21 Football Foundation Grant Mr Mosson reported that the Football Foundation had telephoned to discuss the application. More information was required. The football development plan needs to address the matter of girls and women’s teams. More clarity on past accounts required with a 5 year business plan. A decision on whether work on the car park could be started would be made by the end of this week.

02/199 **Items Raised by Members of the Public**

02/199.1 Broadband. Mrs Hughes stated that the providers had published that although 66% of homes nationally had access to broadband, more remote areas had difficulty in obtaining it. The providers had stated that the more people who request the service, the greater the probability of it being provided. An article to go into the Echo publicising this. Mrs Hughes offered to deliver to the businesses on the trading estates.

02/199.2 A complaint had been received from a resident in Newland Street regarding noise from the motor bike and lawn mower business. The complainant would keep a log and it was suggested that they contact the Environmental Service of W.O.D.C. to report the matter. The Clerk to ascertain when the planning permission had been granted and for how long.

02/200 **Planning**

02/200.1 Planning Applications

W02/1153 1 July 02 Erection of rear 2 storey extension to include 2 dormer windows 63 Dovehouse Close
(Amended Plans)

Proposed by Mr Mosson and seconded by Mrs Lewington that there be **no objection** to the application. Agreed by 9 votes for with one abstention

02/201.2 Planning Applications (Delegated)

W02/1501 20 Aug 02 Internal alterations to re-position door 9 Thames Street

Proposed by Dr Wright and seconded by Mr Mosson that there be **no objection** to the application. Agreed by 9 votes for with one abstention.

W02/1523 10 Sept 02 Demolition of existing rear extensions. Alterations to include erection of 12 Abbey Street
Two storey extension

Proposed by Mr Lewington and seconded by Mrs Seeney that there be **no objection** to the application. Agreed by 9 votes for with one abstention.

02/201 Correspondence

02/201.1 Information Commissioners Office - Freedom of Information Act 2000. Dr Wright to investigate this and report back.

02/201.2 Princess Royal Trust Carers Centre - Caring Matters Newsletter noted.

02/201.3 Defra - Rural Service Standard noted.

02/201.4 ORCC – Newsletter noted.

02/201.5 OCC – Better Ways to School – grants available and it was agreed that the Clerk and Dr Wright should investigate this with Paul Wilson of OCC to ascertain if the grants would be available for the Mill Street traffic calming project.

02/201.6 Andrew Tucker – W.O.D.C. have suggested that there be an official opening of Eynsham Market Square to involve all members of the partnership involved. The Clerk to respond positively.

02/202 Village Hall

The letter from the Secretary of the Acre End Pre-school regarding the extension to the external storage area was read out by the Clerk. The Parish Council minutes showed no record of permission being asked by the Pre-school or any request for grant aid. It was confirmed by Mr Green that work had already commenced on the store.

After discussion, it was proposed by Mr Mosson and seconded by Mrs Minch that permission be given to the Pre-School to half fill forward in matching materials at their own cost.

An amendment was proposed by Mr Rossiter and seconded by Mr Christiansen that the Parish Council request a copy of the plans together with details of the costs and that the Pre-School be reminded that works should be halted until approval is given by the Parish Council.

A further amendment was proposed by Mr Green that the Parish Council should refuse permission and the extension removed. There was no seconder to this proposal.

A vote taken on the first amendment resulted in seven votes for, Mr Green voted against and there were two abstentions. Dr Wright requested that it be noted that he had abstained from the vote. Letter to go immediately to the Secretary of the Pre-School and copied to the Architect.

02/203 Play Area Maintenance

Confidential Minute – Annexe A.

02/204 Dates of Next Meetings

The dates of next Parish Council meetings are the 1st October 2002 and 15th October 2002 at 7.30 pm.

The meeting closed at 9.25 pm.

Date of Signing:

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 1ST OCTOBER 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs V Hughes, Mrs M Jones
Messrs. T Green, Mr D Rossiter, Dr F W Wright

In Attendance J Heath (Clerk),

Police Report

P C Conner gave a report on the latest crime events in the village and surrounding areas:

An audit had been done on truancy at Bartholomew School and it was encouraging to note that there had been no absentees.

Ongoing problems at Blankstone Close involving lengthy discussions between the two families concerned, the police and mediators. There appeared to be no solution at present.

A drunk and disorderly person had caused problems at the Evenlode DIY store.

There had been 2 bicycle thefts.

A quantity of bread had been stolen from the rear of the Co-op stores.

There had been some incidents of drivers not paying for petrol at the service station by the new Tesco Stores. The security cameras were not yet in place.

The Chairman thanked PC Conner for his attendance. PC Conner then left the meeting.

02/205 Apologies for Absence - Apologies received from Mrs E Hastings, Mrs J Minch, Mrs D Seeney, Messrs. B Christiansen, J Mittell, A Mosson

02/206 Minutes of the Meeting of 17th September 2002

The Minutes were agreed and signed by the Chairman as a true record.

02/207 Urgent Business – The Clerk reported that the internal audit was now complete. The Chairman should now sign the Annual Return on behalf of the Council. This should be sent to District Audit. It was proposed by Mrs Gerrans and seconded by Mr Rossiter that the Chairman should check the Annual Return and sign on behalf of the Council. Unanimously agreed.

02/208 Declaration of Interests – The following recurring declarations were noted:

Village Hall Management Committee- Mr Green, Dr Wright

West Oxfordshire District Council – Mr Rossiter

Agenda item 5 - Accounts – Mr T Green

02/209 Accounts

Mr Green withdrew from the meeting. The Clerk clarified that the cheques for RBS and B R Consulting Ltd in respect of year-end were for different services. One for preparation of year end accounts and the other for audit of accounts. Confirmed that the new notice board at the Village Hall was now in place. Proposed by Mrs Gerrans and seconded by Dr Wright that accounts in the sum of **£2,780.91**, as appended, be accepted. Unanimously agreed. Mr Green returned to the meeting. Mr Green queried the amount for the notice board but agreed that the net figure was more in line with the cost he recalled.

02/210 Matters Arising from the Minutes of 17th September 2002 and previous Minutes

02/198 Village Hall Dr Wright reported the following:

Emergency telephone for the foyer still being investigated.

In response to a query from Mr Rossiter, Dr Wright confirmed that the key audit had not been completed and agreed that this was now urgent.

Dr Wright had met with one of the architects who was preparing a final snagging list.

Confirmed that the police would be moving in on 3rd October. They would be paying additional rent for the use of the front office and/or the second office for interviews.

The AGM of the Village Hall Management Committee was held on 23rd September 2002. The Chairman of the Parish Council had attended and there had been representatives from the local residents and the scouts.

Mrs Hutchins had requested that benches be put in the second office for computer use. This would cost £500. The Chairman asked Dr Wright to confirm with Mrs Hutchins that a letter requesting permission should be sent to the Parish Council, which would expect that the Community Education would agree to pay for the work.

02/198 Market Square The Clerk had received from the suppliers of the notices a quote for small “no parking” discs to be put on the bollards. These would be in addition to the main notice. Agreed that five of these be purchased at a cost of £10 each plus VAT, subject to OCC giving permission for them to be put on the bollards.

02/199.2 Newland Street Mrs Hughes had monitored the noise over the weekend. She passed a letter from WODC to the Clerk in which it states planning permission was refused. The Clerk will make further enquiries.

02/201.6 Letter from Andrew Tucker The Clerk confirmed that there had been no further details from WODC regarding the proposed opening of the Market Square.

02/203 Play Area Maintenance The Clerk confirmed that at the moment litter was being collected although the bins were not always being emptied. A quote of £936.42 for chippings for the Oxford Road play area had been received and this had been accepted in view of the urgency of the matter.

From Police Report and previous Minutes – (02/114 – 133 -119- 111.3) Village Hall - The Chairman reported that he had received a copy of the lease in respect of the police. This was in order and he asked that the Council approve the signing of the letter of consent from the Council. Proposed by Mr Rossiter and seconded by Mrs Jones that the Chairman sign on behalf of the Council. Passed by five votes for with Dr Wright abstaining.

Bartholomew School Fence - The Chairman reported that this was now in place.

02/211 Items Raised by Members of the Public

02/211.1 The Clerk reported that a resident had pointed out that access to two of the Parish play areas was impossible with a double buggy. After discussion, it was agreed that the Council should give some thought to this and try to find a solution. The matter of disabled access would also be an issue.

02/211.2 Back Lane Car Park. The trees and surrounds were not properly maintained. Mr Rossiter confirmed that this was in hand and WODC would be replanting trees and repairing surrounds during the planting season.

02/212 Planning

02/212.1 Planning Decisions

The undermentioned application, which has been granted conditional planning permission, was noted:

W02/1153	1 July 02	Erection of rear 2 storey extension to include 2 dormer windows (Amended Plans)	63 Dovehouse Close
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02/212.2 Planning Applications Planning Applications

W02/1253	Demolition of existing retail building	3 Thames Street,
W02/1254	Erection of replacement retail unit, three 2 bedroom flats with associated Parking and landscaping. (Amended Plans)	

Noted that although the retail area had been increased and the windows and doors altered, the Council’s objection in respect of parking had not been addressed. Proposed by Mrs Gerrans and seconded by Mr Green that the Parish Council still **objects** to this application on the same grounds as previously – the amended plans do not rectify the original objections. Passed by five votes for with one abstention.

02/213 Correspondence

02/213.1 Michael Cross - Dog fouling in Witney Road Play Area was still an issue and Mr Cross had identified that the animal concerned came from the rear of 49 Witney Road. He had observed the animal being driven away in a car at a later time. Agreed that the Clerk should write again to the resident concerned and ascertain who owned the dog.

02/213.2 Stanhope Wilkinson Associates (SWA) and Acre End Pre-School (AEPS) - Extension to Pre-school storage Area. The letters from the Architect and the Secretary of the Acre End Pre-school were discussed at length. The Clerk confirmed again that the Parish Council had not been approached by the Pre-school in respect of this. It was also confirmed by Mr Green that work had been virtually completed although this had been halted immediately after the last meeting.

Dr Wright confirmed the following:

- First discussed at the Village Hall Management Committee (VHMC) meeting in June, when Mr Goldstein requested that the matter of extending the storage area be taken to the Parish Council for discussion.
- SWA had been previously approached for a price (November 2001) and this was quoted by Walkplace as £950.
- Dr Wright verbally approached SWA in July to enquire whether this price still stood.
- Walkplace agreed that the price could stand provided they could do the works at the same time as the refurbishment of the Committee Rooms in September.
- Dr Wright verbally asked the Secretary of AEPS in August to ask permission of the Parish Council in writing.
- Letter from Secretary of AEPS presented to the Council on the night of the meeting on 3rd September 2002. This letter requested a grant of £450 from the Parish Council for the works.
- The Parish Council had then requested that plans and full costs be provided for the next Parish Council meeting of 17th September 2002
- At meeting of 17th September it transpired that the work was virtually completed. The doors had been moved forward and a concrete lintel with wood facing placed at the side. This was to avoid digging up the play area surface.
- Dr Wright had spoken with the Secretary of AEPS and requested that they put in half the cost £475. This leaves a deficit of £200. Painting could be done by members of AEPS, who will also do the maintenance every 2 years.
- Village Hall Management Committee to be approached for a donation.

Letter from the Architect:

- This gives a chronological account of various verbal discussions with AEPS, Dr Wright and Walkplace. No mention of who agreed the materials to be used or who authorized the work to be done.
- Planning permission may be required. The Architect had asked Dr Wright to phone Planning Department to ascertain if this was necessary. If so, the cost would be £110. The Clerk to ascertain the position from Mr Shaw of the Planning Department of West Oxfordshire District Council.
- Costs to date would be held at £670, with a further £120 to complete the works – in the main just painting.

Letter from Secretary of AEPS

- Complaint that original storage area not sufficient.
- Requests for increase in area made via VHMC representative.
- Mid-August Dr Wright approached Secretary for a decision on whether the work should commence. Secretary confirmed that any financial input would need to be agreed with the Committee of the AEPS.
- 6th September letter sent to EPC to request financial assistance.
- Secretary informed Architect on 8th September that decision to commence work should come from EPC.
- Surprised that matching materials were not used.
- Requirements regarding the size and plans of the extension had been discussed with VHMC representative.

Discussion in Council covered the following matters:

- Apparent that the Secretary of AEPS was given to understand in mid-August that he was being asked by both VHMC and EPC whether they wished the work to commence. He was apparently not clear that this had not been through the proper procedure.
- Disagree that the extension is an enhancement which will benefit the Parish Council. It represents an on going maintenance commitment in an otherwise low maintenance building. It was obvious that the reason for the extension was to make life easier for the staff of the AEPS only.
- At all times during the design process of the main building and storage, the AEPS were consulted with regard to their requirements. The size of the store area and undercover area was agreed before work commenced.

- Letter from AEPS intimates that they had no input to the decision regarding the materials to be used.
- Apparent that SWA authorized the works to be done without ascertaining whether permission had been granted by Parish Council.

The Chairman confirmed that he had spoken to both of the authors and there remains concern and uncertainty on two matters. Who agreed the materials used and the cost? Who gave authority for the work to be done? There was no contract between the Parish Council and the contractors. The Architects will need to ascertain the contractual responsibility.

It is apparent from both letters that negotiations had been ongoing between the VHMC, AEPS, SWA and Walkplace for some months and that the matter had been raised by AEPS with the VHMC on several occasions. The first the Parish Council knew of the matter was the letter dated 29th August from AEPS and received by the Parish Council on 3rd of September at the commencement of the Parish Council meeting, although the matter had been briefly raised with the Clerk and the Chairman by Dr Wright prior to a meeting. He was informed that there would need to be a written request from AEPS, with details. Dr Wright had intimated that the cost would be met by AEPS.

The Chairman felt that although the design was probably not what the Parish Council would have chosen, it was not an eyesore. Several Councillors disagreed. It was decided that all Parish Councillors should make an effort to look at the extension and bring their comments back to the next meeting.

Agreed that the Clerk should write to the Architect stating that the Council notes the comments in his schedule but that it is unable to understand who authorised the materials and on whose authority the builders commenced work. The letter to be copied to the Secretary of AEPS.

The matter to be on the agenda of the next meeting.

0213.3 V Gascoyne – request to cut back the trees in Back Lane. Dr Wright stated that this was now the responsibility of the Village Hall Management Committee and the letter was passed to him.

02/213.4 OCC - Conference of Friends and Volunteers in Libraries, Museums & Archives 2002 will be attended by Dr Wright on the 30th November 2002.

02/213.5 A J Keane - The Square, Abbey Map, Tesco stores & Service Station. The matter of the paving slabs in the Square would be addressed at the end of the 12 months maintenance period. The matter of potential vandalism to the Abbey Map had been already addressed by the History Society and the Council had been assured that the perspex cover would be vandal resistant. The matter of the footpath leading from Spareacre Lane to the A40 to be forwarded to OCC. The Clerk to respond to Mr Keane and copy to Brian Atkins (re. Abbey map).

02/213.6 WODC – Roadshows. The Chairman to attend the meeting on 7th November at Witney. Mrs Seeney and Mrs Minch to be approached to see if they also could attend.

02/213.7 WODC - Report from the Cabinet meeting of 25th September 2002 taken by the Chairman

02/214 Barnard Gate – Mrs Minch had requested that this item be deferred to the next meeting. Agreed.

02/215 Play Area Maintenance – dealt with under Matters Arising.

02/216 Dates of Next Meetings

The dates of next Parish Council meetings are the 15th October 2002 and 5th November 2002 at 7.30 pm.

The meeting closed at 9.25 pm.

Date of Signing:

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 15TH OCTOBER 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs V Hughes, Mrs M Jones, Mrs J Minch, Mrs D Seeney
Messrs. B Christiansen, T Green, A Mosson, D Rossiter, Dr F W Wright
In Attendance J Heath (Clerk),

02/217 Apologies for Absence - Apologies received from Mrs E Hastings, Mr J Mittell and late apologies from Mrs M Jones.

02/218 Minutes of the Meeting of 1st October 2002

The Minutes were amended at Minute 02/211.2 to replace “in the near future” with “during the planting season” and at Minute 02/213.4 to insert “on the 30th November 2002” at the end of the sentence. The Minutes were then signed by the Chairman as a true record.

02/219 Urgent Business – There was no urgent business.

02/220 Declaration of Interests – The following recurring declarations were noted:

Village Hall Management Committee- Mr Green, Dr Wright
West Oxfordshire District Council – Mr Rossiter
Agenda item 5 - Accounts – Mr T Green declared a pecuniary interest.
Agenda item 13 – Salary awards – Mr Green declared a pecuniary interest.

02/221 Accounts

Mr Green withdrew from the meeting. Proposed by Dr Wright and seconded by Mr Christiansen that accounts in the sum of **£5,806.01**, as appended, be accepted. Unanimously agreed. Mr Green returned to the meeting and queried whether the alarm system in the pavilion was now efficient. The Chairman confirmed that the engineer was still testing it and that the alarm was, at present, diverted to the engineer’s telephone. The engineer was also logging the mis-use of the pavilion. When sufficient evidence is available a meeting should be arranged with the users as there are security issues and also cost implications when lighting and heating is left on.

02/222 Matters Arising from the Minutes of 1st October 2002 and previous Minutes

222.1 - 02/203 Play Area Maintenance The Clerk read out a letter received from RoSPA in relation to the safety reports on the Parish play grounds and equipment. There had been no response from West Oxfordshire District Council to date. Mr Rossiter would make investigations and report back to the Council.

Mrs Jones joined the meeting.

222.2 - 02/211.1 Access to play areas The Clerk reported that this was now becoming high profile and that this would be on the agenda at the AGM of the Oxfordshire Playing Fields Association. Agenda item 9 covers this.

222.3 - 02/210 02/199.2 17 Newland Street As the Clerk could find no reference to this in the minutes, Mr Rossiter would investigate and report back.

222.4 - 02/210 Village Hall Practical Completion Certificate had been received from the Architects in respect of the refurbishment of the two offices.

222.5 - 02/213.3 Trees overhanging Back Lane Dr Wright asked if the Parish Council would be willing to pay for cutting these back. Agreed that the Clerk should obtain advice and quotes if necessary. Mr Green requested that the minutes be checked for prior reference to this matter. Mrs Jones asked why, if it was agreed this was the responsibility of the Village Hall Management Committee, the Parish Council was being asked to pay. The Chairman explained that it was an issue over legal or moral responsibility as the matter had been pointed out by Mrs Gascoyne prior to the works being completed.

222.6 - 02/210 Village Hall - Report from Dr Wright:

Completion of offices and Cadet’s store: Dr Wright had received a letter from the Architects regarding the costings of the completed works to the refurbished rooms and the cadet’s store. It was agreed that, as the Clerk had not yet received this, authorization of any additional work to the cadet’s store should not be made. The Clerk to check the figures.

Police Room: Dr Wright passed a copy of a letter from him to the police regarding the contribution by the police for the refurbishment. The Clerk to check and invoice the police.

Eynsham Community Education Centre: Mrs Hutchins had written to Dr Wright confirming that the ECEC was happy to underwrite the cost of a worktop in the first instance. The decision with regard to the type of worktop to be agreed after liaising with the Clerk, the Village Hall Management Committee and Mrs Hutchins. Mrs Hutchins had confirmed the keys held by the ECEC but had not listed the keyholders. Copy of the letters referring to these items were passed to the Clerk.

Heating and Alarm system: the heating pumps had seized up and there was a fault in the alarm system. Dr Wright would be requesting repairs be made under the relevant guarantees.

222.7 - Police Report – Mr Green reported that there had recently been a further incident in the Blankstone Close/Merton Close area.

Meeting of 2nd July 2002

222.8 - 02/119- 111.1 Village Hall Construction Matters The Clerk confirmed that the contractors had been instructed to complete the work on the car security chains at the agreed cost of £506 plus VAT.

02/223 Items Raised by Members of the Public – Standing Orders were suspended at 8.07 pm to allow public to speak.

02/223.1 Mr Brown reported that the marker to his mother's grave had been damaged by the grass cutter and he would like an apology for this. Mr Green inspected the marker and felt that this needed further investigation. He would speak with the grass cutter.

02/223.2 Mr Brown felt that the Parish Council was not looking after the graves properly as a lot of rubbish had been dumped on some of the older graves. It was explained that this was surplus soil from newly dug graves and that the area would be tidied up during the winter season.

02/223.3 Mr Brown asked when the yellow lining would be done. The Chairman explained that this is in the hands of Oxfordshire County Council who had to provide notices as well as painting the lines. The Clerk was in regular contact with OCC.

02/223.4 Mr Brown asked if the Council could do anything about the lighting in Back Lane car park, which was inadequate. Mr Rossiter would report this to West Oxfordshire District Council.

Standing Orders were resumed at 8.15 pm.

02/223.5 Mr Green reported that a member of the public had enquired whether the advertising balloon on the top of the Tesco mini market required planning permission. It was confirmed that it did not.

02/224 Planning

02/224.1 Planning Applications

W02/1618 30 Sept 02 Outline planning permission for the erection of one dwelling Land adj. Five Elms
Witney Road

The Planning Sub-Committee had considered this application and felt that there were traffic issues to be considered. The application was discussed and it was proposed by Mr Green and seconded by Mrs Jones that the Clerk should write to the District Council regarding the concerns the Parish Council has over the traffic issues. The Council feels that the application should be refused on the grounds that additional vehicles turning onto the A40 at an already congested point next to the offices and garden centre is a safety issue. **Resolved** by nine votes for with one abstention.

02/224.2 - Planning Applications (delegated)

W02/1618 29 Sept 02 Erection of rear conservatory 73 Spareacre Lane

Proposed by Mrs Gerrans and seconded by Mr Green that there be no objection to this application. **Resolved** by nine votes for with one abstention.

02/224.3 West Oxfordshire District Council Lowlands Planning Committee

Mr Rossiter read out the papers for the next Lowlands Planning Committee in respect of:

W02/1253 & W02/1254 - 3 Thames Street. Additional parking spaces included and therefore recommended by Officers for approval.

W02/1241 Land adj. Oxford Magnet Technology. This will be recommended by Officers for refusal on the grounds that it is contrary to the green belt policy as the use would urbanise a section of open countryside that is clearly visible from the right of way. Also, it should be recognized that once established, given the demand for parking on this site, there would be pressure for the facility to be retained.

02/225 Correspondence

- 225.1. Halcrow** - Bus Shelter Management and Transport Networks Review and Bus Services Review to be forwarded to the Parish Council's Transport Representative, Mr Michael White, for completion.
- 225.2 WODC** - Sport & Recreation Newsletter passed to members of the Playing Area Sub-Committee.
- 225.3 OCC** - Public Consultation on proposed development strategy for care homes to be passed to Mrs Pam Richards.
- 225.4 WODC** - District Council's Standards Committee – 14th October 2002 – Code of Practice relating to Planning Matters. The Clerk pointed out that the Parish Council was already conforming to this.
- 225.5 OPFA** - Notice of AGM – Mon 28th October – 7.30pm at Islip Village Hall. Agenda item on Discrimination Act in Play Areas to be noted. Mr Christiansen offered to attend this meeting, if he was able. He would confirm with the Clerk.
- 225.6 ORCC** - National (Lack of Funding) Crisis for Village and Community Hall Improvement Projects. It was felt that this may be of interest in respect of funding for the sports pavilion. The Clerk to write to the M.P. giving support to the "Day of Action".
- 225.7 WODC** - Forum Meetings – from 28th October 2002 to 11th February 2003 – 7pm start 9 pm finish. Councillors to check their diaries for the January meeting and come back to Council with agenda items for the meeting.
- 225.8 WODC** - Parish Link Magazine tabled for Councillors to take.

02/226 Barnard Gate

Mrs Minch spoke on matters of concern to the residents of the village and the following were discussed:

- Lack of transport system. There is no bus service to the village and if this could not be provided by the bus companies, could it be investigated whether they could stop in the layby's on the A40.
- There is no 30 mph speed limit in the village and this raises safety issues. It is appreciated that this has been discussed with Oxfordshire County Council before but please could this be raised again. The traffic speeds through the village, particularly if there is any hold up on the A40. It is thought that the criterion is that a limit will not be provided for less than groups of 6 houses.
- There is no properly delineated footpath and this leads to visitors to the public house parking on what should be the footpath. This makes it very difficult for residents to walk safely to the post box. The Council will discuss this with the local police officer at his next visit.

All the above matters will be referred to Oxfordshire County Council and Thames Valley Police and will be discussed at the next Traffic Advisory Committee.

02/227 Village Hall Storage Area

The Chairman read out a letter from the Architect in which he confirms that the responsibility for authorizing the materials and the commencement of work was his.

Dr Wright reported the following from the emergency meeting of the Village Hall Management Committee:

- He had confirmed with the Secretary of Acre End Pre-School that the matter of funding had not yet been discussed by its Committee as they only meet very occasionally.
- The Secretary of the Pre-School had stated that he had spoken with the Clerk to the Council on many occasions regarding the lack of storage and that a metal shed had been suggested.
- At the meeting, the Chairman and Secretary of the Village Hall Management Committee had proposed that a sum of £200 be donated. An amendment was passed that this decision should be deferred until after the Parish Council meeting.
- The threat of possible arson to the storage area was felt not to be increased due to the extension.

Mr Green also gave a report on the emergency VHMC meeting, as follows:

- The Pre-School had maintained that 10% of the storage area had been cut when the toilets were put into the design and this is when the metal shed had been suggested. This had been overtaken when the design process moved on. The proposed metal shed was replaced by the present storage area.
- Part payment by the Parish Council was not suggested until the 6th September 2002. It is understood that the Pre-School now want the Parish Council to meet the whole cost.
- Mr Green voted against the VHMC giving any money towards the work as this would benefit only one user and would be morally wrong.
- The matter of the Pre-School raising money to provide the soft play area was immaterial as this benefited neither the Parish Council nor the VHMC. The storage area itself also benefited neither the Parish Council nor the VHMC.
- The concerns about graffiti had been discussed.

Proposed by Mr Mosson that the building stand but that the Parish Council should make no contribution to the cost. This was seconded by Mr Christiansen. The resolution was passed by nine votes for with one abstention.

The Clerk reported the following:

- The Planning Officer would not pursue the matter of an application provided:
 1. The Parish Council is happy that the extension is in keeping with the existing building and itself accepts it.
 2. The Parish Council is satisfied that this very unconstitutional matter will not be repeated and that all parties are aware of their limitations with regard to the contractual and legal responsibilities.
- No communication, verbal or written, had taken place between the Clerk and the Secretary of the Pre-School. Verbal discussion with the Supervisor of the Pre-School had taken place in November 2001 just after they had moved in. The Supervisor had complained that the storage was inadequate. The Clerk had pointed out that the size of the storage was as designed and agreed by all users.
- The Architect had verbally offered to reduce his fees for the refurbishment of the two offices from £2800 to between £1800 and £1900 because of the problems regarding the storage extension.

Proposed by Mr Rossiter and seconded by Mr Christiansen that, as the Parish Council had no responsibility, the bill for the works should be sent to the person who had authorized the work. Resolution passed by nine votes for with one abstention.

02/228 Internal Audit

The internal auditors report had been previously circulated, with the Clerk's responses and proposed actions. Proposed by Mrs Gerrans and seconded by Mrs Hughes that the report, with the Clerk's proposals, be accepted. Resolution passed unanimously.

02/229 Salary Awards

Mr Green left the meeting.

The Clerk reported on the recommended salary awards and travel expenses from the National Association of Local Councils. These are as follows:

- 3% from 1st April 2002 to 30th September 2002 (backdated)
- Additional 1% from 1st October 2002 to 31st March 2003
- 3.5% from 1st April 2003 to 31st March 2004
- Standing Charge increased from £702 per annum to £705 per annum
- Essential mileage from 31.2 pence to 31.6 pence
- Casual mileage from 34 pence to 35.8 pence

The recommendation is that the Clerk's salary award be as the above formula but that the award for the grounds, cleaning and maintenance staff is as follows:

- 4% from 1st April 2002 to 31st March 2003 (backdated)
- 3.5% from 1st April 2003 to 31st March 2004

The Chairman proposed that this increase should be extended to the grass cutters who had elected to invoice the Council rather than be employees as the Council got excellent value for money from them.

Proposed by Dr Wright and seconded by Mr Christiansen that the Clerk and Chairman's recommendations be accepted. Resolution passed unanimously.

02/230 Dates of Next Meetings

The dates of next Parish Council meetings are the 5th November 2002 and 19th November 2002 at 7.30 pm. **Note: The Annual Parish Council Finance meeting will be held on 26th November 2002 at 7.30 pm.** The Finance Committee meeting will be held on Thursday 31st October to discuss the budgets and 2003/2004 precept. Any members with matters for discussion at this meeting should contact the Clerk

The meeting closed at 9.30 pm.

Date of Signing:

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 5TH NOVEMBER 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs E Hastings, Mrs V Hughes, Mrs J Minch.
Messrs. B Christiansen, T Green, C Lewington, J Mittell, A Mosson, D Rossiter, Dr F W Wright

In Attendance J Heath (Clerk), Cllr. H Wyatt (OCC)

02/231 Police Report P C Connor reported the following events since his last visit:

- Parking problems in Millmoor Crescent. A parking ticket had been issued.
- Theft from a motor car.
- Theft of charity box from Tesco Express.
- Burglary at the Spar – an attempt to get cigarettes but nothing taken.
- Handbag stolen from Spar employee.
- Computer theft of between £125k and £250k from European Electronique on the trading estate.
- Criminal damage at Beech Road School.

Mr Lewington asked P C Conner what was being done regarding the persistent speeding by a known resident. P C Conner confirmed that he had spoken with the offender on many occasions and would do so again.

Mrs Gerrans asked when the police room in the village hall would be functional. P C Conner reported that they were still awaiting computers and signage and also availability of the front office from the booking clerk. Probable date would be in the new year.

The Chairman thanked P C Conner for his attendance. P C Conner left the meeting at 7.35 pm.

02/232 Apologies for Absence - Apologies received from Mrs M Jones, Mrs M Lewington, Mrs D Seeney.

02/233 Minutes of the Meeting of 15th October 2002

The Minutes were amended at Minute 02/227, page 4, para. commencing “Proposed by Mr Mosson” to amend “Mar” with “Mr”. The Minutes were then signed by the Chairman as a true record.

02/234 Urgent Business – There was no urgent business.

02/235 Declaration of Interests – The following recurring declarations were noted:

Village Hall Management Committee- Mr Green, Dr Wright
West Oxfordshire District Council – Mr Rossiter
Agenda item 10 –Trevor Green - Planning application No. W2002/1663

02/236 Accounts

Dr Wright queried whether the account from Broxap Mawrob for the cycle rack should be paid as there was a dispute on whether it would fit. The Clerk advised that refusal to pay the account for this reason would not be legal but that the cheque would not be sent if the decision was taken to exchange the rack (Agenda item 12). (**Mr Mittell joined the meeting**). Proposed by Mrs Gerrans and seconded by Mrs Minch that accounts in the sum of **£21,901.60**, as appended, be accepted. Unanimously agreed.

02/237 Matters Arising from the Minutes of 15th October 2002 and previous Minutes

02/237.1 -222.6 Village Hall - Report from Dr Wright:

- Completion of offices and Cadet’s store: Dr Wright reported that the lease with the Cadets had still not been signed.
- Dr Wright passed a letter from Mrs Laura Hutchins to the Clerk regarding the proposed worktop. The Architect had been asked to provide estimates. The Clerk pointed out that the Parish Council had, at the last meeting, decided that the decision with regard to the type of worktop would be taken after liason between with the Clerk, the Village Hall Management Committee and Mrs Hutchins. The Clerk to contact the architect to discuss.
- Heating system: The heating pumps had seized up and it was hoped that repairs would be made under the guarantee.

- Snagging list now completed. The Chairman of the Parish Council would contact the Architect to discuss.

- 02/237.2** **02/256** ORCC Action Day Dr Wright reported that he had received a response from the local MP and would be meeting with him to discuss Scout's fundraising efforts.
- 02/237.3** Market Square – Dr Wright brought up the matter of skateboarding and pointed out that WODC is taking out a bye-law to prohibit this in market squares.
- 02/237.3** **222.1** Play Area Maintenance Mr Rossiter now had copies of the relevant correspondence and would follow up with WODC.
- 02/237.4** **222.3** 17 Newland Street Mr Rossiter had ascertained that no planning permission had been granted and that WODC had been monitoring. Advised by the Planning Officer that a letter should go to the Enforcement Officer if problems are being encountered. Clerk to write to the Enforcement Officer and local resident to be advised to do the same.
- 02/237.5** Enforcement – Mr Rossiter updated on the current enforcement orders relating to Eynsham, two of which (Fir tree Farm and the Wharf) were now priority and the Enforcement Officer would be providing a listing on a regular basis. Mr Rossiter would keep the Parish Council updated.

02/238 County Council Report

The Chairman welcomed Cllr. Harry Wyatt who had provided a report to the Parish Council and was happy to answer questions.

Cllr. Wyatt updated the meeting on the new executive scheme which was now one year old. The new system appears to create more work and more paper but this may improve.

The following items were discussed:

1. Budget – it was inevitable that this would result in an increase in council tax.
2. The excellent performance of both schools was noted and it was agreed that the Clerk should write congratulatory letters to both Head teachers.
3. Cllr. Wyatt to ascertain how many children attending Bartholomew School are not resident in Eynsham Parish.
4. Cllr. Wyatt to investigate noise levels from the Youth Club which are sometimes greater than those emanating from the Village Hall, which has a noise limiter.
5. Monitoring by Trading Standards Department of sales of cigarettes, alcohol and fireworks to young people is ongoing. It is an intensive operation which involves parents, underage children, schools and the Trading Standards Department.
6. Citizenship as an addition to the National Curriculum. This was aimed originally at those with learning difficulties and is now extended to all children.
7. Fire and Rescue service attendance at car accidents and building site fires which have been left unattended. Cllr. Wyatt stated that it was not the policy of the fire service to charge for attending these incidents. Cllr. Wyatt confirmed that Green Goddesses would not do rescue work in the event of a strike. This would be done by the Navy Rescue teams.
8. Oxfordshire Museum's month of free admission had been very successful and had resulted in an increase in sales. However this would not be an ongoing increase and a bid for partial funding was being investigated.
9. Footpaths and bridleways. Several problems were reported to Cllr. Wyatt and he agreed to investigate these.
10. Cllr. Wyatt was asked if there was anything the Parish Council could do to assist Social Services in the way of letters of support. He responded that the Parish Council could lobby the Government but others had lobbied the Government and had received a very strange and unhelpful letter of response.
11. The flooding of Wytham Close following the resurfacing of the road was reported and Cllr. Wyatt would investigate.
12. A40 transport links. Cllr. Wyatt confirmed that David Young, the OCC officer dealing with this, would be consulting with the Parish Council.
13. Shores Green access to the A40 was discussed. Cllr. Wyatt agreed to investigate.
14. Stagecoach amendments to the bus service were discussed. The Clerk confirmed that the Parish Council's transport representative had been dealing with this. A copy of the correspondence to date to be forwarded to Cllr. Wyatt. The bus service to be an agenda item for the next Traffic Advisory Committee meeting in January 2003.
15. Cllr. Wyatt would ascertain if the proposed repairs to Cornmarket Street in Oxford would include the pavement area.

Cllr. Wyatt stated that it would take a little while to check all of these but he hoped that answers would be available for the next Parish Council meeting. The Chairman thanked Cllr. Wyatt for his attendance and very comprehensive report. Cllr. Wyatt left the meeting at 8.35 pm.

02/239 District Council Report

Cllr. Rossiter presented his report and was happy to answer questions or elaborate. Items discussed were:

1. West Oxfordshire Needs Survey had resulted in a wish for 220 low cost housing within Eynsham. Only 47 new houses had been built in the last 6 years and few of these had been affordable housing. Mr Rossiter would ascertain the density of Dovehouse Close.
2. The matter of the Draft Local Plan enquiry regarding the recommendation of no allocation for Eynsham was noted. The Council should be aware that there was now great pressure for more affordable housing in Eynsham.
3. The allocation of funding for the new sports hall at Bartholomew school was now confirmed and the Council would inevitably be approached for financial assistance as it had already expressed support in a general way. This should be taken into consideration when setting the budget.
4. Mr Rossiter confirmed that West Oxfordshire District Council had funds of £80 million at present but this was offset by debts which need to be repaid.
5. The dog fouling in Spareacre Lane and Back Lane was brought up and a request that the Dog Warden be asked to visit. It was pointed out that the warden needed to see the dog fouling the pavement before action could be taken.
6. The question was asked regarding the previous proposal to move Bartholomew School to Chilbridge Road and develop the present site and whether this was still a possibility. It was suggested that there was a possibility that this would be put forward by the developers at the Draft Local Plan enquiry.
7. It was confirmed that the Oxford Magnets planning application had been refused. However, the site was being leveled and this was permitted without planning permission. The Clerk to ascertain if the persons doing the leveling would be required to clean out the ditch adjacent to the allotments.

Mr Rossiter was thanked by the Chairman for his report.

02/240 Items Raised by Members of the Public

02/240.1 The loss of the Stagecoach X3 service down Spareacre Lane was causing hardship to some residents. It was pointed out that the No.11 was still servicing this area. This was felt to be less convenient. Matter to be on the agenda for the Traffic Advisory Committee.

02/241 Planning

02/241.1 Planning Decisions:

The undermentioned conditional grants were noted:

W02/1253		Demolition of existing retail building	3 Thames Street,
W02/1254		Erection of replacement retail unit, three 2 bedroom flats with associated Parking and landscaping. (Amended Plans)	
W02/1393	15 Aug 02	Erection of first floor side extension conservatory to rear elevation	98 Dovehouse Close
W02/1501	20 Aug 02	Internal alterations to re-position door	9 Thames Street
W02/1618	29 Sept 02	Erection of rear conservatory	73 Spareacre Lane
W02/1523	10 Sept 02	Demolition of existing rear extensions. Alterations to include erection of Two storey extension	12 Abbey Street

The undermentioned refusal was noted:

W02/1431	21 Aug 02	Erection of single storey front extension to be used for hairdressing salon	11 Hanborough Road
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Refused on the grounds that “The siting of a single storey extension will result in a visually prominent and incongruous addition to the existing terrace” (contrary to Policy BE3 of Local Plan).

“The use of the proposed extension as a barbers facility by reason of the number of pedestrian and vehicular movements will result in unacceptable levels of noise , disturbance and intrusion for residential occupiers living next to the property”(contrary to policies BE3 and E3 of the Local Plan).

02/241.2 Planning Applications

W02/1663 8 Oct 02 Construction of two detached dwellings & new vehicular access Land adj. Tanners Lane
This application has been considered by the Planning sub-Committee of the Parish Council and a decision of “No objection” has been made.

Although a decision of “no objection” had been forwarded to the District Council, it was proposed by Mrs Gerrans and seconded by Dr Wright that a letter is sent commenting on the potential access difficulties in an unmade private road, following concerns raised by residents. **Resolved** by ten votes for with one abstention.

8.5/4210/3 19 July 02 Deposit of inert waste materials to restore original land levels and improve agricultural productivity City Farm, Eynsham SP431114

Proposed by Mr Green and seconded by Dr Wright that the previous improvements suggested by the Parish Council, not addressed by this additional information, should be reiterated. These in respect of moving the access road to the north of the stream that will mean existing trees will offer some protection. **Resolved** by ten votes for with one abstention.

02/241.3 - Planning Applications (delegated)

W02/1712 16 Oct 02 Erection of double garage to front elevation 57 Old Witney Rd

Proposed by Dr Wright and seconded by Mr Mittell that there be **no objection** to this application. **Resolved** by ten votes for with one abstention.

W02/1731 23 Oct 02 Alterations and erection of single storey and first floor rear extensions 55 Millmoor Crescent

Proposed by Dr Wright and seconded by Mr Mittell that there be **no objection** to this application. **Resolved** by ten votes for with one abstention.

W02/1734 22 Oct 02 Alterations and erection of single storey side extension to north elevation 56 Mill Street

Proposed by Mr Green and seconded by Mrs Hastings that there be **no objection** to this application. **Resolved** by ten votes for with one abstention.

02/242 Correspondence

- 242.1** **WODC** - West Oxfordshire Area Forum Meeting. Dr Wright and Mr Mittell to attend the January meeting. Mrs Gerrans to check her diary for February meeting.
- 242.2** **WODC** - Good Practice Guidance for Councillors and Officers dealing with Planning Matters taken by members.
- 242.3** **Wychwood Project** – It was agreed that the application for a grant should be supported by the latest accounts.
- 242.4** **WODC** – The Cabinet Decisions of 16th and 30th October 2002 were taken by the Chairman
- 242.5** **OCC** - Local Transport Plan Annual Progress Summary Leaflet noted.
- 242.6** **West Oxfordshire Network** - Roadshow on funding opportunities – Dr Wright and Mr Mosson took details of this.
- 242.7** **ORCC** - Community Fund (National Lottery Charities Board) Seminars . Mr Christiansen booked to attend this.
- 242.8** **OCC** - Review of Council Rail Aspirations noted.
- 242.9** **SE England Regional Assembly** - Destination South East – Synopsis of Regional Spatial Planning Strategy for Tourism Consultation Draft noted. Harnessing the Elements – Synopsis – A strategy for Energy Efficiency and Renewable Energy Consultation Draft noted.
- 242.10** **Community Health** - Newsletter noted.
- 242.11** **Countryside Agency** - Vital Villages, Get your Community Moving, Local Heritage Initiative leaflets noted.

- 242.12 **S J Burke** – A letter regarding bus shelters in High Street was discussed. It was agreed that the previous decision of the Parish Council not to provide bus shelters in the conservation area should stand. A letter to be sent to Mr Burke explaining the Council's position and also pointing out the difficulties in providing shelters on this very narrow footpath.
- 242.13 **Harry Goldstein** – Mr Goldstein's letter to the Chairman of the Village Hall Management Committee, copied to the Parish Council for information, was noted.
- 242.14 **David Cameron M.P.** - Mr Cameron's response to the Council's letter re. Community Hall funding plus copy of Hansard was noted. It was agreed that the proposed meeting with Mr Cameron should be deferred until after the meeting with the pavilion users on 14th November.
- 242.15 **David Pimm** – The query regarding impact on yellow lining and waiting restriction to Abbey Park House was noted and Dr Wright to provide a copy of the plans to Mr Pimm.

02/243 Village Hall Storage Area

- 243.1 Trees - The Clerk reported that she had requested two firms to advise on the trees and to provide quotes if the trees required pollarding. Due to the gales of the previous week, both of the firms were unable to visit the site just yet but would be doing so in the near future.
- 243.2 Cycle Racks - The Clerk reported that the cycle racks had been received but not installed as there was a dispute between the Village Hall Chairman and Council members/employees as to where it should be safely sited. Mr Green to be available at 9.30 pm on Saturday 9th November to show the members the two proposed sites. Dr Wright to invite members of the Village Hall Management Committee to attend. A decision to be made at the next Parish Council meeting. The cheque to be despatched.
- 243.3 Building Regulations The Clerk reported that a letter had been received from WODC regarding building regulations for the internal alterations. The Architect had cleared this with the previous officer (now left) who had advised that none were required. The new officer was willing to accept this as the works were now completed but had requested a visit from the Fire Officer to provide a fire certificate. The Chairman pointed out that the rooms should not be used until a valid fire certificate was received. Should they be used and any problem arose, the members of the Village Hall Management Committee would be personally liable.

02/244 Sports Pavilion

- 244.1 Users The agent used for setting the alarm in the evenings had provided dates in the past two months when the pavilion had been left unlocked and lights left on. This had caused concern. However, the agent now reported that there had been a great improvement in the last two weeks and it was agreed that this should be discussed at the Pavilion Users meeting on the 14th of November.
- 244.2 Alarm The separation of the alarm had now been completed and was ready to be reset. The agent had suggested that one or two of the users of the compound should be on the telephone list for the compound alarm. This would be discussed at the Pavilion Users meeting. The agent to be asked to ensure that the alarm is not now affected by vermin, birds or insects before activating the telephone system.

02/245 Dates of Next Meetings

The dates of next Parish Council meetings are the 19th November 2002 and the 3rd December at 7.30 pm. **Note: The Annual Parish Council Finance meeting will be held on 26th November 2002 at 7.30 pm.** The Finance Committee recommendations for the 2003/2004 will be circulated prior to this meeting.

The meeting closed at 10 pm.

Date of Signing:

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 19TH NOVEMBER 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs V Hughes, Mrs M Jones, Mrs J Minch, Mrs D Seeney.
T Green, J Mittell, A Mosson, D Rossiter, Dr F W Wright.

In Attendance: J Heath (Clerk)

02/246 Police Report P C Conner reported that he was being transferred from Eynsham to Long Hanborough. The Eynsham vacancy had been advertised and applications needed to be in by 5th December, with a possible start date before Christmas. The Chairman and Council thanked PC Conner for his time and his company and wished him good luck and success.

02/247 Apologies for Absence - Apologies received from Messrs. B Christiansen who was away.

02/248 Minutes of the Meeting of 5th November 2002

The Minutes were amended at Minute 02/237.4 , to remove “Woodstock had taken” and insert “WODC is taking” and adding “in market squares” . The Minutes were then signed by the Chairman as a true record.

02/249 Urgent Business – Dr Wright reported that Mrs Sheila Rock of Cassington had recently died. Mrs Rock had been a member of the joint Gravel Committee and had also assisted with the A40 enquiry. The Council requested that Dr Wright send the Parish Council’s condolences on the death of Mrs Rock.

02/250 Declaration of Interests – The following recurring declarations were noted:

Village Hall Management Committee- Mr Green, Dr Wright
West Oxfordshire District Council – Mr Rossiter
Agenda item 6 –Mr Green - Accounts

02/251 Matters Arising from the Minutes of 5th November 2002

02/251.1 **02/240 Buses** - There appeared to be two reported problems. The matter of the re-routing down Queen Street, to be discussed under agenda item 9 and the poor publicity by Stagecoach in respect of the number 11 bus, which still runs along Spareacre. It also appears that the timetables are incorrect. This will be placed on the agenda for the next meeting.

02/251.2 **02/237.3 - Market Square** The matter of being included in the District Council bye-law to prohibit skateboarding to be put on the next agenda.

02/251.3 **02/237.5 -Enforcement** – Corlan Farm is being followed up and a planning application may be forthcoming.

02/251.4 **02/237.3 Play Area Maintenance** Mr Rossiter reported that RoSPA should have contacted the Parish Council for the autumn inspection. The Clerk confirmed that there had been no contact.

02/239 **District Council Report** – Mr Rossiter confirmed that the density of Dovehouse Close was approximately 40 per ha. The recommended figure is between 30 – 50 ha.

02/252 Accounts

Mr Green declared an interest and withdrew from the meeting. The account in the sum of £514.61 to Lawnmower Sales & Service was queried. This relates to the annual service, a repair to the cutting deck and new cutting blades Proposed by Dr Wright and seconded by Mr Mittell that accounts in the sum of **£ 4,300.52**, as appended, be accepted. Unanimously agreed. **Mr Green returned to the meeting.**

02/253 Items Raised by Members of the Public

There were no items raised by the public.

02/254 Planning

02/254.1 Planning Decisions:

There were no planning decisions. It was reported that the application for development adjacent to Tanners Lane had been withdrawn.

02/254.2 Planning Applications

W02/1798 5 Oct 02 Change of use of ground floor from police office area office to Use Class B1 35 Newland Street
Proposed by Mrs Gerrans and seconded by Mrs Seeney that there be **no objection**. **Resolved** by nine votes for with one abstention.

02/254.3 - Planning Applications (delegated)

W02/1795 5 Nov 02 Construction of new front entrance porch The Croft, 14A Newland Close
Proposed by Mrs Gerrans and seconded by Mrs Seeney that there be **no objection**. **Resolved** by nine votes for with one abstention.

02/254.3 – Other Planning Matters

8.5/4210/3 19 July 02 Deposit of inert waste materials to restore original land levels and improve agricultural productivity City Farm, Eynsham SP431114

The Clerk read out the letters from Dr Deborah Rogers and Dr K Hollowood to the Environment Protection Officer and Mr David Young of OCC. These pointed out the existing site breaches of a number of Waste Management Operational Conditions.

02/254.4 – Report on Planning Roadshow at WODC

The Chairman reported on the meeting attended by him, Mrs Minch and Mrs Seeney. The highlights of matters discussed were:

- Local Plan – There had been 650 representations and 1500 separate matters raised. These were in respect of 60 alternative sites.
- Affordable housing – Provision on brown field sites and land adjacent to existing villages. 30% to Witney and Carterton and 50% to other areas. Eynsham featured prominently in this area.
- Delegated powers – Pressure from central government for District to delegate more applications to Officers. From the present 50% to 90%. This would allow for more representations at the meetings.
- Streamlining of meetings – again with the view of allowing more representations.
- Enforcement – Consultation paper to come. To be speeded up and fines increased. Better reporting system required and more resources to be allocated.
- Role of Parish Councillor who is also a District Councillor - This was clarified and Eynsham Parish Council's only Councillor to fall into this category already conforms to the requirements.
- Housing Density.
- Website.

02/255 Correspondence

- 255.1 Information Commissioner** - Freedom of Information Act 2000 – Model Publication Scheme tabled. The Clerk to report back on seminar at the next meeting
- 255.2 OALC** - Details of the meeting November 25th at Kidlington passed to Dr Wright as the OLAC representative.
- 255.3 WODC** - Cabinet Decisions of 13 November 2002 passed to the Chairman
- 255.4 Mrs Jean Mittell** – Mrs Mittell's request for traffic Calming ramps in Queen Street to be referred to the Traffic Advisory Committee in January. The matter of the rerouting of the No.18 service down Queen Street would be discussed at the next meeting, together with the publicity problems regarding timetables.
- 255.5 Princess Royal Trust** – The Caring Matters Newsletter was noted.
- 255.6 Blake Laphorne Solicitors** - Application for Transfer of Licence to William Monaghan and Clare Hepworth (formerly Wadsworth) in respect of The Boot Inn, Barnard Gate.
- 255.7 RNIB** – The letter of request for a Parish Councillor to volunteer to fund raise for the Institute by taking part in the "Jail and Bail" Charity Event was read out.
- 255.8 Cllr Wyatt** – The letter responding to the questions raised at the last meeting was circulated. Councillors to contact Cllr Wyatt if they have any further queries.

255.9 Scouts – A letter from Mr Walker, the scout leader, was read out. The Clerk to ascertain the figures in respect of the Scout hut refurbishment and respond to Mr Walker.

02/256 Matters Arising as an Agenda item

The Chairman explained the reason for this item. There had been complaints regarding the amount of time this item was taking. The Clerk had reported that items brought up under Matters Arising should not be discussed for decision and should be regarded as an information item only. Any items requiring a decision should always be an agenda item. The reason being to ensure transparency and to allow Councillors time to consider the matter. This had not always been done in the past.

There was then full and considered discussion on the matter. The Chairman summed up that there were three options open to the Council:

- 1) To delete Matters Arising from the Agenda
- 2) To provide an agenda item for a report from the Clerk – for information and update only
- 3) The status quo – this would have to be formalized in Standing Orders.

Proposed by Mr Mosson and seconded by Mrs Minch that Matters Arising should be removed from the agenda and substituted with a Clerk's report for a period of three months.

An amendment was proposed by Dr Wright and seconded by Mrs Gerrans that Matters Arising should remain on the agenda but be confined to information on specific items and to a strict time limit for a period of three months.

The amendment was lost by four votes to six.

The original proposition was won by six votes for and four against. Dr Wright requested that his objection be recorded in the minutes.

Resolved that Matters Arising should be removed from the agenda and substituted with a Clerk's report for a period of three months.

02/257 Village Christmas Decorations

Following a full and considered discussion it was proposed by Mr Mosson and seconded by Mrs Seeney that the Clerk investigates the purchase of four brackets, four Christmas trees with coloured lights to be fitted on the Bartholomew Rooms and additional white lights to decorate around the building.

An amendment was proposed by Mrs Jones and Mrs Minch that all the lights should be white. The amendment was lost by three votes for and five votes against, with one abstention.

The original proposition was won by five votes for and three against, with one abstention.

Resolved that the Clerk investigates the purchase of four brackets, four Christmas trees with coloured lights to be fitted on the Bartholomew Rooms and additional white lights to decorate around the building.

02/258 Village Hall

258.1 Trees in Back Lane

The Clerk reported that only one quote had been received, this being a total of £155 to provide minimum statutory clearance for high sided vehicles. Proposed by Mr Mosson and seconded by Mrs Jones that the Clerk to instruct tree surgeons to go ahead, on receipt of a second quote. Unanimously agreed.

258.2 Cycle Racks

The Chairman passed around photographs of the site. Proposed by Mrs Hughes and seconded by Mrs Minch that the Clerk to instruct contractors to fix the rack on the grass area parallel to the wall and close to the gas meter subject to three quotes being obtained and the cost being within her powers. **Resolved** by eight votes for and one against the proposition with one abstention.

258.3 Worktop

The Clerk reported that there had been a site meeting between Mrs Laura Hutchins, the Architect and herself to ascertain the type of worktop required by the Community Education Centre. Following discussions it was ascertained that the CEC would be happy to work with the hall's present tables and chairs until there was a decision on the outcome of a bid for desktop computers. The Council requested that the Village Hall representative should ask the Village Hall Management Committee to reconsider their application for a folding worktop in the light of the new information.

258.4 Other Matters

Snagging list now supplied to the Chairman by the Architect.
Other matters raised by Chairman of Village Hall Management Committee but these were not relevant to the Parish Council.

02/259 **Sports Pavilion**

259.1 Users

The Chairman reported on the meeting of the 14th November which has proved partly useful and partly irrelevant.

The Users wished the present grant application to be pursued and were prepared to put in a development plan and complete the application.

There was a complaint regarding lighting at the pavilion and the Clerk would have this fixed as soon as possible. Additional lighting to be investigated when plans are finalised. Cutting back the trees to be investigated.

259.2 Alarm The separation of the alarm had now been completed and was ready to be reset. The Chairman asked if any of the clubs would be willing to be on the alarm telephone list. They would go back to their committees for guidance.

02/260 **Play Area Maintenance**

This item is recorded at Annexe A and is a Confidential Matter.

02/261 **Dates of Next Meetings**

The Annual Parish Council Finance meeting will be held on 26th November 2002 at 7.30 pm. The dates of next Parish Council meetings are the 3rd December 2002 and the 17th December 2002 at 7.30 pm.

The meeting closed at 10.05 pm

Date of Signing:

AT THE SPECIAL FINANCE MEETING OF EYNESHAM PARISH COUNCIL
HELD ON TUESDAY 26TH NOVEMBER 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNESHAM

Present: G Beach (Chairman)

Mrs L Gerrans, Mrs E Hastings, Mrs V Hughes, Mrs M Jones, Mrs D Seeney
Messrs. B Christiansen, T Green, A Mosson, D Rossiter (part), Dr. F W Wright
J Heath (Clerk)

02/262 Apologies for Absence:

Apologies for absence were received from Mr J Mittell (unwell), Mr Rossiter (late apologies).

263 Minutes of the last meeting

These were signed as a true record by the Chairman.

264 Financial Regulations

The Finance Sub-Committee had agreed these at its last meeting and recommended adoption of these by full Council. A copy was provided for each member for reference. The Council felt that it was unable to accept the recommendation of the Sub-Committee without having read the document. This to be an agenda item for the meeting of 17th December 2002.

265 Review of Hiring Charges

265.1 Pavilion

It was proposed Mr Mosson and seconded by Mrs Hastings that the charges for the Pavilion facilities remain the same at:

Changing Rooms:	Seniors	Winter £20 and Summer £18
	Juniors	£8 all year
Shower/Changing Rooms/Social Area/Kitchen:	Regular Users Senior	£28 per day
	Regular Users Junior	£10.50 per day
	Casual Users	£30 per session
		A session being morning (9am – 1pm); afternoon (1pm – 5 pm); evening (6pm –10pm).
Social Area (including kitchen)	Regular Users	£23 per session
	Casual Users	£28 per session

Unanimously agreed. **Resolved** that the above charges remain the same for the year 2003/2004.

265.2 Pitches

It was proposed Mr Mosson and seconded by Mrs Hastings that the charges for the pitch hire remain the same at:

Senior teams	£18 per match
Junior teams	£8 per match

Unanimously agreed. **Resolved** that the above charges remain the same for the year 2003/2004.

265.3 Bartholomew Room Upper and Lower Chambers

Proposed by Mr Green and seconded by Dr Wright that the hiring charges per session remain the same:

Village Organisation:	£12 year round
Other Organisations	£22 year round
Group bookings (10 or more sessions):	
Village Organisation:	£10 year round
Other Organisations	£20 year round

A session is morning (9 am to 1pm), afternoon (1 pm to 5pm) or evening (6 pm to 10 pm). Less than a full session will be at the discretion of the Clerk.

Unanimously agreed. **Resolved** that the above charges remain the same for the year 2003/04.

265.4 Art Group

Proposed by Dr Wright and seconded by Mrs Seeney that the charges to the Art Group remain the same at £75 per quarter for the Lower Bartholomew Room. Unanimously agreed. **Resolved** that the charge to the Art Group remain at £75 per quarter.

265.5 Allotments

Proposed by Mr Mosson and seconded by Mrs Hastings that the annual charge be increased from £700 to £725. Unanimously agreed. **Resolved** that the charge to the Allotment Association be increased to £725 per annum for the year 2003/04.

265.6 Review of Charges to Other Sports

Croquet Proposed by Mr Mosson and seconded by Mrs Hastings that the charge to the Croquet Club remain the same at £150. Unanimously agreed. **Resolved** that the charge to the Croquet Club remain at £150 per annum.

A full breakdown of the new charges is appended to the Minutes.

266 Grant applications – 2003/2004

Details of the Grant applications received had been previously circulated, together with details of last year's grants awarded.

Eynsham Neighbourhood Care Scheme	Proposed by Dr Wright and seconded by Mr Green that a grant of £500 be awarded. Unanimously agreed.
Royal British Legion	Proposed by Dr Wright and seconded by Mrs Jones that a grant of £100 be awarded. Unanimously agreed.
Village Show	Proposed by Dr Wright and seconded by Mrs Hughes that a grant of £200 be awarded. Unanimously agreed.
Older Folks Club	Proposed by Dr Wright and seconded by Mrs Gerrans that a grant of £100 be awarded. Unanimously agreed.
Winged Fellowship	Proposed by Dr Wright and seconded by Mr Green that a grant of £50 be awarded. Passed by eight votes for with one abstention.
Volunteer Link-Up	Proposed by Dr Wright that a grant of £50 be awarded. There was no seconder and no grant was awarded.
Samaritans	Proposed by Mr Green and seconded by Mrs Hastings that no grant be awarded. There was amendment proposed by Dr Wright and seconded by Mr Christiansen that a grant of £50 be awarded, should it be applied for. The amendment was lost by five votes against and four votes for. The original proposal was passed by five votes for and four votes against. No grant was awarded.
Oxfordshire Carers' Forum	Proposed by Dr Wright and seconded by Mr Mosson that a grant of £200 be awarded. Unanimously agreed.
Eynsham Cricket Club	Proposed by Dr Wright that a grant of £500 be awarded. There was no seconder. Proposed by Mr Christiansen and seconded by Mr Green that a grant of £250 be awarded. There was amendment proposed by Mr Mosson and seconded by Dr Wright that a grant of £750 be awarded. The amendment was carried by six votes for and 2 votes against with one abstention. Mr Green wished that his vote against be recorded. £750 grant awarded.

Mr Rossiter joined the meeting

Hanborough Day Centre	Proposed by Mr Green and seconded by Mr Christiansen that there be no grant awarded. Agreed by eight votes for with two abstentions. No grant was awarded.
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Resolved that the Council in accordance with its powers under Section 137 and 139 of the Local Government Act 1972, should incur expenditure of £1900, as noted above, which in the opinion of the Council is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

Wychwood Project	Proposed by Dr Wright that a grant of £200 be awarded. There was no seconder. Proposed by Mrs Hughes and seconded by Mr Rossiter that a grant of £100 be awarded. Agreed by nine votes for with one abstention.
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- Witney & District Citizens Advice Bureau **£100 grant awarded.** Proposed by Dr Wright and seconded by Mr Christiansen that a grant of £500 be awarded. An amendment was proposed by Mrs Seeney and seconded by Mr Mosson that a grant of £250 be awarded. A further amendment was proposed by Mr Green and seconded by Mrs Hastings that a grant of £200 be awarded. The second amendment for £200 was lost by two votes for and eight votes against. The first amendment was carried by six votes for and three votes against with one abstention. **A grant of £250 awarded.**
- WRVS Proposed by Mrs Hastings and seconded by Mrs Seeney that no grant be awarded. Unanimously agreed. **No grant was awarded.**

Resolved that the Council in accordance with its powers under Section 19 (b) of the Local Government (Miscellaneous Provisions) Act 1976 and Section 142 (2A) of the Local Government Act 1972 respectively, should incur expenditure of £350, as noted above.

Total grants are £2250.

267 Estimated Expenditure for current year and next year

The Chairman reported that the Finance sub-Committee had looked at the figures for the six months and confirmed that in the main the expenditure was on target. The biggest variation appeared to play equipment/area section. The Sub-Committee felt that the sum proposed for the year 2003/04 should, with care, be sufficient.

The following were proposed by Mr Mosson and seconded by Mr Green on the recommendations of the Finance Sub-Committee:

- | | | | |
|--------------|-------------------------------------|---|--|
| 267.1 | <u>Administration</u> | | £35,000 – Agreed unanimously |
| 267.2 | <u>Grass Cutting</u> | | £7,000 – Agreed unanimously |
| 267.3 | <u>Properties</u> | Bartholomew Rooms | £2,000 – Agreed unanimously |
| | | Sports Pavilion & Toilet Block Maintenance | £10,000 - Agreed unanimously |
| | | Proposed by Mr Mosson and seconded by Mr Green that the Reserve Account for the sports buildings and car park facilities be renamed “The Oxford Road Sports Fields Reserve”. This would have the effect of permitting expenditure on any sports requirements in the two fields. | |
| | | An amendment was proposed by Mrs Seeney and seconded by Mr Christiansen that the Reserve Account be renamed “The Oxford Road Buildings and Car Park Reserve”. The amendment was carried by nine votes for with one abstention. Resolved that the Reserve Account “The Pavilion Refurbishment Reserve” be renamed “The Oxford Road Buildings and Car Park Reserve”. | |
| | | The Oxford Road Buildings and Car Park Reserve | £15,000 - Agreed unanimously |
| 267.4 | <u>Street Furniture</u> | | £1,000 - Agreed unanimously |
| 267.5 | <u>Free Resources</u> | in addition to grants above – for floral and Christmas displays | £1,750 - Agreed unanimously |
| 267.5 | <u>Churchyard</u> | Maintenance | £1,000 - Agreed unanimously |
| | | Earmarked Reserve for purchase of land | £1,000 - Agreed unanimously |
| 267.6 | <u>Community Facilities Reserve</u> | | £15,000 - Agreed unanimously |
| | | Proposed by Mr Mosson and seconded by Mrs Seeney “That it be Minuted that the intention is that this £15,000 allocated to the Community Fund Reserve should be used for a skateboard park if this proceeds”. Carried by five votes for and four votes against with one abstention. | |
| 267.7 | <u>Play Equipment/Areas</u> | Maintenance | £1,500 - Agreed unanimously |
| | | Reserve for replacement equipment | £3,000 - Agreed unanimously |
| 267.8 | <u>Traffic Calming</u> | Reserve Fund | £1,000 – Eight votes for one against with one abstention |

268 Earmarked reserves

The total amounts in earmarked reserves were noted:

- 268.1 Community Programme Reserve:** £72,539 total. Amounts still to be taken from the reserve include £23,054 for Scout HQ; Architect’s accounts in respect of Village Hall and Committee/Police Rooms; Contractor’s retention amount (2.5% of total cost); £5274 for refurbishment of Committee Room and Police Room; landscaping and works to fix cycle rack. The final amount expected to be left in the account is not precise but expected to be between £15,000 to £20,000.
- 268.2 The Oxford Road Buildings and Car Park Reserve:** - £119,060.
- 268.3 Bartholomew Rooms Reserve:** For refurbishment of furniture - £1,598.
- 268.4 Traffic Calming Reserve:** Projects for Mill Street and requests for Witney Road and Oxford Road - £4,106.
- 268.5 Street Furniture Reserve** Account still outstanding for Millennium bench. New notice board and cycle racks required - £5,100.
- 268.6 Play area Reserve:** for replacement equipment - £2,500.

269 Precept 2003/2004

Proposed by Mr Mosson and seconded by Mr Green that the decided precept of £96,500 be allocated. Unanimously agreed. Details are appended. **Resolved** that the Parish Precept for the year 2003/2004 be set at £96,500.

270 Close of Meeting

The Chairman closed the meeting at 9.37 pm.

Date of Signing:

Chairman

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 3RD DECEMBER 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs V Hughes, Mrs J Minch (part-time)
Messrs. B Christiansen, T Green, A Mosson, D Rossiter, Dr F W Wright.

In Attendance: J Heath (Clerk)

02/262 Apologies for Absence - Apologies received from Mrs M Jones and Mrs D Seeney who have previous engagements also Mrs Hastings, Mr & Mrs Lewington and Mr Mittell, all unwell. Late apologies were accepted from Mrs J Minch.

02/263 Minutes of the Meeting of 19th November 2002

The Minutes were signed by the Chairman as a true record.

02/264 Urgent Business

The Chairman asked for details of those members intending to attend the Scouts Christmas evening on 13th December.

02/265 Declaration of Interests – The following recurring declarations were noted:

Village Hall Management Committee- Mr Green, Dr Wright
West Oxfordshire District Council – Mr Rossiter

Mr Green declared an interest in Agenda item 6 - Accounts

02/266 Clerk's report

The Clerk updated members on the outstanding matters from previous business. A list of these had been provided and all members were requested to speak with the Clerk with regard to any queries. The list will be updated and circulated on a regular basis.

02/267 Accounts

Mr Green left the meeting. Proposed by Mrs Gerrans and seconded by Mr Christiansen that accounts in the sum of **£1,176.22**, as appended, be accepted. Unanimously agreed. **Mr Green returned to the meeting.**

02/268 Items Raised by Members of the Public - There were no items raised by the public.

02/269 Planning

02/269.1 Planning Decisions:

The following application, given conditional approval was noted:

W02/1731 23 Oct 02 Alterations and erection of single storey and first floor rear extensions 55 Millmoor Crescent

02/269.2 - Planning Applications (delegated)

W02/1865 16 Nov 02 Alterations to include insertion of dormer windows and one rooflight, erection The Haven, 2
W02/1866 and conservatory to rear elevation Newland Street

Proposed by Mr Green and seconded by Mr Christiansen that there be **no objection** to the application but that the comment should be made that the Council is concerned that the front dormers appear out of character in a conservation area.

Resolved by six votes for with one abstention.

W02/1891 20 Nov 02 Erection of single storey side and first floor extension 2 City Farm Cottage

Proposed by Dr Wright and seconded by Mr Green that there be **no objection** to this application. Mr Mosson proposed an amendment that the application be objected to on the grounds that it was overdevelopment of the site. There was no seconder.

Resolved that there be no objection by five votes for with one against and with one abstention.

W02/1892 20 Nov 02 Erection of two storey side extension 1 City Farm Cottage

Proposed by Dr Wright and seconded by Mr Green that there be **no objection** to this application. **Resolved** by six votes for with one abstention.

02/269.3 – Other Planning Matters

8.5/4210/ & W02/1337 Deposit of inert waste material to restore original land levels and improve City Farm agricultural activity.

Dr Wright reported on the site meeting which had taken place on 2nd December 2002. Also present were Mrs Margaret Jones, representatives from Church Hanborough, members of Oxfordshire County Council, members of West Oxfordshire District Council, Officers from OCC and the applicants and their agent.

The following matters of concern were raised:

- Plans were inaccurate
- Visibility poor regarding the access road
- Matter of the new application for a time extension for the recycling works

Dr Wright then also attended the County Council committee meeting and reported the following:

- Application for waste deposit and recycling should be considered at the same time
- Application for recycling would be forwarded to Parish Council for comment.
- Site plans to be corrected
- Reconsideration of the access road

The matter was deferred until the above items and were resolved.

02/270 Correspondence

02/270.1 WODC - Request for feedback on Planning Roadshows to the Chairman and Cllrs. Minch & Seeney. The Chairman confirmed that he had responded.

02/270.2 ORCC - The County Council Grant aid for Village Hall/Community Centre Building Projects application pack was for 2003/04 and it was agreed that this could be deferred until a decision had

been received from the Football Foundation.

02/270.3 Stanhope Wilkinson - Details of extensions on Village Hall contract and resultant late completion were noted. The Clerk to ask advice from the Architect in respect of a claim against the contractors.

02/270.4 WODC – Copies of the Register of Electors were requested by four members

02/270.5 WODC - Cabinet Decisions of 27th November 2002 were passed to the Chairman

02/270.6 Samaritans - Letter for consideration for grant was read out by the Clerk. It was proposed by Mr Mosson and seconded by Dr Wright that the decision taken at the Finance Meeting of 26th November should be rescinded. Other members agreeing to sign the rescission notice were Mrs L Gerrans, Mrs V Hughes, Mr B Christiansen and Mr D Rossiter. Mr Green requested that his objection be minuted.

02/270.7 Mrs Jean Towns - The Clerk read out the complaint regarding Witney Road rose garden and this was discussed.

Mrs Minch joined the meeting.

The Clerk was instructed to write back to Mrs Towns explaining the history and assuring her that the Parish Council would monitor the situation.

02/270.8 West Oxfordshire Housing - Car Parking improvement scheme 19 – 25 Wytham View to be referred to the Traffic Advisory Committee.

02/270.9 West Oxfordshire Housing - Car Parking improvement scheme 63 – 67 Wytham View to be referred back to the Traffic Advisory Committee.

02/270.10 OCC - Letter regarding Market Square bollards. The Clerk to respond to OCC.

02/271 Eynsham Army Cadet Force

02/271.1 Lease: This was agreed and signed by the Chairman and Vice-Chairman

02/271.2 Loan to Village Hall Management for alterations to hall: Proposed by Mr Rossiter and seconded by Mr Christiansen that the loan from the Parish Council should be repaid in equally quarterly

payments
Committee.

co-terminus with the payments from the Cadets to the Village Hall Management
Resolved unanimously.
The Clerk to write to the Trustees stating the terms of the loan.

02/272 Market Square – Skateboarding Bylaw

The Clerk to investigate how the byelaw can be obtained and report back to the Council.

02/273 Playing Fields

02/273.1Litter Bins: Proposed by Mr Mosson and seconded by Mrs Gerrans that four litter bins be ordered for the playing fields and play areas. Mr Green proposed an amendment that three bins be purchased. There was no seconder. **Resolved** by six votes for with one against and one abstention. Mr Green requested that it be minuted that he voted against this. Mrs Gerrans suggested that the Playing Field Management Committee should be approached for a donation towards the bin in the south playing field.

02/273.2Football Training: Mr Mosson reported that there were still problems in respect of the boys clubs training on the north playing field pitches. The problem arises because all the pitches are designated for use and training facilities are limited. The Clerk to write to the Secretary of Eynsham United Boys Football Club and Eynsham Boys Football Club advising that there is to be no training on the north field pitches until further notice.

02/274 Cricket Club Presentation - Standing Orders were suspended at 8.50pm

The Chairman welcomed Mr Peter Jones and Mr Richard Lake, who would give the presentation

Mr Lake explained the aims of the Cricket Club and projected the position that it would like to be in by July 2006.

At present the Club had over one hundred young cricketers (aged from under 10's to 17 years. It was impossible to satisfy the demand for junior cricket with the present facilities. They were coached by qualified coaches and the aim was to obtain county level cricket both for the junior and the senior teams. They were already playing in league games. Coaches were active in the village primary school during the summer. By 2003 it was expected that there will be 2 junior teams and by 2004 3 junior teams.

The present pitch will not support that level of cricket and it was already wearing badly. The outfield is used by the football teams during the football season and the carnival created problems also. The Club's ambition for the village to achieve County level cricket is difficult to attain.

The club had signed a 30 year lease for a new field. This was an expensive project and the club would welcome any financial support. The Croquet Club and some of the Junior football teams had shown interest in playing on the new field.

The club had taken advice from the Planning Officers at West Oxfordshire District Council who appeared to be confident that the required change of use from agricultural use and the planning permission would be successful.

Sport England were being approached for grant aid as was WODC. Local building firms had been approached for practical assistance and personal commitments had been obtained from local businesses. At present more than £10k had been raised by the club itself.

Aims: Phase I – to lay a proper square and outfield next spring with the aim to play junior cricket in 2004.

Phase II – to build a car park and pavilion by 2004 but only if the funding is in place and there was no financial risk.

Phase III - facilities to be up and running.

Future: Possibility of tennis courts and Astroturf football pitch.

Answering questions from the members the following were addressed:

- Of the 65 juniors already playing more than 50 were from the village.

- Sport England application was encouraging but frustrating. The funds available were annually reducing.
- Total project was anticipated as costing between £300k and £400k.
- Local business were to be approached for sponsorship.
- Green belt restrictions to be investigated.
- Eynsham Society would have the same presentation from the club in the near future.
- WODC discussion had indicated that planning permission was not an issue. The pavilion would be low impact.

The Chairman thanked Mr Jones and Mr Lake for taking the time to explain their aims and aspirations and wished them luck. They reciprocated by thanking the Parish Council for their time and left the meeting

Standing Orders were resumed at 9.15pm

02/275 Removal of Matters Arising from the Agenda

Dr Wright set out his case for the retention of Matters arising as an agenda item as follows:

- Exchange of information between members should be permitted under Any Other business or Matters Arising
- Local Policy book (Charles Arnold Baker) permitted AOB but stated that it should be for information only and not used for decision making.
- To remove Matters Arising would be to neglect one of the main functions of the Parish Council.
- Matters Arising was permitted at County Council level but was for less than five minutes and for information only.
- Bureaucratic rules gag the people and matters should be brought up properly. The agenda item had not made it clear that the discussion was to **delete** Matters arising.

There followed a full discussion and the following comments were made:

- Other members would not know in advance what is to be discussed.
- If matter was so urgent that it could not be an agenda item then it could be brought up under urgent business
- To put the words “deletion of Matters Arising” on the agenda would have been misleading as there were other options available.
- Need to give notice of matters to be discussed to the members **and** the public.
- Matters Arising has advantages and disadvantages but the decision to trial for three months should stand otherwise the Council would need to rescind.
- The removal of Matters Arising would result in the meetings being more focused.

Resolved that the Clerk investigates the legal position with the Oxfordshire association of Local Councils and report back to the Council.

02/276 Dates of Next Meetings

Proposed by Mr Mosson and seconded by Dr Wright that the first meeting in January be deleted from the calendar of meetings. **Resolved** unanimously.

The Chairman reminded members that the Financial Regulations, as previously circulated and the Freedom of Information Act, to be circulated, should be read by all members for the next meeting when adoption of these documents would be on the agenda.

The dates of next Parish Council meetings are the 17th December 2002 and the 21st January 2003 at 7.30 pm.

The meeting closed at 9.42 pm

Date of Signing:

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 17TH DECEMBER 2002 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mr G Beach (Chairman)
Mrs L Gerrans, Mrs V Hughes, Mrs M Jones, Mrs D Seeney
Messrs. T Green, A Mosson, D Rossiter, Dr F W Wright.

In Attendance: J Heath (Clerk)

There was one member of the public present.

02/277 Apologies for Absence - Apologies received from Mrs E Hastings who has a previous engagement and Mr B Christiansen and Mr J Mittell who were unwell. Late apologies were accepted from Mrs J Minch.

02/278 Minutes of the Meeting of 3rd December 2002 and the Finance Meeting Minutes of 23rd November 2002

The Minutes of both meetings were signed by the Chairman as a true record.

02/279 Clerk's report

Dr Wright joined the meeting

The Clerk updated members on the outstanding matters from previous business. A list of these had been provided and all members were requested to speak with the Clerk with regard to any queries. Dr Wright commented that in item 20, statute would supercede case law. Agreed that this would be fully discussed at the January meeting.

02/280 Urgent Business

The Clerk reported on the two quotes received for the fixing of the cycle rack at the Village Hall and requested a decision from the Council as they were outside her remit. It was confirmed that both firms had been previously used by the Council and had provided good service. Proposed by Mr Green and seconded by Mrs Seeney that the lower quote (£1255 plus VAT) be accepted. **Resolved** unanimously that the quote for £1255 plus VAT be accepted.

02/281 Declaration of Interests – The following recurring declarations were noted:

Village Hall Management Committee- Mr Green, Dr Wright
West Oxfordshire District Council – Mr Rossiter

02/282 Accounts

281.1 **Cheques Raised** Proposed by Mrs Gerrans and seconded by Mrs Hughes that accounts in the sum of **£4,929.05**, as appended, be accepted. Unanimously agreed

281.2 **Staff gift vouchers** – It was confirmed that all staff were paid four weeks holiday pay, pro rata. It was proposed by Dr Wright and seconded by Mrs Jones that gift vouchers in the sum of £25 be purchased by the Clerk for staff members. **Resolved** that five x £25 gift vouchers be purchased for the grounds and cleaning staff.

02/283 Items Raised by Members of the Public

Standing Orders were suspended by the Chairman at 7.45 pm to allow the public to speak

Mrs Mary Fletcher reported on the decision of the West Oxfordshire Lowlands Planning Committee on the Village Design Statement. This had been accepted as evidence, to be used in conjunction with and not as a statutory part of the Local Plan.

It was possible that, with further work, it could be accepted as part of the Local Plan and WODC had appointed an Officer to liaise with the VDS Committee. Mrs Fletcher asked the advice of the Council.

Mr Rossiter explained the timescales involved and the future planning procedures:

- Existing Local Plan was in place for a further 2 – 3 years and the VDS would obviously be taken into account.

- New Local Plan (at present up for consultation) would possibly run for a further 5 years, if Government plans were not implemented by that time. VDS would be taken into account.
- New Government Plans proposed the abolition of the structure plan (present County Plan) and the implementation of Regional Spatial Strategies to take the place of the Local Plans. These would be revised on an annual basis. The County level would be replaced by the SE Region in Guildford. Where the VDS would sit within this structure is unknown.

It was felt that the following actions would be beneficial:

- Cross referencing of the Village Design Statement so that it would be used as guidance for future plans
- Acceptance of the VDS as a free standing document.
- Regular revision of the VDS.

The Chairman suggested that the Council await the report from the Lowlands Committee and asked that the VDS committee update the Parish Council on a regular basis regarding liaison with the District Officer. He thanked Mrs Fletcher for attending the meeting. Mrs Fletcher left the meeting at 7.55 pm.

Standing Orders were resumed.

02/284 Planning

02/284.1 - Planning Decisions:

The following application, given conditional approval was noted:

W02/1795	5 Nov 02	Construction of new front entrance porch	The Croft, 14A Newland Street
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02/284.2 – Planning Applications

W02/1948	29 th Nov 02	Erection of Greenhouse and boundary fence (Retrospective)	All Views, 67 Old Witney Road
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Proposed by Mr Mosson and seconded by Mr Green that the District Council be asked to defer decision on this until further site plans had been forwarded. Plan does not show existing structures on the site and as such does not show those applied for in conjunction with other structures.

Insufficient evidence to make a decision until full site plan raised. The Clerk to speak with the Officer concerned and request a deferral until after the next Parish Council meeting on 21st January 2003... The Planning sub-Committee to make a decision if no deferral granted.

W02/1925	25 Nov 02	Demolition of existing detached garage and construction of one dwelling with Garage.	1 Queen's Lane
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Proposed by Mr Mosson and seconded by Mrs Seeney that the Council have **no objection** to the application, subject to receipt of more detailed plans. **Resolved** by seven votes for with one abstention that there be no objection to the application.

02/284.3 - Planning Applications (delegated)

W02/1947	5 th Dec 02	Erection of one 2 storey dwelling with attached double garage (Renewal of Planning permission W97/1670)	Land adj to 17 Cassington Road
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Proposed by Dr Wright and seconded by Mrs Seeney that there be **no objection** to this application. **Resolved** by seven votes for with one abstention that there be no objection to the application.

02/285 Correspondence

02/285.1 Helen Peacocke – The complaint regarding weedkilling was noted. A letter to go to Ms Peacocke explaining that the weedkilling was done by Oxfordshire County Council but that the Parish Council provided additional spraying, where requested. The Council would endeavour to ensure that spraying would be done early in the season and her letter would be forwarded to OCC for information.

The letter of complaint regarding speed humps in Acre End Street was noted and would be forwarded to the Traffic Advisory Committee for discussion at its meeting on 14th January.

02/285.2 Mr Paul Keates - Mr Keates, Headteacher of Eynsham Community Primary School, had requested Parish Council support for a pelican crossing for the school, following the resignation of the Lollipop man. It was agreed that this was a possibility under the “Better Ways to School” County Council initiative and would be discussed at the Traffic Advisory Committee.

02/285.3 Daphne Fitchett - The comments regarding the proposed Mill Street Traffic Calming project were noted and would be passed to the Traffic Advisory Committee for consideration.

02/285.4 SW Oxfordshire Primary Care Trust – The Minutes of the Public Board meeting of 24th October 2002 were noted.

02/285.5 V Hibbert – The complaint re. buses travelling down Queen Street was noted and would be passed to the Traffic Advisory Committee for consideration.

02/285.6 WODC - The communication regarding the District Council Empty Homes Policy was noted.

02/285.7 Eynsham F C - The response to meeting of 14th November between users and PC representatives was read out by the Clerk. The comments regarding the training on the north field had already been dealt with. All training on this field had been suspended for the foreseeable future but training on the lower end of the south field was permitted. The Clerk to respond to the football club.

02/285.8 WODC - Approval of Building Regulations re. Village Hall internal alterations was noted.

02/285.9 Countryside Agency – A paper setting out the grant opportunities for smallscale, local, renewable energy schemes was noted.

02/285.10 WODC - West Oxfordshire Neighbourhood Watch newsletter noted.

02/286 Adoption of Financial Regulations

The Financial Regulations as recommended by the Finance sub-Committee had been previously circulated. It was proposed by Mr Rossiter and seconded by Mr Mosson that the Financial Regulations be adopted by the Parish Council. **Resolved** unanimously.

02/287 Adoption of Freedom of Information Act

The Freedom of Information Act, with the Clerk’s recommendations, had been previously circulated. The Chairman pointed out that there were issues raised which would need to be addressed by the Council. Terms of reference for the Committees and a complaints handling procedure should be drawn up. Health and Safety Procedures should be formalized and an Equal Opportunities Policy adopted.

The various options open for publication were discussed. Mrs Hughes offered to investigate the design of a website for the Parish Council.

A full discussion ensued regarding the options and the Clerk confirmed that the recommendation was Option (b) with the relevant information as marked on the sheet to be made available to the public.

Resolved unanimously that Eynsham Parish Council adopts the model publication scheme for local councils (core classes plus optional information)

02/288 A40 West of Oxford Transport Corridor Consultation

The Clerk had made some copies of this lengthy document, which were taken by Mr Rossiter, Mrs Jones, Mrs Gerrans and Dr Wright. These copies would then be circulated amongst the Councillors for comment at the next meeting.

02/289 Market Square – West Oxfordshire Skateboarding Byelaw

The Clerk reported that the District Council’s solicitor had confirmed that a letter would be sent to all Parish and Town Councils giving details of the bye laws available. This would be put on the agenda for the next meeting.

02/290 Dates of Next Meetings

The dates of next Parish Council meetings are 21st January 2003 and 5th February 2003 at 7.30 pm. The Traffic advisory Committee is on 14th January 2003 at 8pm.

The meeting closed at 8.55 pm.

Date of Signing: