

**AT THE MEETING OF EYNESHAM PARISH COUNCIL
HELD ON TUESDAY 21ST JANUARY 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNESHAM**

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

In Attendance: J Heath (Clerk)

There were five members of the public present.

03/01 Apologies for Absence - Apologies received from Mrs E Hastings, Mrs M Jones (on holiday), Mr C Lewington (working), Mrs M Lewington (working).

03/02 Minutes of the Meeting of 17th December 2002

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

03/03 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.

03/04 Urgent Business

There was no urgent business.

03/05 Declaration of Interests – The following recurring declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

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

03/06 Accounts

Confirmed that the item for Christmas trees also included the metal plates for securing them. Proposed by Mrs Gerrans and seconded by Dr Wright that accounts in the sum of **£3,984.34**, as appended, be accepted. Unanimously agreed. Cheques were then passed to Mrs Gerrans and Dr Wright for signature.

03/07 Eynsham Primary School Governor and Bartholomew Charities Trustee

Mr Mosson confirmed that he was willing to continue in both capacities.

Moved that Mr Mosson should be appointed Minor Authority Co-opted Governor for Eynsham Community Primary School. Unanimously agreed.

Moved that Mr Mosson be appointed as Trustee for the Bartholomew Charities for a period of four years. Unanimously agreed.

03/08 Items Raised by Members of the Public

Standing Orders were suspended by the Chairman at 7.40 pm to allow the public to speak

Four members of the public were present. Items discussed :

1. A complaint regarding parking at the western end of Swan Street was made. Difficulty had been encountered by emergency vehicles. The area of parking in front of the Social Club was off the highway and the road in front of the flats was sufficiently wide. However, it narrowed just beyond the flats. This was accentuated by the thick ivy (2 – 3 feet) on the Swan Inn wall. The Clerk to write to the landlord to ask for the ivy to be cut back. A white box to be painted.
2. Complaint in respect of parking on the market square slabs. The Clerk to arrange a site meeting with Mr Green.

Standing Orders were resumed at 7.45 pm.

03/09 Planning

9.1 Report of Planning Sub-Committee - Applications

| | | | |
|----------|-------------|--|--|
| W02/1865 | 16 Nov 02 | Alterations to include insertion of dormer windows and one rooflight, erection of conservatory to rear elevation. (Amended 24 th December to include removal of chimney stacks). No objection | The Haven 2 Newland Street |
| W02/2037 | 9 Dec 02 | Erection of glasshouse (retrospective) No objection | Foxley Farm, Stanton Harcourt Road |
| W02/2068 | 2 Dec 02 | Installation of two non-illuminated fascia signs No objection | The Wool Shop and Car Spare Shop, Spareacre Lane |
| W02/2079 | 28 Nov 2002 | Internal alterations and conversion of first floor from commercial to Residential No objection | 6 Mill Street |

The report was accepted. Mr Mosson requested sight of the original plans for Foxley Farm. The Clerk to search the records for these.

9.2 Planning Applications

9.2.1 - Planning Decisions:

The following applications, given conditional approval were noted:

The undermentioned applications have been granted conditional planning permission:

| | | | |
|----------|-----------|--|----------------------------------|
| W02/1112 | 20 Jun 02 | Erection of 2 storey rear extension | Highcroft House, Tanners Lane |
| W02/1113 | | | |
| W02/1734 | 22 Oct 02 | Alterations and erection of single storey side extension to north elevation | 56 Mill Street |
| W02/1798 | 5 Oct 02 | Change of use of ground floor from police office area office to Use Class B1 | 35 Newland Street |

9.2.2 - Planning Applications .

| | | | |
|----------|----------|---|-----------------------|
| W03/0019 | 2 Jan 03 | To form separate dwelling from self-contained annexe (non-compliance with Condition 4 of planning permission W99/0972). | 14 Hanborough Road |
|----------|----------|---|-----------------------|

Proposed by Mr Mosson and seconded by Mrs Seeney that the Parish Council have **no objection** to the application. An amendment by Mr Green and seconded by Mr Mittell that the Council objects to the application on the grounds of non-compliance of Condition 4 was tabled. The amendment was lost by 2 votes for, 7 against with one abstention. **Resolved** by 7 votes for with 3 abstentions.

| | | | |
|----------|-----------|--|---------------------------|
| W03/0035 | 18 Dec 02 | Change of use of Land to allow siting of one dwelling (mobile home and Twin unit) for temporary period of five years | The Orchard, City Farm |
|----------|-----------|--|---------------------------|

The Council **resolved** to make no decision in respect of this application. A deferral to be requested until after the City Farms landfill application to OCC had been decided.

| | | | |
|----------|----------|------------------------------|-----------------------------|
| W03/0075 | 9 Jan 03 | Formation of 11 parking bays | Land adj. 63 Wytham View |
| W03/0062 | 9 Jan 03 | Formation of 11 parking bays | Land adj. 19 Wytham View |

Proposed by Mr Christiansen and seconded by Mrs Hughes that the Parish Council have **no objection** to the above applications.
Resolved by 9 votes for with one abstention

9.2.3 - Planning Applications (delegated)

W03/0016 31 Dec Erection of 2 storey extension and conservatory to rear elevation and porch 48 Witney Road
To front elevation

Proposed by Mr Mosson and seconded by Mr Christiansen that the Parish Council have **no objection** to the above application.
Resolved by 8 votes for with 2 abstentions.

W03/0081 14 Jan Alterations and erection of single storey extension to garage 66 Dovehouse Close

Proposed by Dr Wright and seconded by Mrs Gerrans that the Parish Council have **no objection** to the above application.
Resolved by 9 votes for with one abstention.

W03/0095 14 Jan Erection of conservatory to rear elevation 55 Old Witney Road

Proposed by Dr Wright and seconded by Mrs Seeney that the Parish Council have **no objection** to the above application.
Resolved by 9 votes for with one abstention.

03/10 Correspondence

10.1 OCC The Scrutiny Review of Highways, Maintenance and Drainage was taken by Dr Wright for completion.

10.2 S Goddard – Letter from Judo Instructor confirming that no funding is available from the Judo Association for refurbishment to the pavilion. Noted with disappointment.

10.3 WODC – The renewal of Public Entertainments Licences were noted. Following discussion, it was **Resolved** by 8 votes for with 2 abstentions there is no objection to any of the applications.

10.4 WODC – The Cabinet decisions from WODC were taken by the Chairman.

10.5 Macmillan Cancer Relief - the request for Village Ambassadors was noted. Details to be put on notice boards and Echo.

10.6 Countryside Agency – An information booklet in respect of Section 17 of Crime & Disorder Act was noted.

10.7 WODC – The Clerk reported that the design consultants of Eynsham Market Square had been recommended for an award.

10.8 Age Concern - The newsletter noted.

10.9 WODC - Information on Communities against Drugs' Fund

10.10 WODC/TVP - Community Consultation on Neighbourhood Watch to be forwarded to residents active in Neighbourhood Watch Schemes.

10.11 Hodsons Solicitors - Transfer off-Licence – White Hart, Newland Street – Charles Russell Trotman and Jacqueline Andrea Thomas noted.

10.12 Standards Board – Details of the “Talk back, Look Forward” road show noted.

10.13 ORCC - Parish Plan Workshop – Saturday 1st February 2003 – Merry Bells Village Hall, noted.

10.14 ORCC newsletter noted.

10.15 WODC – Details of the District Council’s Publications Scheme taken by the Chairman.

03/11 Matters Arising

Dr Wright explained his interpretation of case law and statute. The Clerk read out the interpretation from OALC.
Proposed by Dr Wright and seconded by Mr Mittell that the item “Matters Arising” should be put back on the agenda.
The proposition was lost by 5 votes for, 3 against, with one abstention.

03/12 A40 West of Oxford Transport Corridor Consultation

The questionnaire was completed by consensus.

03/13 Market Square – West Oxfordshire Skateboarding Byelaw

Proposed by Dr Wright and seconded by Mr Green that the by-law in respect of skateboarding be adopted in respect of the market square. An amendment was tabled by Mr Mosson and seconded by Mrs Seeney that the council not adopt any bye-laws at this present time. **Resolved** that no byelaws be adopted by seven votes for, 2 against and one abstention. Dr Wright and Mr Green voted against the amendment.

03/14 Draft West Oxfordshire Local Plan

Mr Rossiter had previously circulated notes on objections received to the first Deposit of the Plan, due to be discussed by WODC at a meeting on 29th January 2003.

For Eynsham, the proposals are the same as in the original draft, although there was some pressure, following the Housing Needs Survey and the removal of the County Council's objection to access from the eastern bypass, to build in Eynsham.

Following a full discussion, on all the implications it was proposed by Mrs Hughes and seconded by Mr Mittell that there be **no large scale development in the village**. **Resolved** by 8 votes for with one abstention.

03/15 Eynsham Heritage Walk

Proposed by Mr Green and seconded by Dr Wright that £400 be granted for the production of leaflets to advertise the walk and to make good the shortfall in the monies raised for the building works. **Resolved** by 8 votes for with one abstention. (Authority – Local Government Act 1972, S137).

03/16 Report of Traffic Advisory Committee

Dr Wright reported on the meeting of 14th January. Minutes of his meeting will be circulated with the next dispatch and will be deposited in the library.

16.1 Proposed by Dr Wright and seconded by Mr Rossiter that the Council approve additional traffic calming measures in Mill Street, south. (Funding 50% Parish Council 50% OCC).
Resolved unanimously.

16.2 Proposed by Dr Wright and seconded by Mr Rossiter that the Council approve a bid for funding for a pelican crossing in Mill Street, north. (Funding 100% OCC) on the clear understanding that full consultation on the siting will be undertaken. **Resolved** by 9 votes for with one abstention.

03/17 Security of Scouts/Village Hall parking area

The proposal for an additional vehicle entrance to the village hall was discussed. The following points were raised:

- Need for access not proved as right of way over scouts land is permitted
- Need for planning permission – no guarantee that this would be given
- Cost implications of removal of part of the wall and resurfacing of access.

Proposed by Dr Wright and seconded by Mrs Seeney that the matter be deferred until the next meeting.

03/18 Dates of Next Meetings

The dates of next Parish Council meetings are 4th February 2003 and 18th February 2003 at 7.30 pm.

The meeting closed at 10.00 pm.

Date of Signing:

**AT THE MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 4TH FEBRUARY 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

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

In Attendance: J Heath (Clerk)

There was one member of the public present.

03/19 Apologies for Absence - Apologies received from Mrs E Hastings (unwell), Mrs M Lewington (other engagement).
Late apologies received from Dr F W Wright, Mr J Mittell, Mr D Rossiter.

03/20 Minutes of the Meeting of 21st January 2003

The Chairman read out Dr Wright's requested amendments to Minute 03/11. The members confirmed that the Minutes should stand and they were signed by the Chairman as a true record.

03/21 Clerk's report

The Clerk's report was tabled and noted. The Clerk confirmed that most of the trees in Back Lane had been dealt with and a decay test was awaited on the one diseased plane tree. The Clerk explained the history of the cracked pavement in the Witney Road.

03/22 Urgent Business

There was no urgent business.

03/23 Declaration of Interests – The following recurring declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Village Hall Management Committee – Mr Lewington, Mr Mittell, Dr Wright. Mr Green confirmed that he had resigned from the VHMC.

West Oxfordshire District Council – Mr Rossiter
Accounts – Mr Green

03/24 Accounts

Mr Green left the meeting. Proposed by Mrs Minch and seconded by Mrs Gerrans that accounts in the sum of **£1,608.93**, as appended, be accepted. Unanimously agreed. Cheques were then passed to Mrs Minch and Mrs Gerrans for signature. **Mr Green rejoined the meeting.**

03/25 Employment of fixed contract Accounts Assistant

The Chairman reported on the meeting between himself, the Vice-Chairman and the Clerk to discuss workload and training course being undertaken. The Clerk was happy to continue with the training, which would in the long term benefit the Council but was finding it difficult to do as the timescale had been shortened.

The Chairman and Vice-Chairman had agreed, in principle, to an assistant to be employed for financial data input and production of reports. The contract would be fixed for 18 months, a maximum of three days per month and at £7 per hour. Proposed by Mr Beach and seconded by Mr Mosson that a suitably qualified assistant be employed on the above terms. Unanimously agreed.

Moved that Mrs A C Taylor-Smith be offered a fixed term contract for eighteen months at 24 hours per month at £7 per hour. Unanimously agreed.

03/26 Items Raised by Members of the Public - Dr Wright joined the meeting.

Standing Orders were suspended by the Chairman at 7.40 pm to allow the public to speak

Mr Harry Brown brought up the following items:

26.1 Broken bottles and litter on the streets of Eynsham, particularly outside the public houses.

26.2 Proposed crossing in Mill Street. Mr Brown was assured that full consultation would be taking place before the type and siting of the crossing was determined.

- 26.3 There was no village policeman and Mr Brown will be complaining to Thames Valley Police and West Oxfordshire District Council.
The Chairman thanked Mr Brown for his comments. **Standing Orders were resumed at 7.40 pm**
- 26.4 Dr Wright passed a letter from Mr and Mrs Gregg of Queen Street regarding litter in the village. The Clerk to write to WODC.
- 26.5 Mr Mosson asked that the bridleway between Spareacre Lane and the A40 be made "hardstanding" as the additional traffic was making it extremely muddy and untidy. The Clerk to write to Oxfordshire County Council.

Mr Green confirmed that a Traffic Warden had visited the village the day before.

03/27 Planning

27.1 Planning Decisions

The undermentioned applications which have been granted conditional planning permission were noted:

| | | | |
|----------------------|------------------------|--|---|
| W02/2068 | 2 Dec 02 | Installation of 2 non-illuminated fascia signs | Anvil Court, Stanton Harcourt Road |
| W02/1865 W02/1866 | 16 Nov 02 | Alterations to include insertion of dormer windows and one rooflight, and erection of conservatory to rear elevation | The Haven, 2 Newland Street |
| 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 |
| W02/2078 | 4 th Dec 02 | Installation of illuminated fascia and projecting ATM signs | The Wool and Car Spare Shop, Spareacre Lane |

The undermentioned applications which have been refused planning permission were noted:

| | | | |
|----------|-----------|--|---------------------|
| W02/1891 | 20 Nov 02 | Erection of single storey side and first floor extension | 2 City Farm Cottage |
| W02/1892 | 20 Nov 02 | Erection of two storey side extension | 1 City Farm Cottage |

Both applications **refused** on the grounds that the proposed extensions, by reason of design, form, size and massing will have an adverse impact on the character if the existing dwellings. They are therefore contrary to Policy BE3 of the West Oxfordshire Local Plan.

| | | | |
|----------|-----------|--|----------------|
| W02/1925 | 25 Nov 02 | Demolition of existing detached garage and construction of one dwelling with Garage. | 1 Queen's Lane |
|----------|-----------|--|----------------|

Application **refused** on the grounds that the siting of a new dwelling of the size detailed in the submitted plans will have an adverse impact on neighbouring properties to the detriment of the residential amenity of the existing new residents. The proposal could set an undesirable precedent for the other sites where further development would be difficult to resist and where the resultant scale of development would erode the character and environment of the Conservation Area. It is therefore contrary to Policies H7, BE10 and H12 of the WOLP.

Queen's Lane is considered to be inadequate to take further development by reason of its width, alignment, construction and lack of parking and the proposal is, therefore contrary to Policy BE4 of the WOLP

27.2 Planning Application

| | | | |
|---------------------|-----------|---|-------------------|
| W02/0169 W03/170 | 28 Jan 03 | Insertion of two rooflights to east elevation | 5 City Farm Barns |
|---------------------|-----------|---|-------------------|

Proposed by Mr Lewington and seconded by Dr Wright that the Parish Council have **no objection** to the above applications. **Resolved** unanimously.

27.3 Planning Applications (delegated authority)

| | | | |
|----------|-----------|---|-------------------|
| W03/0108 | 14 Jan 03 | Erection of single storey front extension | 12 Spareacre Lane |
|----------|-----------|---|-------------------|

Proposed by Mr Lewington and seconded by Mr Green that the Parish Council have **no objection** to the above application. **Resolved** unanimously.

W03/0151 21 Jan 03 Erection of detached double garage 57 Old Witney Road
Proposed by Mr Green and seconded by Mr Christiansen that the Parish Council have **no objection** to the above application.
Resolved unanimously.

W03/0161 27 Jan 03 Erection of two storey extension (amendment to planning permission 22 Old Witney Road
W2003/0764)
Proposed by Mr Mosson and seconded by Mr Green that the Parish Council have **no objection** to the above application.
Resolved unanimously.

27.4 Planning Application availability

Mrs Hughes requested that plans be made available in the village for the residents to look at. Her aim was to get the villagers more involved. It is difficult to get to the District Council Offices during office hours, especially by public transport.

Present Arrangements:

- Plans can be delivered for anyone with difficulties. The Clerk will deliver or make them available at her home.
- West Oxfordshire District Council are willing to post additional plans to people who have difficulty accessing the offices.
- Plans are available before all Parish council meetings.
- Plans available on the website for certain libraries. May soon be available in Eynsham library.

The Clerk covered the following drawbacks:

- Plans in the library before the meeting would be difficult to administer. The applications were received on an almost daily basis and it would be time consuming to take to library. They would also need to be picked up prior to the meeting. Library not open on Mondays.
- Security would be an issue.
- No facilities for copying plans. To have them done professionally would be costly and time consuming.
- West Oxfordshire District Council could not supply additional copies as these come direct from the applicant and to request only for Eynsham could not be easily administrated.

Future Arrangements:

- Plans to be delivered to the library for public access, subject to the agreement of the Library Manager and proper security.
- Note in the Echo to let public know that plans are available at the library or before PC meetings.

03/28 Correspondence

- 28.1** **WODC** -West Oxfordshire Strategic Partnership Forum on 25th February. The Chairman and Mrs Minch to attend the evening session. Dr Wright to attend the morning session.
- 28.2** **WODC** - Copy of Feasibility Study for Closed Circuit TV Systems (failed bid) noted.
- 28.3** **S E England Regional** - Draft Regional Transport Strategy for the South East noted.
- 28.4** **OCC** – Letter confirming erection of concrete bollards John Lopes Road/Mill Street junction noted.
- 28.5** **WODC** - Financial Statements 2001/2002
- 28.6** **Margaret Johnson** - Thank you card noted.
- 28.7** **Ms R Johnson** - Letter re. ball games on open space behind Spar had been responded to by the Clerk. WODC and the landowners had been contacted.
- 28.8** **ORCC** - Best Kept Village Competition application form noted and no action taken.
- 28.9** **History Society** – Suggested that Mrs Sue Chapman may be able to trace the following:

Conservation Area: Leaflets produced. - "Eynsham: A Medieval Town by the Thames" and "Eynsham Cross".

03/29 To receive report from Playing Fields Sub-Committee

29.1The Minutes of the meeting of 28th January 2003 were tabled and discussed. Mr Mosson requested authority from the Council to proceed as per the schedule which prioritises work to be done, as noted below: The north field car park to be commenced, subject to the contractor confirming the cost.

29.2The pavilion refurbishment/improvements to be taken back to the architect for amendments. Pavilion windows and fascia replaced, toilets to be enclosed and disabled provision made, new external toilets to be built, referee changing room and shower to be provided, kitchen to be refurbished, two additional changing rooms to be provided. All subject to funds being available. Playing Field Management Committee to apply for grants from ORCC.

Mr Mittell joined the meeting at 8.20 pm.

Proposed by Mr Green and seconded by Mrs Hughes that the work on the car park commence. Nine votes for with one abstention.

Moved that the contractors be approached to commence the work on the car park, subject to cost agreement.

Proposed by Mrs Gerrans and seconded by Mr Green that the architect be approached to amend plans as required.

Nine votes for with one abstention.

Moved that the architect be instructed to proceed with amending the plans.

29.3 Tarmac to be replaced by grass on one side of the kickwall, benches to be firmly sited in front of north side toilet block, Mr Green to investigate moving of Witney Road play area goal posts. The Clerk to investigate costs.

29.4 Wheeled Sports Facility – Mr Mosson to pursue planning application and funding from WODC and the Drugs Awareness Initiative. Planning permission to be applied for. The Clerk confirmed that adequate insurance cover is available for wheeled sports from the Council's insurers.

Proposed by Mrs Gerrans and seconded by Mr Christiansen that Mr Mosson proceed with planning application and grant applications. Eight votes for with two abstentions.

Moved that planning permission for the wheeled sports facility be applied for and grant applications pursued.

03/30 Parish Council Website

Mrs Hughes had investigated the cost of a website, which would be in the region of £500 to £1000. However, there was an ongoing maintenance input.

It was agreed that the village website was adequate for the Parish Council requirements. The Clerk will ascertain security arrangements on the website for Parish Council documents.

03/31 Security of Scout HQ and Village Hall

Dr Wright confirmed that a bollard had been knocked down. He asked the Parish Council to consider an additional vehicular access where the north pedestrian access is presently. This would require knocking part of the wall down and planning permission may be required. (Condition 13 of the planning consent). This would ensure that access was controlled by the Village Hall Management Committee and not the Scouts.

It was pointed out that there was agreed access to the village hall over the scout's land and a new entrance would only benefit them, not the hall users.

Mr Rossiter joined the meeting at 9pm

Confirmed that a key to the bollards was available for users and this was in the office. The playgroup already has its own key.

The Clerk to chase the Architect in respect of the agreed chain to replace the bollards.

It was confirmed that the Parish Council would have to pay for the new access. Dr Wright had a verbal quote of £500.

Proposed by Dr Wright and seconded by Mr Mittell that the Clerk make investigations of WODC to ascertain if planning permission is required.

An amendment was tabled by Mr Mosson and seconded by Mr Christiansen that nothing be done until the chain is in place and possible difficulty of access monitored. Amendment lost by 3 votes for, 5 against and two abstentions.

The original proposition won by nine votes for with one abstention.

03/32 To accept report from Village Hall Management Committee

32.1 Alterations to Committee room for use by Eynsham Community Education Centre Computer studies classes. Request from Dr Wright that permission be given to cut worktop and shelf to accommodate computer cabinet for ECEC. The Chairman confirmed that ECEC would pay for the cost of the works.

Proposed by Mrs Gerrans and seconded by Mr Christiansen that permission be approved.

Unanimously agreed.

32.2 Request for notice board and sign for the police and WODC in the foyer. Proposed by Mrs Gerrans and seconded by Mr Christiansen that permission be given only to put up the police signs. Agreed. Other signs to be put up after it is known how many other organisations require signage. Unanimously agreed.

32.3 Letter from Headteacher of Bartholomew School. The Chairman apologised to the Council that this matter had been responded to by the VHMC before the Council had discussed it. He had made the decision to copy to them in good faith, not expecting a response to be made to the Headteacher but to the Parish Council. The Clerk read out the Headteacher's letter to the members.

There was a lengthy discussion on the content of the letter and the response by the Chairman of the VHMC. The Chairman of the VHMC explained the background to the problems with the school using the hall but insisted that a ban had not been imposed. He confirmed that he had not seen the covering letter and still had not.

Confirmed that the Conditions of Hire stated that if the hall was not left in an acceptable state or if damage was done, a charge would be levied.

Again, the Chairman apologised and asked for permission from the Council to write to the Headteacher to arrange a meeting to build bridges. This was agreed by the Council.

03/33 Dates of Next Meetings

The dates of next Parish Council meetings are 18th February 2003 and 4th March 2003 at 7.30 pm. The Annual Parish Meeting will be held in the main hall of the Village Hall on **Tuesday 8th April at 7.30 pm.**

The meeting closed at 10.10 pm.

Date of Signing:

**AT THE MEETING OF EYNESHAM PARISH COUNCIL
HELD ON TUESDAY 18TH FEBRUARY 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNESHAM**

Present: D Rossiter (Vice-Chairman)
Mrs L Gerrans, Mrs E Hastings, Mrs V Hughes, Mrs J Minch, Mrs M Jones, Mrs D Seeney
Messrs. B Christiansen, T Green, A Mosson, Mr J Mittell, Dr F W Wright.

In Attendance: J Heath (Clerk)

There was one member of the public present.

03/34 Apologies for Absence - Apologies received from Mr G Beach (holiday). Mr Rossiter chaired the meeting.
Late apologies received from Mr J Mittell.

03/35 Minutes of the Meeting of 4th February 2003

The Minutes were amended at Minute 32.2, paragraph 2 to insert "He confirmed that he had not seen the covering letter." after "a ban had not been imposed."

03/36 Clerk's report

The Clerk's report was tabled and noted. The Clerk confirmed the following:

- Item 2 A planning application would be going forward for the non-motorised wheeled sports facility.
- Item 3 An update had been received on enforcement matters outstanding, which the Clerk read out.
- Item 5 The Clerk had met with PC Ady Cole and would present a report on his suggestions at the next meeting.
- Item 14 The decay test had been received in respect of the diseased plane tree in Back Lane. This would be accepted and the recommendations followed.
- Item 17 The cycle rack had now been erected.
- Item 26 A scheme for litter picking is being organised by the churches. A request for sponsorship and the use of the square had been received. and this would be on the agenda for the next meeting for discussion.
- Item 28 Abandoned car on Witney Road had now been removed.
- Item 33 Deposit of plans in library had been agreed. These would be made available from the Thursday after each Parish Council meeting for two weeks.
- Item 36 Letter received from OCC giving assurance that potholes in the village would be dealt with after April 2003.
- Item 38 Village Hall floor. There had been discussions between the Architect and the Clerk regarding the levels of the floor and a further laser test and level test had been done. This had proved to be within the specification required apart from one small area, which would prove difficult to rectify. The users who originally complained were happy with the result.

03/37 Urgent Business

Mr Green had requested that the police report, as received by him from the local officer, be read out:

Spar shop had been burgled twice. Two arrests had been made.
There had been a till theft of £200 from the Tesco Express store.
The manager at the Little Chef had been robbed at knifepoint and locked in a cupboard. £11,000 had been taken.

The situation regarding the double yellow lines was discussed. Motorists were regularly parking on them as there is no enforcement.

The areas set aside for the police office appeared to be only used by PC Connor, who no longer covered Eynsham.

A letter to go to Thames Valley Police to ascertain what police coverage there should be in the village as there appears to be little evidence of any.

03/38 Declaration of Interests – The following recurring declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Village Hall Management Committee - Mr Mittell, Dr Wright.
West Oxfordshire District Council – Mr Rossiter

Accounts – Mr Green

03/39 Accounts

Mr Green left the meeting. Proposed by Mr Christiansen seconded by Mrs Gerrans that accounts in the sum of **£3,151.96**, as appended, be accepted. Unanimously agreed. Cheques were then passed to Mr Christiansen and Mrs Gerrans for signature. **Mr Green rejoined the meeting.**

03/40 Items Raised by Members of the Public -

Standing Orders were suspended by the Chairman at 7.40 pm to allow the public to speak

Mr Harry Brown asked if the direct line police phone (yellow phone) that used to be outside the office in Newland Street could be put on the village hall.

Dr Wright, as Chairman of the Village Hall Management Committee stated that the police had denied this request. Mr Brown would not accept this and volubly said so. He left the meeting.

Dr Wright reported that he had received complaints regarding dog mess in Newland Street and Cassington Road. Mr Rossiter agreed that the village was poorly serviced for litter picking and dog mess. There appeared to be a funding problem at West Oxfordshire District Council. A reminder to dog owners to be put in the Echo newsletter.

Dr Wright requested that a letter be sent to the head office of the Halifax Building Society regarding the impending closure of the village branch as this limits the cash outlet in the village to only one cash point. Proposed by Dr Wright and seconded by Mrs Hastings that a letter be sent from the Parish Council. Unanimously agreed.

Standing Orders were resumed at 7.52pm

03/41 Planning

41.1 Planning Decisions

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

W03/0016 31 Dec 02 Erection of 2 storey extension and conservatory to rear elevation and porch to front elevation. 48 Witney Road

41.2 Planning Applications

Mr Green declared a personal and pecuniary interest in application No. W03/194

W03/0218 30 Jan 03 Erection of one dwelling Derrymerrye Farm
Old Witney Road

Proposed by Mr Mosson and seconded by Mrs Hastings that the Parish Council have **no objection** to the above application. **Resolved** unanimously.

Mr Mittell joined the meeting at 8.05pm

W03/0191 31 Jan 03 Internal & external alterations, including erection of single storey extension to east elevation & formation of dormer to west elevation The Elms, Oxford Road
W03/0192

Proposed by Mr Mosson and seconded by Mrs Seeney that the Parish Council have **no objection** to the above application. **Resolved** by 10 votes for with one abstention.

W03/194 31 Jan 03 Construction of two detached dwellings Land adj. to, the
New House
Tanners Lane

Proposed by Dr Wright and seconded by Mrs Gerrans that the Parish Council have **no objection** to the above application. **Resolved** by 9 votes for with one abstention. **Mr Green had declared an interest.**

W03/266 5 Feb 03 Siting of mobile home for use as office, toilet, shower & store Fir Tree Farm
Barnard Gate

Proposed by Mr Mosson and seconded by Mrs Gerrans that the Parish Council have **no objection** to the above application.

Resolved by eight votes for with three against.

Proposed by Mr Mittell and seconded by Mrs Hastings that the Parish Council investigates with the appropriate highways authority the requirement for the non-widening of the access to this site. **Resolved** by eight votes for, one against and two abstentions that the Clerk investigates the matter.

41.3 Planning Applications (delegated authority)

W03/0214 31 Jan 03 Demolish existing garage, erection of 2 storey side extension with conservatory 59 Witney Road to rear. Construct porch to front elevation.

Proposed by Mr Green and seconded by Mrs Seeney that the Parish Council have **no objection** to the above application. **Resolved** unanimously.

W03/0181 7 Jan 03 Erection of covered area to rear elevation 30 Wytham View
Proposed by Mrs Gerrans and seconded by Mrs Seeney that the Parish Council have **no objection** to the above application. **Resolved** by ten votes for with two abstentions.

W03/290 5 Feb 03 Erection of 10m telescopic mast and aerial to rear elevation 2 Evans Road Proposed by Mr Mosson and seconded by Mrs Jones that the Parish Council have **no objection** to the above application. **Resolved** unanimously.

41.4 Other Planning Matters – from Meeting of 21st January 2003

W03/0035 18 Dec 02 Change of use of Land to allow siting of one dwelling (mobile home and twin unit) for temporary period of five years The Orchard, City Farm

The Council had **resolved** to make no decision in respect of this application. A deferral to be requested until after the City Farms landfill application to OCC had been decided.

Further information from WODC shows that this is not connected to the landfill application. Details of the circumstances surrounding this application were verbally supplemented by the Clerk. It was confirmed that the application had been considered and approved, with conditions, at the Lowlands Committee of WODC on 17th February.

Hanborough Parish Council had also written to the Planning Officer at WODC.

W03/0081 14 Jan 03 Alterations and erection of single storey extension to garage 66 Dovehouse Close

A letter of complaint from Cheryl Sutherland (64 Dovehouse Close) re. erection of garage which has already been done had been received. The Clerk had asked the Planning Officers for additional information on this application. The application was for the lifting of the Condition which allowed only for a car port due to lack of available parking. Applicant has made additional parking at the end of garden and erected the garage, without having the condition lifted. The original condition was now unnecessary. The Clerk to respond to Ms Sutherland.

03/42 Correspondence

42.1 WODC - Parish Link Magazine circulated.

42.2 WODC - Cabinet Decisions for 12 February 2003 to be forwarded to the Chairman.

42.3 Defra – Details of the impact of Licensing Bill on Parish Councils noted.

42.4 OALC – County Circular: Minutes of OALC meeting of 25 November 2002, Periodic Electoral Review of OCC, Leaflet on “Wired up Villages” community computers in villages, List of speakers available for Annual Parish Meetings noted.

42.5 Eynsham Cricket Club – Letter of thanks to the Parish council for grant and continued support noted.

42.6 Oxfordshire Assn. For the Blind – A letter of request for grant aid was considered and it was agreed that this should be an agenda item for the next meeting.

42.7 Mrs P Richards - Copy of letter of concern to Village Hall Management Committee Chairman in respect of litter and bad behaviour around the village hall noted.

42.8 WODC – Outline of role of District Council in the event of major, emergency incidents noted.

42.9 OCC – Library Service involvement in OCC Website access noted.

42.10 Victim Support – A letter of request for grant aid was considered and it was agreed that this should be an agenda item for the next meeting.

42.11 Jane le Galloudec - Permission to have market stall in the Square on Carnival day discussed. Suggested that the applicant approach the Carnival Committee to have a stall in the field. The Clerk to give her the contact name and telephone number.

It was confirmed by the Clerk that the “Peace Rose Day” use of the market square and purchase of three roses for the memorial garden had been given permission by her.

03/43 Village Hall

43.1 Heating

Mr Green reported that this was inadequate in cold weather. Although he appreciated that the Architect and Chairman of the Village Hall Management Committee had done all they could, this was now urgent as complaints were regularly being received. The hall was in danger of losing bookings.

The VHMC Chairman reported that the timing and heating controls were computerized and were activated by sensors inside and outside the hall. It was set at 21° but that heat level was not reached in the hall.

There was dispute over the maintenance as the installation firm felt this was something that could be dealt with by village hall staff. It was confirmed by the Chairman of the VHMC that the system was not faulty.

A meeting had been arranged between the Architect, the Chairman of the VHMC and the heating engineers. There would be a report on this meeting at the next Parish Council meeting.

43.2 Minutes

The Clerk requested that the minutes of the VHMC be made available to the Parish Council as she felt that some of the recent problems in respect of the fabric of the hall could have been picked up earlier and rectified. The Chairman of the VHMC would ensure, as a matter of courtesy, that this was done.

43.3 School

The Chairman of the VHMC read out the response he had received from the Headteacher of the school and also the letter received from Mrs Richards regarding litter.

He reported that the problem of mud could be solved by erecting a fence to ensure the pupils were directed along the pathways.

A meeting had been arranged between some of the school Governors and some of the Management Committee to discuss this. He would report back at the next Parish Council meeting.

The Clerk reported that the Chairman of the Parish Council had written a letter to the Headteacher, requesting a meeting but to date there had been no response. It is hoped that after half term this would be arranged.

03/44 Play Area Management

The Clerk had tabled a report on the present situation with play area maintenance. A log was required for Health and Safety requirements by the Council’s insurers and this should be completed on a regular basis. The advice from the Oxfordshire Playing Fields association was that this should be done weekly as the play areas were heavily used. Two requests for the job description had been received but neither potential applicant had found the job acceptable. One because the hours were not suitable and the other because he could not do the job until August, when he retired.

44.1 Litter Picking

Wytham View is the main danger zone as bottles are regularly broken against the play equipment. A large youth group meets on a regular basis and there is some evidence (verbal from residents) of underage drinking.

Witney Road area sometimes has broken glass problems.

44.2 Security

None of the gates are at present locked. This had led, once again, to a complaint from a resident of Dovehouse Close in respect of noise and bad language from the youth group described above. He had offered to unlock the gates each morning if the Parish Council would lock.

It is considered that, apart from the vehicle access gates, the locking of these gates is a waste of time and results in damage to fences as there is a determination from an element of youngsters to access the areas after dark. Repairs to Oxford Road, Wytham View and Witney Road fences have all been required this year.

44.3 Inspections

Daily visual check of play area equipment and surrounding buildings required weekly. Play areas surfaces to be raked over every week. Reporting to Clerk of any defects/ repairs required.

Comprehensive log should be undertaken, as a monitoring process, by the Parish Council for insurance purposes.

Proposed by Mr Mosson and seconded by Mrs Hughes that the Clerk's recommendations for 44.1 and 44.2 be accepted.

Resolved by eight votes for and three abstentions that:

1. Litter picking to be reduced to 3 times a week on Mondays, Wednesdays and Fridays with an additional check to be made in the summertime on Saturdays. All checks to be made, where possible, before 10 am.
2. The locking of gates should cease, except for the vehicle access gates at all play areas and the sports pavilion.
3. Staff to do a visual check three times per week (when litter picking).

Proposed by Mr Mosson and seconded by Mrs Minch that the weekly inspection log should be part of the job description of the employee. **Resolved** by seven votes for, two against and two abstentions.

The Clerk to amend the job description and hours, as above

It was agreed that at the commencement of employment, the play areas should be checked weekly by Councillors, as follows:

Oxford Road – Mr Mittell
Wytham View – Mrs Hughes
Witney Road – Mr Rossiter

The Clerk to provide a check sheet for each Councillor, as above.

03/45 Security – Scouts HQ and Village Hall

The Clerk reported that the Planning Officer of WODC had been approached for advice on the proposed vehicle access to the village hall. It was confirmed that planning permission would need to be applied for. The Officer was not happy about the reduction of a pedestrian access.

The Officer had also intimated that permission would not be granted if it was required because two parties could not agree on access.

The Chairman of the VHMC confirmed that he had been given the same advice.

He had also tested putting a chain across the entrance and felt that this would be too heavy for ladies to cope with.

The Scouts had requested a little more time to make a decision on the positioning of the chain.

Proposed by Andy Mosson and seconded by Dr Wright that the matter of the extended vehicular entrance be deferred until it is seen whether the chain resolves the situation. **Resolved** unanimously.

03/46 Report from WODC Forum Meeting

Mrs Gerrans gave a comprehensive report on the meeting which she and the clerk had attended. It was felt that this had been a very useful, informative and well presented meeting.

Areas covered were:

- Quality of Life Survey, which had received a good response apart from those under 25 years of age
- Above survey to be used to ascertain the priorities for improvement in West Oxfordshire, covering crime, traffic management, affordable housing, road safety, public transport, health and car services, sport and leisure, facilities for the elderly and young, environmental issues.
- The Local Plan and the number of houses required to be built in West Oxfordshire (6,750 of which only 2,000 had been built).
- Brownfield sites, greenfield sites and rural exception sites. The latter to be identified by Parish Councils.
- Waste contract arrangements. These would be going out to tender in April and new contracts would be issued in October. It is hoped that the recycling of plastics would be included.
- Budget and Council Tax – this was discussed at length and the outcome is that central government funding would remain as before. Funds are on the assumption that a levy of £182 was applicable, whereas West Oxon levies £40 (both amounts for Band D properties). The shortfall to be taken from balances. An increase was expected in the next financial year.
- Leader + Scheme – this is a European initiative to assist rural communities by granting money for innovative community projects, based on need. These should be realistically achievable within the proposed timescale (2002-2008) and sustainable.

The Chairman thanked Mrs Gerrans for her comprehensive report.

03/47 Dates of Next Meetings

The dates of next Parish Council meetings are 4th March 2003 and 18th March 2003 at 7.30 pm. The Annual Parish Meeting will be held in the main hall of the Village Hall on **Tuesday 8th April at 7.30 pm.**

The meeting closed at 9.59 pm.

Date of Signing:

**AT THE MEETING OF EYNESHAM PARISH COUNCIL
HELD ON TUESDAY 4TH MARCH 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNESHAM**

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

In Attendance: J Heath (Clerk)

03/48 Apologies for Absence - Apologies received from Mrs E Hastings (family commitments), late apologies from Mrs J Minch, Mr J Mittell and Mr A Mosson.

03/49 Minutes of the Meeting of 18th February 2003

The Minutes were amended at Minute 03/37, to read £11,000 instead of £1,000 and then signed by the Chairman as a true record.

03/50 Clerk's report

The Clerk's report was tabled and noted. The Clerk confirmed the following:

Item 17 Confirmed there were no applicants for the Play Area Supervisor job. The job description had been amended. To be a future agenda item.

Item 26 Architect had confirmed that the application form and plans for the removal of Condition 4 of the Village Hall planning permission would be ready for the next meeting.

Item 25 It was agreed that there was no requirement for parish poll cards to be produced should it be a contested election.

Item 33 A response had been received from J A Pye Ltd, confirming that, to their knowledge, they own no land in Spareacre Lane. Mr Rossiter was of the opinion that the grassed area behind the shops was owned by the residents themselves. The Clerk had received a letter from West Oxfordshire District Council suggesting that P C Cole visit the complainant before a bye-law for "No Ball Games" be considered.

There were no further questions on the Clerk's report.

03/51 Urgent Business - There was no urgent business.

03/52 Declaration of Interests – The following recurring declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Village Hall Management Committee - Mr Mittell, Dr Wright.
West Oxfordshire District Council – Mr Rossiter

03/53 Accounts

Proposed by Mr Christiansen seconded by Mrs Gerrans that accounts in the sum of **£ 3,057.51**, as appended, be accepted. Unanimously agreed. Cheques were then passed to Mr Christiansen and Mrs Gerrans for signature.

03/54 Items Raised by Members of the Public -

54.1 The Clerk raised a matter on behalf of Mr Hines of Evans Road in respect of the proposed bollards in John Lopes Road. After discussion, it was agreed that pressure on OCC to complete the job should be kept up.

54.2 The matter of litter in the village was again raised. Particular problems in Newland Street. The Clerk reported that WODC had confirmed that the litter problem would be addressed. Mr Rossiter confirmed that he and Cllr. Stevens had met with Officers of WODC to discuss the problem.

54.3 Noise from the Queen's Head public house. It was pointed out that this was now worse as the police had insisted that the landlord make all customers leave immediately at closing time. The Chairman would have a word with the landlord to ascertain what the problem is.

03/55 Planning

55.1 Planning Decisions

The undermentioned applications which have been granted conditional planning permission were noted:

| | | | |
|----------|-----------|---|---------------------------------------|
| W02/2037 | 9 Dec 02 | Erection of glasshouse (retrospective) | Foxley Farm, Stanton Harcourt Road |
| W03/0019 | 2 Jan 03 | To form separate dwelling from self-contained annexe (non-compliance with Condition 4 of planning permission W99/0972). | 14 Hanborough Road |
| W03/0108 | 14 Jan 03 | Erection of single storey front extension | 12 Spareacre Lane |
| W03/0151 | 21 Jan 03 | Erection of detached double garage | 57 Old Witney Road |
| W03/0035 | 18 Dec 02 | Change of Use of land to allow siting of one dwelling (mobile home and twin unit) for temporary period of five years. | The Orchard, City Farm |

55.2 Planning Applications

8.5/4310/3 31 Jan 03 Recycling of inert waste materials New Wintles Farm

Mr Mittell joined the meeting at 8.00 pm

Proposed by Dr Wright and seconded by Mrs Seeney that the Parish Council has **no objection in principle** to the above application but awaits the parallel application from the City Farm site to make a final decision.

Resolved by 8 votes for with two abstentions.

W03/0359 19 Feb 03 Demolition of existing garage, construction of 2 storey side extension 24 Shakespeare Road

Proposed by Dr Wright and seconded by Mrs Jones that there be **no objection** to the applications. **Resolved** by three votes for, two against and four abstentions.

03/56 Correspondence

- 56.1** WODC – Publication Scheme for Freedom of Information Act 2000 noted.
- 56.2** WODC – Local Plan 2011: Revised Deposit Draft – copies taken by Councillors
- 56.3** OCC – Witney Integrated Transport and Land Use Plan - exhibition 6th – 8th March
Corn Exchange noted.
- 56.4** **Boundary Committee** Periodic Electoral Review of OCC – comments required by 2nd June 2003 - taken by Mr Rossiter.
- 56.5** WODCCabinet Decisions of 26th February 2003 taken by the Chairman.

03/57 Village Hall

57.1 Heating

The Village Hall Management Committee Chairman reported on his meeting with the heating engineers and the Architect. The problem is still not resolved and a further meeting will be required.

57.2 Meeting with Bartholomew School Governors

The VHMC Chairman, Mr Green (as the cleaner/caretaker) and Mr Mittell (as Treasurer) and Revd. Michael Farthing met with five Governors to discuss the mud left on the floor by the students. The Governors would investigate the purchase of a fence and coir mat. If funding is obtained, they will come back to the Parish Council for permission to erect the fence.

The Parish Council Chairman reported that he would be meeting with the Headteacher on Friday 7th March.

Mrs Minch joined the meeting at 8.30 pm.

03/58 CCTV and Anti-Social Behaviour

The report and papers prepared by the Clerk were discussed. It was felt that at this point the Council would not budget for any funds for the purchase of CCTV.

The anti-social behaviour project, supported by West Oxfordshire District Council and Thames Valley Police, was discussed with diverse views emerging.

03/59 Applications for Grant Aid

59.1 Victim Support

Following a letter of request from the charity, this had been brought back to the Council for consideration. It was proposed by Mr Green and seconded by Mr Mittell that no grant be awarded. **Resolved** by 8 votes for with two abstentions.

59.2 Oxfordshire Institute for the Blind

The letter received from the charity had identified that there were 25 registered blind and visually impaired clients resident within the parish of Eynsham. The Chairman analysed the accounts for the Council and gave details of the work undertaken by the charity. It was proposed by Mr Green and seconded by Mr Christiansen that £250 be granted to the Oxfordshire Institute of the Blind. Mr Mittell proposed that no grant be awarded. There was no seconder. **Resolved** by nine votes for with one against that a grant of £250 be awarded to Oxfordshire Institute for the Blind under S137 of the Local Government Act 1972.

59.3 Noise Project

The project was for the clearance of the village of litter and of gardens belonging to elderly residents. The organisers had provided an action plan with costings, which had been previously circulated.

They were requesting assistance from the Parish Council in the following areas:

59.3.1 Insurance:

It was agreed that Public Liability Insurance should be obtained by the organisers and that the Parish Council should assist with the cost.

59.3.2 Provision of skip:

It was agreed that the Clerk and the Chairman should make enquiries in respect of obtaining a skip at a lower cost than in the budget. The Parish Council to also supply a trailer and driver for the disposal of the garden waste in a more environmentally friendly way.

59.3.3 Litter grabbers:

The Parish Council to loan litter grabbers for the project.

59.3.4 Ditch/North Playing Field Clearance

The Parish Council to request that the ditch on the north side of the Oxford Road and the litter around the north playing field are cleared. A sum of £150 to be given for this.

Proposed by Mr Christiansen and seconded by Mr Rossiter that a total of £250 be granted to the project **Resolved** by nine votes for with one abstention that a grant of £250 be awarded to the Noise Project under S137 of the Local Government Act 1972.

59.4 The Samaritans

Minute 02/270.6 gave rise to the rescission of the decision of the Finance Meeting not to award a grant to this organisation. Following this, it was proposed by Mr Green and seconded by Mr Christiansen that £150 be granted to the charity. **Resolved** by nine votes for with one against that a grant of £150 be awarded to The Samaritans under S137 of the Local Government Act 1972.

03/60 Matters Arising on the Agenda

Dr Wright updated the Council on correspondence between himself, the Oxfordshire Association of Local Councils and Paul Claydon (an expert in Local Government) in respect of the regulations regarding Matters Arising.

Proposed by Mr Christiansen and seconded by Mrs Jones that Matters Arising should not be an agenda item until such time as this or future Councils wish to review to reinstate.

Mr Mittell proposed and Dr Wright seconded an amendment that the item of Matters Arising should be reinstated on the agenda with immediate effect.

The amendment was lost by seven votes for with one against.

Resolved by seven votes for with three against that Matters Arising should not be an agenda item until such time as this or future Councils wish to review to reinstate.

03/61 Report on WODC Strategic Partnership Forum meeting

Dr Wright reported on the morning meeting. He felt that the main speaker from Mori, Mr Ben Page, was very good.

It had been reported by the Thames Valley Police that West Oxfordshire had the second lowest crime rate in the country, second only to Dorset.

He had been disappointed with the policy of the Chief Superintendent of the Northern Division of Thames Valley Police and he was writing to the Chief Superintendent.

Affordable Housing had been discussed. Recycling was also discussed, particularly the difficulty with plastics. It was felt by most attendees that the County Council should provide access to the recycling depots on bank holidays.

The Chairman and Mrs Minch reported on the evening meeting. This was very disjointed and, although the idea to bring stakeholders together was a good one, seven major subjects were too many to discuss in depth within the allocated time.

It was understood what the District Council were trying to achieve but overall it had been disappointing, although the Mori presentation had been good. Transport appeared to be the main issue for the participants. Communications within the groups formed for discussions were poor.

More meetings were planned and it was hoped that other Councillors would take the opportunity to attend.

03/62 Dates of Next Meetings

The dates of next Parish Council meetings are 18th March 2003 and 1st April 2003 at 7.30 pm. The Annual Parish Meeting will be held in the main hall of the Village Hall on **Tuesday 8th April at 7.30 pm.**

The meeting closed at 9.38 pm.

Date of Signing:

**AT THE MEETING OF EYNESHAM PARISH COUNCIL
HELD ON TUESDAY 18TH MARCH 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNESHAM**

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

In Attendance: J Heath (Clerk), one member of the public.

03/63 Apologies for Absence - Apologies received from Mrs J Minch (family commitments), Mr B Christiansen (holiday).

03/64 Minutes of the Meeting of 4th March 2003

The Minutes were amended at Minute 03/60 to add “and Dr Wright seconded” between “Mr Mittell proposed” and “an amendment” and at Minute 03/61 to add “and he was writing to the Chief Constable” after “Police”. The minutes were then signed by the Chairman as a true record.

03/65 Clerk’s report

The Clerk’s report was tabled and noted. The Clerk confirmed the following:

- Item 3 - Enforcement update from WODC. *Corlan Farm* – the caravan may be of ancillary use and therefore does not require planning permission. If this is not the case, then planning permission will be required *Fir Tree Farm* – evidence secured for a prosecution. The owner has submitted a planning application.
- Item 4 - The Clerk confirmed that Parish Plans are not dissimilar to the Village Design Statement.
- Item 5 – The Clerk confirmed that, following advice from Dr Wright, Mr Wilson of OCC had been informed that the Mill Street scheme had been designated as “high priority” in 1997.
- Item 10 - Confirmation had been received that Eynsham Market Square scheme had been short listed to the final two (out of one thousand entries) for the Civic Trust awards. Unfortunately it did not win the award.
- Item 11 – Confirmation had been received from the insurers that a claim had been made regarding the accident at the Oxford Road play area and that this may result in a higher premium.
- Item 27 – The plans and documentation for the application to remove Condition 4 of the village hall planning consents would be picked up on Thursday 20th March.
- Item 29 – The website manager had confirmed that to amend the documents and then post back onto the website could only be achieved if the password was known.
 - ❖ The cycle rack had been installed in the village hall grounds to ensure that the gas meters could be accessed.
 - ❖ The chain separating the scouts land and the village hall land was still awaiting a decision from the scouts.

There were no further questions on the Clerk’s report.

03/66 Urgent Business - The following were requested to be considered under urgent business:

- 66.1** Damage to Witney Road bus shelter. Mr Green was very anxious about the spiraling costs of vandalism in the village, the latest being the destruction of the Witney Road bus shelter. He felt that the Chairman and/or Clerk should go on the local television and radio stations to publicise this. It was felt that, unless this was aligned to a high profile story it would not be feasible. An item to be inserted in the Echo newsletter.
- 66.2** Tabling of Village Hall Accounts by Dr Wright to be dealt with under agenda item 11 – Village Hall
- 66.3** Report on Village Hall Management Committee meeting of 11th March 2003 to be dealt with under agenda item 11.

03/67 Declaration of Interests – The following recurring declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Village Hall Management Committee - Mr Mittell, Dr Wright.
West Oxfordshire District Council – Mr Rossiter

03/68 Accounts

The Clerk confirmed that the Playing Field Management Committee had requested mole control and that one of the weekend matches had been postponed by the referee until the mole runs could be filled in. Mr Mosson confirmed that the PFMC felt that this needs to be dealt with on a regular basis for this reason. Proposed by Dr Wright and seconded by Mrs Gerrans that accounts in the sum of **£ 2,256.22**, as appended, be accepted. Unanimously agreed. Cheques were then passed to Dr Wright and Mrs Gerrans for signature.

03/69 Items Raised by Members of the Public - Standing Orders were suspended at 7.58 pm to allow Mr Harry Brown to speak.

69.1 Mr Brown highlighted the problems of obstruction in Acre End Street when the beer lorry was unloading at the Jolly Sportsman Public House. He requested a white box be painted opposite the PH to enable easier passing of buses. The Chairman pointed out that the residents of Acre End Street did not support further traffic waiting restrictions.

Standing Orders were resumed at 8.02 pm.

69.2 Mr Green had been asked by a resident if there was any truth in the rumour that an estate of affordable housing was to be built in Chilbridge Road. Mr Rossiter explained the policy on affordable housing but had no knowledge of any site earmarked in Eynsham. The policy would be copied to all members.

69.3 Dr Wright asked Mr Rossiter whether the recommendation to refuse the application for two houses on the site in Tanners Lane was legal. Mr Rossiter quoted PPG3 which explained the policy on density of housing. This had been in force for 2 years but as yet had not been used by WODC, until now.

The Chairman advised that agenda item 12 would be discussed at this point to allow Mr Mosson to leave the meeting, as he was unwell. This was agreed.

03/70 Playing Field Managers' Report

03/70.1 Restructuring of PFM Committee

Mr Mosson explained the concept of the amalgamation of the management of the two fields and that this had now been agreed by the National Playing Fields Association but documentation was not yet finalised. The PFMC was now looking for the Parish Council to agree the terms, as set down in the report (appended). There was discussion regarding the amount of funding to be given to the new committee, when formed. The north playing field was, at present, subsidised by approximately £600. The grass cutting would be contracted out to the Parish Council, who would invoice the Playing Field Management Committee. It was agreed that the sum should be £900 as a one off payment, with the finances to be reviewed on an annual basis.

Mr Mittell joined the meeting at 8.20 pm.

Proposed by Mr Rossiter and seconded by Mr Green that the document be accepted by the Parish Council. The Annual Parish Council meeting to be asked to nominate members of the committee.

Resolved by eight votes for with one abstention that the Parish Council adopt the proposals in the document (appended), as amended to read £900.

03/70.2 Car Park Tenders

The Clerk reported that the lowest tenderer had been approached to see if the price would be held. He had agreed to do this, subject to a site meeting with Allsopp Associates and Mr Mosson to see if there was any cost cutting possible. The Clerk to liaise with the three parties.

Mr Mosson left the meeting at 8.23 pm

03/71 Planning

71.1 Planning Decisions

The undermentioned applications which have been granted conditional planning permission were noted:

| | | | |
|----------|-----------|--|--------------------|
| W02/0169 | 28 Jan 03 | Insertion of two rooflights to east elevation | 5 City Farm Barns |
| W03/290 | 5 Feb 03 | Erection of 10m telescopic mast and aerial to rear elevation | 2 Evans Road |
| W03/0095 | 14 Jan 03 | Erection of conservatory to rear elevation | 55 Old Witney Road |

71.2 Planning Applications

| | | | |
|----------|----------|--|------------------------------------|
| W03/0388 | 8 Feb 03 | Alterations to outbuilding including change of roofing materials | The Old Brew House, 31 High Street |
| W03/0389 | 8 Feb 03 | Internal and external alterations to house and outbuildings | |

Proposed by Dr Wright and seconded by Mrs Gerrans that there be **no objection** to the application. **Resolved** by six votes for with two abstentions.

| | | | |
|----------|-----------|---|-----------------------|
| W03/0191 | 31 Jan 03 | Internal & external alterations, including erection of single storey extension to east elevation & formation of dormer to west elevation. | The Elms, Oxford Road |
| W03/0192 | | | |

Demolition of existing wall and rebuilding to 2.5m (Amended description).

Parish Council could make no comment as there is no detail as to which wall is to be demolished.

| | | | |
|----------|----------|---|----------------|
| W03/0487 | 8 Mar 03 | Removal of garage and erection of two storey side and single storey rear extension, conservatory and front porch. | 59 Witney Road |
|----------|----------|---|----------------|

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

71.3 Planning Applications (delegated)

| | | | |
|----------|-----------|-------------------------------|----------------|
| W03/0457 | 28 Feb 03 | Erection of rear conservatory | 69 Mill Street |
|----------|-----------|-------------------------------|----------------|

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

| | | | |
|---------|----------|--|----------------|
| W03/476 | 3 Mar 03 | Erection of single storey extension to north east elevation, conservatory To north west elevation and enlarged porch | 27 Witney Road |
|---------|----------|--|----------------|

Proposed by Dr Wright and seconded by Mrs Gerrans that there be **no objection** to the application. **Resolved** by six votes for with two abstentions.

71.4 Other Planning Matters

RNT/SC/CLEUD Application for Certificate of Lawfulness (Town & Country Planning Act 1990) - Location of Land: 80A Dovehouse Close. Confirmed that the Parish Council had no knowledge of the length of time that this had been a separate dwelling.

03/72 Correspondence

- 72.1 OCC - Bus stop infrastructure Design Guide draft – review document comment by 24th March noted.
- 72.2 WODC – Notice of Council tax.
- 72.3 **Oxfordshire Community Health Council** - February 2003 newsletter noted.
- 72.4 **Blake Laphorn** - Notice of application for transfer of Licence – David Michael Russell and Christopher James Proudfoot at the Boot Inn, Barnard Gate noted.
- 72.5 WODC – Letter in respect of Byelaws for Good Rule & Government noted.
- 72.6 WODC – Details of public meeting on 20th March 2008 at Woodgreen Offices, Witney in support of Oxfordshire’s bid for European Capital of Culture noted.
- 72.7 **Carers’ Centre** - Newsletter noted.
- 72.8 **ORCC** – Newsletter noted.

03/73 Play Area Inspections

The Clerk pointed out that there had been only one applicant for this position but as he was unavailable until August, the matter would become urgent before that time. The pending insurance claim highlighted the importance of proper maintenance of the play areas.

It was agreed that the advertisement should be in the Echo for one more edition and that cards be put in local shop windows for two weeks, when the matter would be reviewed.

03/74 Village Hall

03/74.1 Report on meeting with Headteacher of Bartholomew School

The Chairman reported on his meeting with the Headteacher, which had been useful. The Headteacher was awaiting a report from the Governors on the meeting with members of the Village Hall Management Committee and he was more than willing to try to co-operate.

The “Noise” litter picking project was discussed and the school would arrange a similar event within the grounds to coincide. A new policy on eating outside the school grounds was being implemented. This would not now be permitted and should result in less litter from the polystyrene trays used by the caterers.

The Headteacher is willing to attend the Annual Parish Meeting, although was unable to do so this year, and to submit a report from the Chairman of the School Governors. It was agreed that this new co-operation was a good sign.

03/73.2 Request to fix marker board in Committee Room

Proposed by Mr Rossiter and seconded by Mrs Jones that the Eynsham Community Education Centre be given permission to put a marker board on the wall of the small committee room, at their own expense. **Resolved** by seven votes for with one abstention.

03/73.3 Accounts

These were presented by the Chairman of the Village Hall Management Committee. A report and the accounts would be presented at the Annual Parish Meeting.

03/73.4 Report on Management Committee meeting of 11th March

The following items were noted:

- Floor refurbishment was now completed.
- Heating is now working
- Still a dispute with BT regarding the phone lines
- New caretaker/cleaner required – advert to go into Eynsham Echo
- Exploration of charitable status to be made by Chairman – rates may not be exempt from 2004.
- Fence to alleviate mud on floor still in abeyance, awaiting decision from school governors. May not be required if Scout Hut is demolished as there will be fencing erected when this is done.
- Matter of failure of two of the Parish Council representatives to attend meetings noted.
- Army Cadets increased in number, lease to be checked.

The Chairman thanked the Village Hall Management Committee Chairman for his report.

03/62 Dates of Next Meetings

The dates of next Parish Council meetings are 1st April 2003 and 15th April 2003 at 7.30 pm. The Annual Parish Meeting will be held in the main hall of the Village Hall on **Tuesday 8th April at 7.30 pm.**

The meeting closed at 9.15 pm.

Date of Signing:

**AT THE MEETING OF EYNESHAM PARISH COUNCIL
HELD ON TUESDAY 1ST APRIL 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNESHAM**

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

In Attendance: J Heath (Clerk), one member of the public.

03/75 Apologies for Absence - Apologies received and accepted from Mrs M Lewington, Mrs J Minch (family commitments), Mr T Green (previous commitment)

03/76 Minutes of the Meeting of 18th March 2003

The Minutes were amended at Minute 03/69.3 to remove “the” with “possible” between the words “whether a” and “recommendation”. The minutes were then signed by the Chairman as a true record.

03/77 Clerk’s report

The Clerk’s report was tabled and noted. The Clerk confirmed the following:

- Item 6 – The Clerk reported that another firm had been approached to quote for completion of the landscaping at the village hall. WODC had not responded to requests to complete.
- Item 8 – The disability access to the play areas would be quoted for with other maintenance jobs to be done.
- Item 14 – The item on funding from WODC would remain in the Clerk’s report as this would be pursued when the refurbishment to the pavilion was commenced.
- Item 25 – The application to remove condition 3 of the planning permission for the village hall had been completed and would be sent after this meeting.
- Item 26 – A quote had been received for this and was in excess of £1000. This would need to be an agenda item. Mr Mosson confirmed that this would be addressed in his item of urgent business.
- Item 28 – The Clerk confirmed that a further quote had been accepted from the company doing the repairs to the bus shelter. This had been reduced from £1068 to £575 on agreement that the work could be fitted in with other repairs in the area, thus making savings on travel and time element.
It was agreed that the Clerk’s report should be reversed, showing the more recent items at the top.

03/78 Urgent Business - The following were requested to be considered under urgent business:

- 78.1** Wytham View – Mr Lewington asked if there was anything could be done about the numerous vehicles parked by one resident which detracted from the area. The vehicles were old and beaten up and apparently use for “banger racing”. Mr Rossiter would make enquiries of WODC and the Councillors would look at the problem.
- 78.2** Car park, Oxford Road – Agripower had agreed to hold their quote of 18 months ago subject to some adjustments and cost cutting to offset the increases over this period, as follows:
 - 1. Single kerb to be used instead of double kerbing and the removed earth from the works to be mounded and landscaped.
 - 2. No tarmac, therefore no land drains required.
 - 3. No track to toilet block resulting in aggregate use.
 - 4. Tarmac path from gate to play area to be provided instead.
 - 5. Tractor entrance to be to the right of the car park without the provision of the track.
 - 6. Drop down bollard to tractor entrance, rather than swing bar.
 - 7. Dig up tarmac for kickwall, making savings of costs identified in the Clerk’s report. The tarmac then to be used for car park.
 - 8. Kissing gate to be moved, making savings of costs identified for disabled access in Clerks report.

Mr Mosson confirmed that the amendments would not result in any more removal of hedging.

The architect to confirm that no amendment to the planning consent would be required. Proposed by Mr Christiansen and seconded by Mr Lewington that the above amendments be agreed, subject to a letter of confirmation from the architect that no amendment to the planning permission is required. Agreed unanimously.

03/79 Declaration of Interests – The following recurring declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Village Hall Management Committee - Dr Wright.
West Oxfordshire District Council – Mr Rossiter

03/80 Accounts

It was noted that the schedule of payments included an amount of **£ 3,700.01**, relating to the year end and previously signed by two councillors. Proposed by Dr Wright and seconded by Mrs Gerrans that accounts in the sum of **£2855.00**, as appended, be accepted and payments in the sum of **£ 3,700.01**, as appended, **be ratified**. Unanimously agreed. Cheques passed to Dr Wright and Mrs Gerrans for signature.

03/81 Items Raised by Members of the Public - Standing Orders were suspended at 8 pm to allow Mr Harry Brown to speak.

81.1 Mr Brown stated that he had done a survey on police salaries in Witney which had interesting results.

81.2 The Echo article on the costs of vandalism had troubled Mr Brown, which he pointed out came out of his rates.

81.3 Skateboard facilities, in Mr Brown's opinion, should not be provided in view of the above comments on vandalism. The costs of this would also come out of his rates.

The Chairman pointed out that the majority of youngsters in the village were well behaved, good citizens. It was the Council's opinion that these should not be penalised because of the damage done by a very small minority.

Standing Orders were resumed at 8.10 pm.

03/82 Planning

82.1 Planning Decisions

The undermentioned applications which have been granted conditional planning permission were noted:

| | | | |
|----------|----------|--|--------------------------|
| W03/0075 | 9 Jan 03 | Formation of 11 parking bays | Land adj. 63 Wytham View |
| W03/0073 | 9 Jan 03 | Formation of 8 parking bays | Land adj. 19 Wytham View |
| W03/0181 | 7 Jan 03 | Erection of covered area to rear elevation | 30 Wytham View |

The undermentioned application was refused planning permission:

| | | | |
|----------|-----------|--|--------------------|
| W03/0161 | 27 Jan 03 | Erection of two storey extension (amendment to planning permission W2003/0764) | 22 Old Witney Road |
|----------|-----------|--|--------------------|

Application **refused** as the proposed extension, by reason of its size and proximity, will have an adverse impact on the amenities of the adjoining dwellings. Contrary to Policy BE3 of the adopted Local Plan and Policy BE2 of the emerging Local Plan.

82.2 Planning Applications

| | | | |
|----------|----------|--|-------------------------------------|
| W03/0528 | 3 Mar 03 | Formation of activity area for skateboard and BMX sports | Parish Playing Field Oxford Road |
|----------|----------|--|-------------------------------------|

Proposed by Dr Wright and seconded by Mrs Gerrans that there be **no objection** to the application. Resolved by eight votes for with one abstention.

W03/0540 17 Mar 03 Non-compliance of conditions 6, 7, 8 of planning permission W2000/0984 Moonshine, Unit C
to allow the increase of bowling lanes to no more than 10, food and drink to Stanton Harcourt
be consumed off the premises and to extend opening hours to midnight. Road

Proposed by:

1. Mrs Seeney and seconded by Dr Wright that Condition 6 – **no objection** to increase in bowling lanes. **Resolved** by eight votes for with one abstention.
2. Mrs Seeney and Dr Wright that Condition 7 – **objection** to food and drink being consumed off the premises **Resolved** by eight votes for with one abstention.
3. Mr Lewington and Mr Mosson that Condition 8 - **increase** in opening hours **no objection**. An amendment was tabled by Mrs Seeney and seconded by Dr Wright to **object** to an increase for seven nights a week but **no objection** for Friday and Saturday nights. **Resolved** by seven votes for, one against and one abstention that the amendment be accepted.

W03/0595 4 Mar 03 Conversion of existing barn/outbuilding to dwelling 28 High Street
W03/1596 Street

Proposed by Mr Lewington and seconded by Mrs Seeney that there be **no objection** to the application. **Resolved** by seven votes for with two abstentions.

82.3 Planning Applications (delegated)

W03/0524 12 Mar 03 Erection of conservatory to rear elevation 20 Hanborough Road

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

W03/590 11 Mar 03 Erection of single storey extensions to front and rear elevations 5 Stratford Drive

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

82.4 Other Planning Matters

W02/2079 & 2080 Conversion of first floor from commercial to residential and internal alterations 6 Mill Street
Withdrawn from the planning system. Noted.

03/83 Correspondence

- 83.1 Halcrow Group Ltd** - Oxfordshire Transport Networks Review – Stage 2 workshops noted.
- 83.2 Brake** – Details of Road Safety Week – 22 – 28 September 2003 noted.
- 83.3 OCC** – Periodic review of OCC consultation on Oxfordshire County Council’s options discussed. Preferred option is that which combines Eynsham with Cassington, South Leigh and North Leigh. Proposed by Dr Wright and seconded by Mrs Gerrans that the Parish Council accept the preferred option. Unanimously agreed. noted.
- 83.4 Defra** – Quality Town and Parish Council initiative noted.
- 83.5 WODC** – New scheme of delegation for dealing with planning applications. The Clerk to photocopy for all members.
- 83.6 ORCC** – New Community Transport website; Oxfordshire Rural Partnership Alternative Guide to transport’ Rural Community Transport Advice Leaflet, How2 press release – all noted.
- 83.7 Oxfordshire Fieldpaths Association** – details of AGM noted.
- 83.8 Mr D Coleman** – copy of letter to Headteacher of Bartholomew School regarding litter noted.
- 83.9 Mrs J Smith** – copy of letter to Headteacher of Bartholomew School regarding litter noted.

The Chairman reported on a letter received from the Headteacher which gave support to "the Noise Project". An article on the litter issue could also be found on the school website and the school would shut down the vending machines if the litter problem did not improve.

03/84 Traffic Calming

74.1 Mill Street scheme: The Clerk reported that Mr Paul Wilson of OCC had confirmed that the scheme was underway and leaflet dropping to the near neighbours would be done shortly.

74.2 Market Square bollards: Mr Wilson had suggested that the bollards were difficult to repair and costly to maintain. He had suggested that they be replaced by heavy duty plastic bollards. These would have the advantage of being lighter to remove when required. This was agreed.

74.3 Pedestrian crossing – Mill Street/Spareacre Lane junction: Mr Wilson had confirmed that this was being investigated by the team.

It was agreed that the Clerk should write to Mr Wilson to ascertain what action was being taken over the other traffic calming matters agreed at the Traffic Advisory Committee.

03/85 Annual Parish Meeting

The Chairman asked for full support from the members of the Council. PC Alan Robinson would be representing the police on his own, owing to the fact that the senior officers had been recently changed. He requested that the members support PC Robinson at the meeting as it was expected that he would be put under a great deal of pressure.

The Clerk confirmed that there was an induction loop at the hall and that this would be activated for the meeting.

03/86 Meetings

The Chairman confirmed that 12 nominations had been received for the Parish Council. Therefore no election would be required. Mrs Minch had omitted to send in her application and would be co-opted at the annual meeting. Mrs Hastings, Mrs Lewington and Mr Christiansen had decided against standing for a further term and the Chairman thanked them for their past efforts.

After discussion, it was proposed by Mrs Jones and seconded by Dr Wright that the first May meeting be dropped. **Resolved** unanimously that the meeting of 6th May should not be held. Should business require, a special meeting could be convened for 13th May 2003. The next meetings would be the Annual Meeting on the 20th May 2003 (to include election of Committees) and 3rd June 2003 at 7.30 pm.

The meeting closed at 9.08 pm.

Date of Signing: **15th April 2003**

AT THE ANNUAL PARISH MEETING FOR EYNSHAM HELD ON WEDNESDAY 8TH APRIL 2003
AT 7.30 PM IN THE VILLAGE HALL, EYNSHAM

Present: Mr G Beach (Chairman)

Twenty-four (24) local government electors, one police representative, one fire service representative, Cllr. H Wyatt (OCC/WODC), Cllr. D Rossiter (WODC/EPC), six (6) EPC Councillors and Mrs J Heath (Clerk).

Chairman's Welcome

The Chairman welcomed all those present to the Annual Parish Meeting and thanked them for their attendance.

1 Apologies: for Absence

Mrs M Fletcher, Mr R Wilkinson, Mr B Berry (Bartholomew School), Cllr. Mrs M Stevens (WODC), Cllr Mrs V Hughes (EPC).

2 Minutes of the Previous Meeting

The Minutes of the meeting of 23rd April 2002 were agreed and signed by the Chairman as a true record.

3 Matters Arising from the previous Minutes

Minute 9.5 Road Surface – Newland Close

Cllr. Wyatt (OCC) was asked why nothing was done in respect of this. Cllr. Wyatt responded that he had contacted the county engineers who had confirmed that nothing could be done. He had understood that the complainants had been contacted by the county engineers. This apparently had not been done. It was reported that eventually the problem had worsened and had required repair but this had not been successful. Cllr. Wyatt would come and look at this and get back to the engineers, if required.

Minute 10.1

Cllr. Rossiter (WODC) agreed that this was an ongoing problem and had resource implications. The District Council was doing a Best Value review on the matter of street cleansing and public conveniences. It was suggested that "Polite Notices" be put in the village requesting people to "take pride in your village" or "help keep Eynsham tidy". The Chairman said that the Parish Council would discuss this but it was a balancing act as many residents felt notices made the village look cluttered. Cllr. Rossiter encouraged people to continue lobbying the District Council on this matter as it strengthened the Councillors case for action.

4. Notice of Any Other Business

| | |
|--------------------|----------------------|
| I.Tim Hull-Lewis - | Trees |
| II.Brian Atkins - | Speed in Witney Road |
| III.Pam Richards - | Grants |

5. Police Report

Area Beat Officer Alan Robinson reported on the crime rates as follows:

5.1 Crime was up this year by 10% but some of this was due to a change in reporting methods. Figures as follows:

| | |
|---|-------|
| Shoplifting and petty theft | 36% |
| Burglaries (8 residential – including a distraction burglary) | 15% |
| Criminal damage | 15% |
| Robberies (both at petrol stations) | .72% |
| Assaults (most underage assaults – youngsters on youngsters) | 7.23% |
| Petrol thefts | 18% |
| Miscellaneous (domestic/harassment/drugs) | 8% |

Recruitment and retention was a continuing problem as Thames Valley Police were still losing staff to the Metropolitan Police and the northern divisions, where housing was cheaper. There had been some upheaval due to the change in chief inspectors in Witney. The new Inspector is very pro Area Beat Officers and is pushing to stop duty changes so freeing Alan to have more time in Eynsham.

Alan's priority was to become more accessible and visible with more communication. He acknowledged that there were communication problems and these were being addressed by using volunteers. He advised that if anyone witnessed a crime in progress then 999 should be called, if not then contact the front desk.

He would also be targeting drug abuse in the village. He wished to educate parents and visit the schools. This should cut down on anti-social behaviour.

Queries from the Floor:

5.2 Why do 999 calls go to Windsor? Alan explained that the calls may be taken in Windsor but were resourced through to Witney.

- 5.3 Agreed that moving youngsters on from visible to less visible areas did not solve the problem.
- 5.4 Confirmed that it was a priority to have a presence in the schools and Alan has good relations with both Headteachers. There was also a dedicated youth and school officer.
- 5.5 Parking tickets had been issued recently and it was hoped that the traffic warden would be visiting more regularly. Alan confirmed that this was not his own priority but would issue tickets when illegal parking seen.
- 5.6 Access to schools by children in the evenings. Alan confirmed that the Headteachers were aware of this problem.
- 5.7 Speeding along the Witney Road – this was extremely dangerous, given that there was a school on the road. Alan will put in a request to the traffic officer for a gatso gun. Also the promised Archer survey from OCC will be chased up by the Parish Council.

The Chairman said that the Parish Council hoped to meet with Inspector Lynch and thanked Alan for his attendance and for dealing with the above queries.

6. Fire Service Report

Fire Officer Mr Bowerman presented figures of incidents attended by the local fire officers. There had been 185, 56 of which were fires. Road Traffic Accidents still were a major part of their job.

Kenny confirmed that firefighters from the Eynsham station had not joined in the two recent strikes and would not do so if there were future strikes.

It was intended to do a blitz of Eynsham in an attempt to raise awareness of the necessity of smoke alarms. Only some homes would be targeted. He requested that people contact him if they know of anyone who needs a smoke alarm. On being asked to attend a day centre meeting on a Monday, Kenny said that this may be difficult as he works during the day. However, he would try to get someone from the service to attend.

Kenny confirmed that outdoor fires caused by neglect cannot be charged for.

It was confirmed that the fire service were recently called out to rescue a cat. The request had come from the RSPCA.

The Chairman thanked Kenny for his attendance and for dealing with queries from the floor. There was a vote of confidence and thanks from the floor.

7 Chairman's Report

The Chairman confirmed that the Market Square had come second in the national competition held by the Civic Trust for schemes that have brought a notable, cultural or economic benefit to the community. Again thanks to all those who had worked so hard to bring the scheme to fruition.

There had been only twelve nominations for Parish Councillors and these were now automatically elected. This was disappointing *as* fifteen were required. The Chairman asked those present to spread the word to everyone to see if we could get more coming forward. Details from the Clerk.

The Chairman then took questions and comments from the floor:

- Thanks to the staff of the Parish Council for their hard work in keeping the verges and footpaths tidy. A special thanks to Tony Heath.
- The matter of the state of the pavilion to be discussed under agenda item 15 – sports facilities.

8 Financial Statement

The Chairman recognized that the persons present may need to assimilate but he was happy to take questions. There were none and the Chairman pointed out that the Clerk would be happy to answer any queries after the meeting.

Difficulty in getting information

9 County Councillors Report

Questions and comments from the floor are noted below:

- 9.1 Newland Close Cllr. Wyatt apologised to the previous questioners and confirmed that the person who had received communication from the county engineer's office was a neighbour of theirs – Mr Blakeman. Cllr. Wyatt again promised to further look into this matter.
- 9.2 OCC Cabinet system This was now been going for 18 months and local Councillors now had difficulty in getting information as it goes from the officers to the Executive. Councillors have to dig deep to get information, though hopefully the situation is changing.
- 9.3 Vandalism It was confirmed that it was County Council policy to reclaim damage if an offence can be proved.
- 9.4 Emergency Planning - Cllr Wyatt confirmed that there was an excellent plan in action which was implemented automatically and dealt with all aspects – including finding accommodation for "refugees". The team consisted of approximately 5 officers (some work part time) but in an emergency they can call on several fully trained officers of County and District Councils.
- 9.5 Use of website It was agreed that whilst not all people have home computers to access information, this was a useful tool for disseminating information in a quick and easy manner. There is access for all to the internet in the library.
- 9.6 Heritage Walk It was pointed out that there are now leaflets available to all by request or from the library.

- 9.7 Social and Health Care** This is now increasingly being devolved to voluntary organisations, due to the increasing cuts to social services. The County Council was requested to keep this well to the fore as care in the community may collapse. Hospital beds are being unnecessarily taken up by people who could not be discharged due to insufficient care at home. It would be more cost effective to provide home care than for the patients to remain in hospital. Home care allocation of 30 minutes is insufficient.
- 9.8 Nuffield Hospital** the shortsightedness of permitting this to be built on the old Manor Ground site, where the infrastructure was insufficient to support it, was mentioned.
- 9.9 Library** The supply of telephone directories from other areas was mentioned as these would be extremely useful. Could these be obtained from larger libraries when they updated? Mrs Chapman said it would be a question of space but she advised that the Head Librarian should be approached as there were many useful items thrown out by other libraries.
- 9.10 Chilbridge Road** It was confirmed that the County Council owned land from Station Road up to Chilbridge Road.
- 9.11 Land dispute at Back Lane** It was confirmed by the Chairman that there was no dispute between the Parish council and the Scouts.
- 9.12 A40** The proposed link from the Wolvercote roundabout to the A34 was queried. Was there an end in sight? Confirmed that this was on the list to be done and, following consultation, a decision would be shortly made. Other traffic matters discussed included the access to the Pear Tree park and ride, guided buses and slip road from Shores Green. It was confirmed that money for these schemes would come from central government. Further consultation would be undertaken at the detailed planning stage.
- 9.13 Affordable Housing** The tenuous proposal to provide affordable housing in Eynsham is still at a very early stage and may not happen. Few details are available and Cllr Wyatt is bound by confidentiality rules.
- 9.14 Relocation of the schools to Chilbridge** This was not entirely dead but the plans were not supported by the County Council. It was pointed out that school playing fields should be retained not used for housing. Cllr. Wyatt confirmed that the scheme included the provision of playing fields.

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

10 District Councillors' Report

- 10.1 Housing** Western development of 50 homes would result in 80 -100 additional cars, using Acre End Street. Affordable housing would not be only for Eynsham people. Cllr Rossiter explained that policies for this type of development, using exception sites, had been in place since 1988 as it was difficult to provide affordable housing. They do not fit the normal criteria for planning permission. There had been no significant housing built in Eynsham for fifteen years. Statistics show that every year Eynsham residents alone generate demand for 20 new 'affordable' homes in the village - "starter" homes or smaller homes for the elderly (thus freeing up larger houses). The Cassington Road development had been approved under normal planning policies.
- 10.2 Planning** The matter of an access road from the bypass was discussed. Cllr. Rossiter confirmed that the County Council had now dropped its objection to any access, thus removing a significant barrier to development. He agreed that this could set a precedent but the Highways Authority no longer considered it a safety issue. Access the other side of the bypass would be pointless as the land this side was in a flood plain and would never obtain planning permission.
- 10.3 Motocross North of the A40** Cllr Rossiter confirmed that there had been no planning application received this year. It was noted that there had been two meetings this season.

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

11 Primary School Report

The governors of the Primary School were thanked for the report, which was accepted.

12 Charities Report

The Secretary of the Charities was thanked for the report, which was accepted.

13 Playing Fields Management Committee Report

- 13.1 New Committee** The proposed combination of the two fields had now been agreed by both parties and the legalities were being worked out. The new committee would be made up from representatives of the sports clubs, two Parish Councillors and three members of the public to be appointed at this meeting. Proposed by Mr Mosson and seconded by Mrs Hollis that Norman Boulwood, Ray Church and Peter Jones be elected en bloc. Agreed. The Clerk would append details of the representatives from the sports clubs, when confirmed.
- 13.2 Carnival** There had been insurance problems but these had now been overcome. Public liability to be arranged by each site purchaser. It is noted however that this cost would continue to rise. A special public meeting is due to be held, looking for new ideas and ways to regenerate the carnival

The Report was accepted.

14 Village Hall

The Chairman of the Village Hall Management Committee, Dr Wright, confirmed that the hall had been very successful and he thanked the Parish Council for its assistance in the first year. It was encouraging to find that a profit has been made as most new village halls run into deficit in the first year and often in the second year also. He was asked if there was a policy to attract younger people to the hall as their perception was that it was not user friendly. They were not booking for parties and this resulted in them being excluded from the facility. Dr Wright responded that the policy was that underage bookings were not permitted – responsible adults must be present. He agreed that the noise limiter and risk of deposit loss were minor matters. He confirmed that, provided there was space for the booking, table tennis would be acceptable.

15 Sports Facilities

15.1 Skateboard Park Mr Gerrans gave an update on this project, which is proceeding well. He explained the exact siting of the park. Permission had been received from Corpus Christi College, consultation with the neighbours had been successful and planning permission applied for.

Substantial funds had been received from the Parish Council as it was aware that this age group of youngsters was not well served by the village. Match funding is available from West Oxfordshire District Council. Other grants were being investigated and the youngsters were fundraising. He asked that the village support them in this.

It was confirmed that the area was sufficiently far away from the football pitches, according to the guidelines set down. No funding was available for fencing at this time. A risk assessment would be done at the building stage.

The equipment was guaranteed for 10 years so there was not an immediate maintenance problem.

The management of the site would be by the youngsters.

It was agreed that this was a dangerous sport but there was a demand for it. Notices would be put up stating that "At your own risk – no liability to the Parish Council" or similar wording.

15.2 Sports field equipment Structures in the north playing field would remain the responsibility of the Parish council. Insurance cover is in place for all equipment and any claimant has to prove council's negligence to succeed.

15.3 Pavilion and other facilities Mr Mosson explained that the original lavish plans were unattainable due to the lack of success in obtaining funding.

The car park on the north side would be done first (as required by the planning permission granted). Work on this would start after Easter.

The pavilion would then be extended – the architect was at present negotiating the reduced plans with tenderers.

The present toilets would be incorporated inside the building and renovated. Outside toilets would be built to include a disabled toilet. If money permitted, a referee's room would be added.

Maintenance had not been done in the past two years as it was thought that the building works were imminent and to spend just prior to this would have been a waste.

It was noted the cost of the repair to the north side building had been high. The problem was still there but steps were being taken to restrict the playing of football by putting another permanent seat there. The contractors for the car park had agreed to remove the tarmac on one side of the kick wall and turf it. This may encourage the footballers to use the facility provided. The request for a permanent storage area was noted but this was not a high priority and funds were not at present available.

16 Traffic Calming

16.1 Witney Road Archer survey (noting volume and speed of traffic) had been requested. OCC will deal with this.

16.2 Mill Street The scheme was well in hand. Three, low level, tables would be put in along the street. Consultation was not legally required but OCC would consult with near neighbours as a matter of courtesy.

16.3 Pelican Crossing It is hoped that this would be provided for the upper part of Mill Street, to assist young children in getting to school as there was now no lollipop lady/man. The Parish Council is hopeful that OCC will be successful in bidding for this in the present financial year.

17 Any Other Business

- Trees – Mr Hull-Lewis wished to record his thanks to Cllr. Mrs Stevens for her assistance in this matter. He was grateful for the time and personal service given by her in this matter.
- Mrs Pam Richards wished to thank the Parish Council for its continued support with grant aid for the Carers' Forum. I was the only Parish Council to do so and she wished her thanks to be recorded. She also requested support for her sponsored walk on behalf of the Forum and reported that the children of the primary school were also fund raising by putting pennies in a box.

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

The meeting closed at 9.52 pm.

**AT THE MEETING OF EYNESHAM PARISH COUNCIL
HELD ON TUESDAY 15th APRIL 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNESHAM**

Present: D Rossiter (Vice-Chairman)
Mrs L Gerrans, Mrs M Jones, Mrs J Minch, Mrs D Seeney
Messrs. T Green, J Mittell (part-time), A Mosson, Dr F W Wright.

In Attendance: J Heath (Clerk), one member of the public.

03/87 Apologies for Absence - Apologies received and accepted from Mr G Beach (holiday), Mrs E Hastings, Mr C Lewington (working), Mrs M Lewington, Mrs V Hughes

03/88 Minutes of the Meeting of 1st April 2003

The Minutes were amended at Minute 03/82.2, planning application W03/0540, Item 2 to remove “no” prior to “objection”. The minutes were then signed by the Vice-Chairman as a true record.

03/89 Clerk’s report

The Clerk’s report was tabled and noted. The Clerk confirmed the following:

Items 8 & 10 - The two requested quotes had been received. The Clerk would be accepting the lower of the two and it was hoped that work would commence on a rolling basis as soon as possible.

Item 24 – The Village Design Statement had been agreed, in principle, by West Oxfordshire District Council (WODC), subject to cross referencing with the proposed Local Plan.

Item 21 – Mr Wilson had been written to regarding the proposed traffic calming. The yellow lining had been completed in John Lopes Road but the other lining in Back Lane and Witney Road and Old Witney Road was still awaited.

Item 4 – Although it was confirmed that the ivy in Swan Street had been cut back by the landlord of The Swan public house, this required further improvement. The Clerk to write again.

03/90 Urgent Business - It was reported that the toilets in Back Lane had been vandalized and electric wires were hanging. The Clerk to inform WODC and request that they be made safe.

03/91 Declaration of Interests – The following recurring declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Village Hall Management Committee - Dr Wright.
West Oxfordshire District Council – Mr Rossiter
Accounts – Mr Green declared a pecuniary interest.

03/92 Accounts

Mr Green, having declared an interest, left the room. Proposed by Dr Wright and seconded by Mrs Minch that accounts in the sum of **£5,164.58**, as appended, be approved. Unanimously agreed. Cheques passed to Dr Wright and Mrs Minch for signature. Mr Green rejoined the meeting.

03/93 Items Raised by Members of the Public –

93.1 Some members of the public had been shocked by the item in the Echo regarding vandalism to Council property and had asked what could be done. It was agreed that details of costs would be put in the Echo on a regular basis, to raise awareness in the hope that the public will report vandalism when seen.

93.2 Mr Timms had asked why he had not been co-opted to the Playing Fields Sub-Committee in May 2002. Mr Mosson responded that he could not remember the circumstances.

93.3 It was confirmed that the conservation area did not include Witney Road. The fence erected at No. 3 Witney Road, if less than 3 metres, was not subject to planning regulations.

03/94 Planning

94.1 Planning Decisions

The undermentioned applications which have been granted conditional planning permission were noted:

| | | | |
|----------|----------|--|---------------------|
| W03/0388 | 8 Feb 03 | Alterations to outbuilding including change of roofing materials | The Old Brew House, |
| W03/0389 | 8 Feb 03 | Internal and external alterations to house and outbuildings | 31 High Street |

(Listed Building consent and Planning Permission granted).

W03/0191 31 Jan 03 Internal & external alterations, including erection of single storey extension The Elms, Oxford
W03/0192 to east elevation & formation of dormer to west elevation. **Demolition of existing wall and rebuilding to 2.5m (Amended description).** Road

(Listed Building consent and Planning Permission granted).

94.2 Planning Applications

W03/0595 4 Mar 03 Conversion of existing barn/outbuilding to dwelling 26 High Street
W03/0596 **Demolition of existing lean-to extension and conversion of barn/outbuildings to dwelling (Amended description).** Noted.

W03/0624 26 Mar 03 Erection of single storey extension to east elevation to form utility room Highcroft Cottage,
Tanners Lane

The papers to this related to 54 Sherbourne Road, Witney. The Clerk would obtain correct documentation from WODC.

W03/0665 31 Mar 03 Demolition of existing garage. Erection of two storey side extension 24 Shakespeare Road
Proposed by Mr Mosson and seconded by Mrs Gerrans that there be **no objection** to the application. Resolved by Four votes for, one against and three abstentions.

W03/0672 31 Mar 03 Erection of one dwelling Roserai, Old Witney Road
Proposed by Dr Wright and seconded by Mrs Seeney that there be **no objection** to the application. Resolved by eight votes for with one abstention.

W03/0688 28 Mar 03 Internal and external alterations to include erection of single storey extension 14 Newland Street
W03/0689 to west elevation
Proposed by Mrs Gerrans and seconded by Mrs Seeney that there be **no objection** to the application. Resolved by eight votes for with one abstention.

Mr Ronald Arnold of Eynsham Society joined the meeting at 8.05 pm

94.3 Other Planning Matters

The Clerk requested that all members, particularly those considering being on the sub-committee, read the paper on the new delegated scheme for dealing with planning applications.

At this point the Vice-Chairman proposed that Agenda Item 7 (Items Raised by Members of the public) be re-visited to permit Mr Arnold to speak. **Standing Orders were suspended at 8.20 pm.**

03/93.4 Affordable Housing

Dr Arnold spoke on this and raised the following items:

1. Any development on the western side of the village had always been opposed by West Oxfordshire District Council and this had been endorsed by the Village Design Statement and the Local Plan
2. The VDS was supported by WODC and the Society had worked hard on the requested cross referencing to the Local Plan, to ensure that the Statement was accepted as a supplementary document to planning guidance.
3. Already agreed in the Local Plan of 1997 that Eynsham had fulfilled the housing requirements for the areas.
4. The Eynsham Society had been in touch with the Government Office for the South East, which had been surprised by the proposals.
5. Development on rural exception sites were previously to a maximum of 37. The proposed site in Eynsham was 40 – 50, putting great strain on the infrastructure.
6. Confusion over intended occupants, which would not be to satisfy the needs of longstanding local people only (as recommended in PPG3) but would be for West Oxfordshire people at large and key workers.
7. Properties should be affordable in perpetuity.
8. The development would adversely affect the character and quality of the local area.

Dr Arnold stated that Eynsham Society would be strongly resisting this proposed development and asked the Parish Council for its support. He then left the meeting at 9.30pm. **Standing Orders were resumed.**
Agreed that this should be an item for the agenda of the meeting of 3rd June 2003.

03/95 Correspondence

- 95.1 **OPFA** Training for people responsible for children's playgrounds. The Clerk requested that those members considering being on the Playing Fields and Playgrounds sub-Committee consider attending one of these training events.
- 95.2 **Countryside Agency** Mrs Minch took the documentation on Parish Plans.
- 95.3 **Co-operative Futures** Community run and owned businesses which deliver goods and services on a local basis noted. e.g. village shops, community owned newspaper, credit union, mobile crèche.
- 95.4 **Henmans Solicitors** Employment workshop noted.
- 95.5 **OAB** Letter of thanks for grant aid noted
- 95.6 **Wychwood Project** Letter of thanks for grant aid and newsletter noted.
- 95.7 **Winged Fellowship** Letter of thanks for grant aid noted.
- 95.8 **John Gaunt & Partners** Application for transfer of licence to Adam Cogley – Evenlode Beefeater, Old Witney Road noted.
- 95.9 **West Oxon CAB** Letter of thanks for grant aid noted.
- 95.10 **OCC** April newsletter noted.
- 95.11 **Oxfordshire Carers Forum** - Letter of thanks for grant aid noted.
- 95.12 **BR Consulting Ltd** Internal Audit services to be considered by the Finance sub-Committee.

03/96 Police Update

- 96.1 Yellow Lines – virtually completed. The traffic warden had been in the village and issued tickets. It was proposed by Mr Rossiter and seconded by Mrs Minch that a letter should go to Inspector Mike Lynch, of Witney, asking if there are plans for the warden to visit on a regular basis. Agreed. An item to be inserted in the Eynsham Echo pointing out that tickets had been issued.
- 96.2 Volunteers – It was confirmed that the volunteers to man the office in the village hall were unpaid but would be trained. An item to go in the Echo, requesting additional volunteers. The Clerk read out a letter from Thames Valley Police in respect of this scheme and confirmed that she had application forms. The management of the entry to the building should be discussed by the Management Committee of the hall before being discussed at Parish Council.
- 96.3 Police Presence – Mr Rossiter reported that he had spoken with Chief Inspector John Liversage who gave him some idea of what Eynsham should expect as police cover in comparison with the number of crimes in the area. He backed this by providing the following details regarding crime and allocation of Area Beat Officers:

For the ten months from 1 April 2002:

| <u>Area</u> | <u>Crimes</u> | <u>Officers</u> |
|--------------------|---------------|-----------------|
| Witney Town | 698 | 1 f/time 1 p/t |
| Witney SW | 480 | 1 f/t |
| Witney NE | 303 | 1 f/t |
| Eynsham/Cassington | 266 | 2 f/t |
| Standlake | 207 | 1 f/t |
| Hanborough | 110 | 1 f/t |

He pointed out that Eynsham and Cassington was the only area with 2 full time ABO's allocated but had a lower crime rate than Witney Town.

Mr Liversage maintained that the Eynsham ABO had not been called out to other duties any more than other officers. Following correspondence to his senior officer, the matter had been discussed and the Chief Constable had backed Mr Liversage's actions. It was felt that negative comments were unhelpful.

He had arranged for the mobile police office to visit Eynsham on a regular basis. This would be positioned by the library and should go some way to increasing police presence.

Mr Mittell joined the meeting at 9 pm

It was agreed that Inspector Mike Lynch should be invited to a forthcoming Parish Council meeting.

96.4 Yellow Phone

Following requests from the public, the Vice-Chairman asked the Chairman of the Village Hall Management Committee (VHMC) to give an update on why this had not been put outside the village hall. It appears that the police headquarters had requested that it be removed from Newland Street and not put in at the village hall. ABO Alan Robinson had not been aware of this.

96.5 Any Other Matters

There were no other matters in respect of the police that are arising from the Annual Parish meeting.

03/97 Annual Parish Meeting

97.1 Skateboard Park It was once again confirmed that the Parish Council would not be liable for injuries at the new park, unless it could be proved that there had been negligence. It was unlikely that the equipment would cause injury as it was guaranteed for 10 years. The only form of negligence could be if broken glass or other objects were not cleared up.

The Clerk stressed the importance of regular checks to the entire parish owned buildings and equipment to reduce the risk.

03/98 Meetings

The Vice-Chairman reminded everyone that the first meeting of the new Parish Council would be on **Tuesday 20th May 2003 at 7.30 pm**. He pointed out that three former members had elected not to stand again and requested that letters of thanks go to Barry Christiansen, Emma Hastings and Marie Lewington.

New member(s) would be welcomed at the first meeting, the Chairman and Vice-Chairman would be elected and the Committees agreed.

The meeting closed at 9.22 pm.

G D B each

Date of Signing: 20th May 2003

**AT THE ANNUAL MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 20TH MAY 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: Mrs L Gerrans, Mrs V Hughes, Mrs M Jones, Mrs J Minch, Mrs D Seeney
Messrs. Mr G Beach, T Green, N Hines, C Lewington, J Mittell, A Mosson, D Rossiter, Dr F Wright.

In Attendance: J Heath (Clerk), Mrs G Barwell (by invitation), Mrs J Stonham (by invitation), Mr R Treadwell

03/99 Apologies for Absence - There were no apologies for absence.

03/100 Election of Chairman

Mrs Gerrans proposed and Mr Mosson seconded Mr Gordon Beach as Chairman. Passed unanimously. Mr Beach then took the Chair.

03/101 Election of Vice-Chairman

Mr Lewington proposed and Mrs Jones seconded Mr David Rossiter as Vice-Chairman. Passed unanimously.

03/102 Declaration of Acceptance of Office

All present completed and signed the forms in the presence of the Clerk, who countersigned. The Chairman then welcomed Mr Nick Hines as a member of the Council.

03/103 Co-option of Parish Councillor

Proposed by Dr Wright and seconded by Mr Green that Mrs Julie Minch be co-opted onto the Council. Unanimously agreed.

03/104 Register of Members Interests

The Clerk reminded all members a Register of Interests for each of them needs to be completed and returned to the Clerk for forwarding to the Monitoring Officer of West Oxford District Council.

Mr Mittell joined the meeting.

03/105 Timetable of Meetings

Proposed by Mr Green and seconded by Dr Wright that the meetings remain at the first and third Tuesday in the month. Unanimously agreed.

03/106 Advisory Committees

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

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

106.3 Play Areas and Playing Fields Committee – The Clerk emphasized the importance on this Committee, given the much more stringent rules on risk assessment. Proposed by Mr Green and seconded by Mrs Gerrans that the following be elected: Mrs V Hughes, Mrs D Seeney, C Lewington, A Mosson.

106.4 Traffic & Parking – The Chairman pointed out that this Committee had not met for eighteen months and queried the need for it. It was agreed that it was an important Committee and that it is essential that it meets on a regular basis. Proposed by Mr Rossiter and seconded by Mr Green that the following be elected: Mrs J Minch, N Hines, J Mittell, C Lewington, F Wright. Unanimously agreed.

106.5 Planning - Proposed by Dr Wright and seconded by Mr Rossiter that the following be elected: T Green, M Jones, L Gerrans, J Mittell. Unanimously agreed.

106.6 Village Hall – Proposed by Mr Rossiter and seconded by Mrs Lewington that the following be elected: T Green, J Minch, J Mittell. F Wright. Unanimously agreed.

03/107 Link Representatives

107.1 Eynsham Echo - Proposed by Mr Rossiter and seconded by Mr Green that the following be appointed:

20th May 2003

C Lewington, F Wright and D Seeney. Unanimously agreed.

107.2 Footpaths - Proposed by Mrs Minch and seconded by Mr Mosson that the following be appointed:
T Green, M Jones, N Hines, V Hughes. Unanimously agreed.

107.3 St Leonard's Church Churchyard – Proposed by Mrs Minch and seconded by Mrs Hughes that the following be appointed: L Gerrans, T Green, M Jones, D Seeney. Unanimously agreed.

03/108 Appointment of Representatives to Outside Bodies

108.1 Allotments – Proposed by Mrs Seeney and seconded by Mr Rossiter that the following be re-appointed:
L Gerrans Unanimously agreed.

108.2 OALC – Proposed by Mrs Hughes and seconded by Mr Mosson that F Wright and provisionally J Mittell be appointed. Unanimously agreed.

108.3 Playing Fields Management Committee – Proposed by Mrs Gerrans and seconded by Mrs Hughes that the following be appointed A Mosson, C Lewington. Unanimously agreed.

108.4 County Primary School Governors - Proposed by Mrs Minch and seconded by Mrs Hughes that Mr A Mosson remain as the Council's appointee, although not due for re-appointment for four years.

108.5 Traffic Advisory Committee – There were two representatives to be appointed and the following four members showed an interest on being on the Committee: N Hines, J Minch, J Mittell, F Wright. Following a ballot the following were appointed:

N Hines, J Minch.

108.6 Transport Representative The Clerk confirmed that Mr White was willing to continue in this capacity. Proposed by Mr Green and seconded by Mrs Seeney that Mr White be re-appointed. Unanimously agreed.

03/109 Minutes of the Meeting of 15th April 2003

The Minutes were amended as follows:

at 03/87 to include Mrs V Hughes as having apologised for absence due to holidays.

At 03/93.4 to amend Mr to Dr at the commencement of the Minute and in the final paragraph.

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

03/110 Clerk's Report

Item 2 Bench in Market Square. This had been demolished over the weekend of 3rd/4th May. A replacement bench had been ordered at a cost of £332.91

Item 3 Policing in the village – The Clerk had received a letter from Inspector Lynch, which was read out. After discussion it was agreed that Inspector Lynch should be invited to the second June meeting.

Item 6 Chain for Village Hall/Scouts parking - The Clerk reported that the Architect had approached the Scout Leader and been told that there was some dissension regarding this. Agreed that the Clerk should write to the Scout Leader requesting confirmation that the chain would not be required.

Item 8 Hardstanding on bridleway – Clerk to ascertain present position.

Item 9 Disabled parking – this to be put on the next agenda for further discussion.

Item 15 Funding from WODC to be removed from report.

Item 16 Pavement Witney Road – Agreed that a temporary repair should be done with concrete by Council staff.

Item 20 Replacement of bollards in Market Square – Mrs Gerrans reported that the vicar considered that the bollards were not now required. The Clerk to write to OCC to inform them.

Item 22 Bartholomew Chairs – The recovering of the chairs had now been completed although one had needed to go back for repair to its back as it had again been broken. Invoice received and is £800 under budget.

Item 23 Landscaping at Village Hall – the Clerk to chase the request for quote.

Item 26 – Enforcement – to be removed from the report.

The Clerk then reported that there had been further vandalism in the toilets in both buildings. Two hand basins had been ripped off the wall. Plumber had been asked to replace. The matter had been reported to the police. Costs awaited.

03/111 Urgent Business Raised with Prior Consent of the Chairman – There was no urgent business.

03/112 Declaration of Interests – The following declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Village Hall Management Committee - Dr Wright, Mr Green, Mrs Minch, Mr Mittell.

20th May 2003

West Oxfordshire District Council – Mr Rossiter
OALC – Dr Wright
Accounts – Mr Green declared a personal and pecuniary interest.

03/113 Accounts

Mr Green left the meeting. The Clerk confirmed that the lease for the photocopier was a lease/purchase agreement and was paid on a quarterly basis for three years. Proposed by Mrs Gerrans and seconded by Mrs Minch that accounts in the sum of £6,865.40 as appended, be accepted. Agreed by ten votes for with one abstention. The cheques were then passed to Mrs Gerrans and Mrs Minch for signature.

Mr Green rejoined the meeting.

03/114 Items Raised by Members of the Public – Standing Orders were suspended at 8.49 pm

The Chairman welcomed the members of the public and asked if they wished to speak. They confirmed that they preferred to observe.

Mr Green reported that the street names in respect of High Street and Pug Lane were missing. The Clerk would report this to West Oxfordshire District Council.

Standing Orders were resumed at 8.52 pm.

03/115 Planning

115.1 Planning Decisions

The following applications having received conditional approval were noted:

| | | | |
|----------|-----------|--|------------------------------------|
| W03/476 | 3 Mar 03 | Erection of single storey extension to north east elevation, conservatory to north west elevation and enlarged porch | 27 Witney Road |
| W03/590 | 11 Mar 03 | Erection of single storey extensions to front and rear elevations | 5 Stratford Drive |
| W03/0524 | 12 Mar 03 | Erection of conservatory to rear elevation | 20 Hanborough Road |
| W03/0624 | 26 Mar 03 | Erection of single storey extension to east elevation to form utility room | Highcroft Cottage, Tanners Lane |
| W03/0665 | 31 Mar 03 | Demolition of existing garage. Erection of two storey side extension | 24 Shakespeare Road |

115.2 Planning Applications – Ratification of Decisions taken by Planning Sub-Committee

| | | | |
|----------|----------|--|---|
| W03/0709 | 1 Apr 03 | Non-compliance with Condition 3 of planning permission W98/1582 to allow first use of the community hall to commence before refurbishment of the scout hut is carried out (retrospective). | Eynsham Parish Council, Village Hall, Back Lane |
|----------|----------|--|---|

No objection

| | | | |
|----------|-----------|---|--------------------|
| W03/0754 | 14 Apr 03 | Alterations and extensions to form conservatory and additional accommodation | 70 Acre End Street |
| W03/0755 | 14 Apr 03 | Alterations and extensions for form conservatory and additional accommodation | |

No objection

| | | | |
|----------|------------------------|---|--------------------|
| W03/0747 | 11 th April | Change of Use from shop (Class A1) to four residential units and insertion of two dormer windows to east elevation. | 11 Old Witney Road |
|----------|------------------------|---|--------------------|

No objection although the Committee were concerned that the parking allocation was inadequate.

Proposed by Mr Green and seconded by Mrs Jones that the above applications be ratified by the Council. Unanimously agreed.

115.3 Planning Applications

Listed Building Consent:

| | | | |
|----------|-----------|--|------------------------------|
| W03/0800 | 22 Apr 03 | Internal alterations to confirm with fire compartmentation and means of access | Cornerstones., The Square |
|----------|-----------|--|------------------------------|

Proposed by Mrs Seeney and seconded by Mr Hines that there be **no objection** to the application. Resolved by ten votes for with one abstention.

20th May 2003

W03/0870 1 May 03 Change of Use of annex from small business to residential internal alterations 2 Marlborough Place to separate annex from end of terrace house.

Proposed by Mr Mosson and seconded by Mr Hines that there be **no objection** to the application. An amendment was tabled by Dr Wright that the Council **object** to the application on the grounds that the building is unsuitable as a separate dwelling. This was seconded by Mrs Seeney. The amendment was passed by seven votes for, two against and two abstentions.

W03/0871 1 May 03 Erection of 2 detached dwellings and double garages. Construction of new Land to rear of 4
Vehicular access Cassington Road

Proposed by Mr Mosson and seconded by Mrs Seeney that there be **no objection** to the application. An amendment was tabled by Dr Wright that the Council **object** to the application on the grounds that there is a possibility of the access being dangerous and the loss of trees would be detrimental to the area. This was seconded by Mr Mittell. The amendment was passed by six votes for, two against and three abstentions.

03/116 Correspondence

- 116.1 OALC -1. Agenda for AGM – Monday 7th July 2003 at Kidlington 7pm for 7.30pm
- 2. Nominations for election of members for Executive Committee
- 3. Introductory briefings for inexperienced Parish & Town Councillors:
Saturday 12th July at Didcot (9.30am for 10am) 3.30pm finish – covering:
Powers and Duties, Finance and Meetings. Papers passed to Council’s OALC representative.
- 116.2 ORCC 1. Details of effect of new Licensing Bill on Village Halls noted.
- 2. Discretionary Rate Relief for village halls noted.
- 116.3 S E England Regional Assembly - Proposed Alterations to Regional Planning Guidance,
SE – Tourism and related sport and recreation. Comments by 29th July 2003
- 116.4 S E England Regional Assembly - Proposed alterations to regional Planning Guidance,
SE – Energy efficiency and renewable energy. Comments by 29th July 2003.
- 116.5 Volunteer Link-Up Newsletter Summer 2003 tabled.
- 116.6 WODC Nightstop Scheme – emergency accommodation for homeless young people noted.
- 116.7 SEPCO Grants for solar powered lighting products noted.
- 116.8 Samaritans Letter of thanks for grant noted.
- 116.9 WODC Affordable Housing – Supplementary Planning Guidance for West Oxfordshire noted.
- 116.10 Wychwood Project - Newsletter noted.
- 116.11 Star Wanderers Letter requesting re-appraisal of fencing around skateboard park. Mr Mosson confirmed that the recommendations on the amount of space between a skateboard and other sports are vague. Agreed that a risk assessment should be done when the park is partially built and a decision made in respect of a fence made at that time. Mr Gerrans is awaiting advice from West Oxfordshire District Council, which should clarify things.
- 116.12 Star Wanderers - Request for deep – seeding of football pitches on north playing field (Previous cost in 2001 was £699.25 – net) to be passed to the Secretary of the Playing Fields Managers Committee.
- 116.13 Defra – The ‘QUALITY’ Town and Parish Council Initiative noted. Details of a Councillors training course in June at the University of Gloucester noted. Mrs Minch will attend and Mr Hines will check his diary for availability.
- 116.14 Eynsham Carnival Committee - Permission to use sports pavilion for refreshments on the day of the Carnival – 5th July 2003 granted – no charge
- 116.15 Daniel Lay – Report on “Noise Project” noted. Clerk to write a letter of congratulations.
- 116.16 WODC - Periodic Electoral Review of Oxfordshire County Council – Comments by 2nd June 2003.
- 116.17 Defra – Details of Good Councillors Guide noted.

03/117 Car Park Development – North Playing Field

20th May 2003

The Clerk noted that the consultant had reported that the project was complete. However, there were some items which it was felt were not satisfactory and the Clerk would report these back to the consultant, for action:

1. Path between west end of car park to play area to be upgraded to hardstanding.
2. Confirmation that the west end exit to the playing fields for the grass cutters is wide enough for the tractor and gang mowers.
3. Rising bollard does not appear to have a lock on.
4. What is the plan of action in respect of making good the hedge where the kissing gate used to be?

03/118 Application for Grant/Loan – Bartholomew Players

A letter had been received requesting a grant for stage curtains. The Drama Club had raised £800 towards the purchase, a grant had been received from West Oxfordshire District Council and the Village Hall bookings secretary had raised £400 from table top sales. The Drama Club is requesting a £400 grant from the Parish Council. This to be an agenda item for next meeting.

03/119 Village Hall Management Committee Report

1. The Chairman of the Village Hall Management Committee gave a brief report on the last meeting of the Committee. The proposed new Licensing Laws would pose a problem and the Member of Parliament had been approached for assistance.
2. ISDN line issues still not resolved.
3. Cleaner still required.
4. Quote for fence had been received and passed to Bartholomew School Governors.

03/120 Dates of Next meetings

The Chairman thanked the members for their forbearance in respect of the length of the agenda and their assistance in dealing with the matters so efficiently. He reminded everyone that papers circulated for the Council meetings are confidential until after the meeting.
The next meetings are 3rd and 17th June.

The meeting closed at 10pm

G D B each

Date of Signing: 3rd June 2003

**AT THE PARISH COUNCIL MEETING OF EYNHAM PARISH COUNCIL
HELD ON TUESDAY 3rd JUNE 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNHAM**

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

In Attendance: J Heath (Clerk)

03/121 Apologies for Absence – Apologies for Absence were accepted from Mr J Mittell (unwell)

03/122 Declaration of Acceptance of Office

Mrs Minch completed and signed the declaration in the presence of the Clerk, who countersigned.

03/123 Co-option of Parish Councillor

There had been one application for co-option onto the Parish Council. This was from Mrs Gerry Barwell. Proposed by Mrs Minch and seconded by Mr Green that Mrs Gerry Barwell be co-opted onto the Council. Unanimously agreed.

03/124 Minutes of the Meeting of 20th May 2003

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

03/125 Clerk's Report

Item 3 Car Park Development: The Clerk reported that the matters raised at the last meeting had been investigated and raised with the contractors. All had been dealt with, except the hedge which would be done in the Autumn.

Item 4 Training: The Clerk confirmed that places for Mrs Minch and Mr Hines had been booked at the University of Gloucestershire Councillors Training Course.

Item 5 Bench in Market Square. This had now been replaced.

Item 6 Policing in the village – An invitation to attend the meeting on 17th July had been sent to Inspector Lynch but there had been no response to date. This was probably because he was due to leave this week and the new Inspector would not be in post until 9th June. The Clerk to continue to press for a visit.

Item 7 Valuation of Bartholomew Furniture: This expected before the next meeting.

Item 9 Chain for Village Hall/Scouts parking: The Clerk reported that a letter had been sent to the Scouts but no response had been received to date.

Item 11 Hardstanding on bridleway: The Clerk reported that one quote of £8,000 had been received by OCC and two others were awaited. If these were similar OCC had intimated that the works would not be done as it would be outside their budget.

Item 16 Play area Supervisor: The Clerk reported that she would be meeting the only applicant on 9th June.

Item 23 Landscaping at Village Hall: The Clerk reported that she had been unable to contact the firm approached. If no response by next meeting enquiries to be made from other contractors or to complete the works with Council staff.

03/126 Urgent Business Raised with Prior Consent of the Chairman – There was no urgent business.

03/127 Declaration of Interests – The following declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Village Hall Management Committee - Dr Wright, Mr Green, Mrs Minch, Mr Mittell.

West Oxfordshire District Council – Mr Rossiter

Accounts – Mr Green declared a personal and pecuniary interest.

Agenda Item 15 – John Lopes Road. Mr Hines declared an interest in this matter but would speak on it.

03/128 Accounts

Mr Green left the meeting.

128.1 Proposed by Mrs Hughes and seconded by Mrs Seeney that accounts in the sum of **£70,793.47** as appended, be accepted. Unanimously agreed. The cheques were then passed Mrs Hughes and Mrs Seeney for signature.

Mr Green rejoined the meeting.

3rd June 2003

128.2 Application for Grant/Loan – Bartholomew Players

A letter had been received requesting a grant for stage curtains. The Drama Club had raised £800 towards the purchase, a grant had been received from West Oxfordshire District Council and the Village Hall bookings secretary had raised £400 from table top sales. The Drama Club is requesting a £400 grant from the Parish Council and a matching loan from the Village Hall Management Committee.

Dr Wright quoted from the Constitution of the Village Hall Management Committee with regard to the powers of the Committee to loan money and in particular 6.2 and 6.18. It was also confirmed that the stage curtains would be donated to the Village Hall

Accounts have been received from the Club. Proposed by Mrs Minch and seconded by Mr Rossiter that a loan of £400 be granted to the Club to be repaid in April 2004 either from a grant from the Parish Council or other sources. This would be an interest free loan and made under the Local Government (Miscellaneous Provisions) Act 1976, s 19. The provision of the loan was agreed unanimously.

03/129 Items Raised by Members of the Public – Standing Orders were suspended at 8 pm

Mr Harry Brown reported that a youngster had thrown a tin can at him. He had reported this to the police at both local and Headquarters level.

He felt that CCTV should be installed immediately. He would be writing to the Prime Minister, the Deputy Prime Minister and the Chancellor of the Exchequer requesting funding.

Mr Brown reported that the Witney Ambulance Station is to close.

The Chairman thanked Mr Brown for attending the meeting and Mr Brown left the meeting.

Standing Orders were resumed at 8.04 pm.

03/130 Planning

130.1 Planning Decisions

The following applications having received conditional approval were noted:

| | | | |
|----------------------|-----------|---|--|
| W03/0709 | 1 Apr 03 | Non-compliance with Condition 3 of planning permission W98/1582 to allow first use of the community hall to commence before refurbishment of the scout hut is carried out (retrospective). | Eynsham Parish Council, Village Hall Back Lane |
| W03/0528 | 3 Mar 03 | Formation of activity area for skateboard and BMX sports | Parish Playing Fields, Oxford Road |
| W03/0540 | 17 Mar 03 | Non-compliance of conditions 6, 7, 8 of planning permission W2000/0984 to allow the increase of bowling lanes to no more than 10, food and drink to be consumed off the premises and to extend opening hours to midnight. | Moonshine, Unit C Stanton Harcourt Road |
| W03/0624 | 26 Mar 03 | Erection of single storey extension to east elevation to form utility room | Highcroft Cottage, Tanners Lane |
| W03/0688 W03/0689 | 28 Mar 03 | Internal and external alterations to include erection of single storey extension to west elevation. | 14 Newland Street |

The undermentioned application has been refused planning permission:

| | | | |
|---------|-----------|--|---|
| W02/194 | 31 Jan 03 | Construction of two detached dwellings | Land adj. to, the New House, Tanners Lane |
|---------|-----------|--|---|

Application refused on the following grounds: “by reason of their size, design and siting which are not indicative of the historic pattern of development in Queen Street, the proposed dwellings and the associated loss of existing planting and the potential future pressure to remove planting along the Tanners Lane frontage in order to provide a satisfactory level of garden amenity, fail to either preserve or enhance the character of the Conservation Area and which results in harm to the visual amenity of the area. As such the proposal is considered to be contrary to Policies BE3, H12 and BE10 of the adopted Local Plan and BE2, H2 and BE5 of the emerging Local Plan”

130.2 Planning Applications

W03/0962 30 Apr 03 Change of Use of land from agricultural to Moto-Cross track (retrospective) Land to north of (OS ref: SP415103, A40

Proposed by Mr Mosson and seconded by Mrs Minch that the Parish Council **objects** to this application being determined until it has full information on the monitoring done by West Oxfordshire District Council and Thames Valley Police on access and noise levels, as required by the former permission granted for one year. Resolved by six votes for with four abstentions.

W03/0959 13 May 03 Erect single storey rear extension 1 Newland Close

Proposed by Mrs Seeney and seconded by Mrs Gerrans that the Parish Council has **no objection** to this application. Resolved by nine votes for with one abstention.

W02/1232 12 May 03 Erection of one dwelling with garage (originally considered Aug 2002) Grange House, Station Road

Amended plans

Proposed by Mrs Seeney and seconded by Mrs Gerrans that the Parish Council has **no objection** to this application. Resolved by nine votes for with one abstention.

W02/0988 18 May 03 Erection of first floor extension 4 Clover Place

Proposed by Mrs Seeney and seconded by Mrs Gerrans that the Parish Council has **no objection** to this application. Resolved by nine votes for with one abstention.

03/131 Correspondence

131.1 Highways Agency – Date of A420 Detrunking Order noted.

131.2 Highways Agency – Date of A40 Detrunking Order noted.

131.3 H D Pimm – The request for action in respect of the blockage of stream at lower end of South Playing Field was discussed. The Playing Field Managers had agreed to put a land drain across the field which will help to alleviate the problem and also to clear out the pipe. Following this action, the matter will be monitored.

131.4 Atkins – The letter regarding the land at the village hall was discussed. Mr Mosson proposed that a response be sent stating that “the Parish Council will honour all covenants on all land transferred to the Parish Council in 1994. Mrs Seeney seconded this and it was agreed unanimously.

131.5 West Oxfordshire Network - Leader+ information day Wednesday 25th June – 3 pm to 5.30 pm noted.

131.6 Zurich Municipal - Health and Safety Seminars noted.

131.7 Friends of Eynsham Library – The report on the success of the fundraising event of 23rd May was noted.

131.8 WODC - Cabinet Decisions taken by the Chairman.

131.9 Eynsham Village Show - Letter of thanks for grant to the village show was noted.

131.10 OCC - Cessation of “Additional co-opted Governors” to school Governing Bodies noted.

131.11 OALC – Following matters noted:

The Good Councillor’s Guide – additional copies to be obtained.

Oxfordshire Training Partnership – Councillors – Didcot

Free Resources – increase form £3.50 to £5 per resident

Parish Websites – Vision ICT Ltd design websites at a cost £200 in year 1 and £80 annually.

Information to be passed to Mrs Hughes

OPFA Annual Inspections of Playgrounds to be investigated.

Internal Audit – draft letters of engagement and job description to be kept on file.

131.12 Jennett Blake - Letter requesting reconsideration of rent for croquet pitch due to mis-use of area by footballers noted.

03/132 Adoption of Council’s Standing Orders

The previously circulated Standing Orders were noted. Proposed by Mr Rossiter that Standing Order No.5 should be reduced from 10 minutes to 5 minutes. There was no seconder to the proposal.

3rd June 2003

Proposed by Mr Green and seconded by Mrs Hughes that the Standing Orders should be re-adopted, as circulated. Unanimously agreed.

03/133 Disabled Parking

The Clerk reminded the members of the suggested solution from Mr Paul Wilson in respect of this matter. Following discussion, it was proposed by Mr Rossiter and seconded by Mrs Jones that Oxfordshire county council should be requested to provide one disabled space within the parking area outside the shops in Spareacre Lane. Suggested that this should be at the end of the parking area closest to the cashpoint. Agreed by seven votes for, one against and two abstentions.

03/134 Playing Fields Managers Pitch Allocation Sub-Committee Report

The Chairman requested that this item should be deferred until after the next Playing Field Managers' Committee meeting. Unanimously agreed.

03/135 John Lopes Road

Mr Hines outlined the problem of the illegal parking in John Lopes Road, the safety aspects which arise and his correspondence over the past seven years with OCC. He also noted the reluctance of the police to prosecute car owners. He also felt that logically, five bollards should be put up – at a distance of 12 metres - instead of the 7 proposed by OCC.

After a full discussion it was agreed that the Clerk should write to the following:

- (a) The police request that they (or a traffic warden) enforce the yellow lines.
- (b) The owners of the Off-Licence to ask them to ensure that their drivers do not park on the pavement when offloading
- (c) The County Engineer to request that the bollards be spaced out to stop parking on the pavement for 12 metres.

The matter should now be put on the agenda for the next Traffic Advisory meeting.

03/120 Dates of Next meetings

The dates of the next meetings are 17th June 2003 and 1st July 2003 at 7.30 pm.

The meeting closed at 9.50 pm

Date of Signing:

**AT THE PARISH COUNCIL MEETING OF EYNHAM PARISH COUNCIL
HELD ON TUESDAY 17TH JUNE 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNHAM**

Present: G Beach (Chairman)
Ms G Barwell, Mrs L Gerrans, Mrs V Hughes , Ms J Minch, Mrs D Seeney
Messrs. N Hines, Mr J Mittell, A Mosson, D Rossiter, Dr F Wright.

In Attendance: J Heath (Clerk)

By Invitation: Acting Sergeant Mark Smith

03/137 Apologies for Absence – Apologies for Absence were accepted from Mrs M Jones (holiday), Mr T Green (holiday). Late apologies from Dr Wright.

03/138 Minutes of the Meeting of 6th June 2003

The Minutes were amended at 128.1 to insert “This included a replacement cheque of £250” after “accepted.” The Minutes were then signed by the Chairman as a true record.

03/139 Declaration of Acceptance of Office

Ms Barwell completed and signed the declaration in the presence of the Clerk, who countersigned.

03/140 Clerk’s Report

Item 3 John Lopes Road: The Clerk reported that the Senior Engineer of OCC Highways had stated that the pavement was not wide enough for bollards further up the road. Also, as there were no double yellow lines at that point, parking was possible on the opposite side of the road which negates the probability of parking on the pavement. This matter to be discussed with the police under agenda item 10 and at the Traffic Advisory Committee meeting.

Items 14 & 16 and 21- The contractor had advised that the works will be completed before the school holidays

Item 24 Landscaping at Village Hall: The Clerk reported that she had still been unable to contact the firm approached. The work will now be done by Council staff.

03/141 Urgent Business Raised with Prior Consent of the Chairman

141.1 – Local Plan: Mr Rossiter reminded the Council that objections to amendments to the plan would be needed before 27th June 2003. He identified four housing policies applicable to Eynsham:

H1, which lists all large sites for mixed development in the next 10 years. There were none proposed for Eynsham but developers had made representations and Woodstock had made an objection, which may result in amendments.

H7, Infill and rounding off – small scale developments.

H11, Affordable Housing developments of 2 or more must have 50% or more as affordable.

H12, Rural Exception Site policy. The potential development in Chilbridge Road falls into this category. These are purely affordable housing and for people with connections to the parish.

The definition of affordable is:

- (i) Subsidised housing for rent or shared ownership which is owned or managed by a local housing authority or a Registered Social Landlord. This is often referred to as social housing.
- (ii) Low cost market housing available for the first and subsequent purchasers at an agreed discount below full market value in response to an identified need.

In both cases the housing is made available for local people who are in housing need but cannot afford housing at market prices. Key workers wishing to move into the District will be considered for their eligibility, taking into account their particular circumstances and local housing need at the time.

Mr Mittell joined the meeting at this point

Discussion took place regarding issues in respect of “affordable and social” housing and the need for such properties within the village and District.

Dr Wright joined the meeting at this point.

Following further discussion it was proposed by Mr Hines and seconded by Dr Wright that an objection to the

amendments to the Local Plan be made with the following wording:

"The Parish Council is concerned that housing policies numbered H1, H7, H11 and H12 may not bring forward the mixed smaller scale developments that it would wish to see and therefore wishes to register an objection to those policies, as amended". Unanimously agreed.

There was then discussion regarding Areas of High Landscape Value and NE5 Policy in respect of the Oxford's Green Belt. Proposed by Mrs Hughes and seconded by Mrs Seeney that an objection be made with the following wording:

"The Parish Council objects to the new highlighting of the Eynsham/Cassington/Yarnton potential gravel workings within Policy NE5". This was passed by nine votes for with one abstention.

141.2 The Clerk reported that a new Play Area Supervisor had been found and that she would be meeting with him next week to discuss salary and working practices. The candidate had agreed to lock the gates in the evenings and the Clerk was looking for agreement from the Council that he be offered the same terms for alarming the pavilion as made to Leighton Property Services.

Proposed by Mr Hines and seconded Mr Mosson that the candidate be offered £100 per month, in addition to agreed working hours, for the alarming of the pavilion and locking of the car park gates. Agreed by eight votes for with two abstentions.

03/142 Declaration of Interests

The following declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

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

03/143 Policing in the village

The Chairman proposed that Agenda Item 10 should be brought forward in order not to delay Sgt. Mark Smith any longer. Unanimously agreed.

The Chairman welcomed Sgt. Smith and explained why the Council had requested this meeting. The residents were anxious about lack of police presence in the village and this concern had been raised at the Annual Parish Meeting. The Parish Council had always had a good relationship with previous Area Beat Officers but due to the continuing secondment of Alan Robinson to cover other duties this had declined.

Sgt. Smith explained that he was new to Witney, having taken up a temporary post for a period of three months. His role is to supervise the Area Beat Officers. He apologised that ABO Alan Robinson was not available to attend the meeting. He explained that there was a problem of undermanning within the force and that the recent changes in personnel at Witney had not helped this.

There would be a new supervisor for rural ABO's, acting Sergeant Dick White, who would be used more pro-actively.

The Councillors then asked questions for Sgt. Smith and the following areas were covered:

- Phone for front office of Village Hall to be arranged.
- Although hours of opening at the village hall are publicised, personnel not visible so public unaware of where they are. Noted by Sgt. Smith
- Was the perceived recent increase in the level of crime in Eynsham due to erroneous figures or the fact that there is no police presence? Sgt Smith could not answer in respect of figures as he had not yet had time to look at these.
- The expected hours of presence in Eynsham when two ABO's are available would be to target certain times when problems occur.
- Trained Officers were being moved from office duties to policing work, which should alleviate staffing problems.

- Concept of visible policing not being met due to the constant removal of the one ABO for other duties.
- Council's role in liaising with police. Contact at WODC is Bill Oddy. Also encouragement in newsletter of recruiting Special Constables.
- Police housing in Eynsham. These had been sold and officers were now finding it difficult to afford properties in the area. Encouragement of affordable housing in the area by local Councils.
- Money spent on yellow line scheme but no Traffic Warden to enforce this. Sgt Smith would action this.
- John Lopes Road parking on pavement by delivery lorries to wine shop. Sgt Smith would look into this.

There being no more questions for Sgt. Smith, the Chairman thanked him for his attendance. He left at 8.38 pm.

03/144 Accounts

Proposed by Mrs Gerrans and seconded by Ms Minch that accounts in the sum of **£4190.64**, as appended, be accepted. The cheques were then passed to Mrs Gerrans and Ms Minch for signature.

The Statement of Income and Expenditure for the quarter ended 31st June 2003 was noted and the Clerk agreed to add bank balances to the next report.

03/145 Items Raised by Members of the Public – Standing Orders were suspended at 8.43 pm

145.1 Mr Harry Brown reported that he had written to the House of Commons with his concerns over the policing in the village and he was also pressing for CCTV in the village.

The Chairman thanked Mr Brown for attending the meeting, who then left.

Standing Orders were resumed at 8.45 pm.

145.2 A member of the public had made enquiries regarding plastic recycling. It was confirmed that the District Council was still awaiting tenders for this service. These were due back this month.

145.3 A resident who lived close to the library had been bothered by young people climbing over bins and entering her garden. This had been reported to the police.

145.4 Michelle Tanner had complained of the road sweeper from WODC cleansing early in the morning (7am) when it is impossible to do this properly due to parked cars. Mr Rossiter will ask if the times can be changed.

03/146 Planning

146.1 Planning Decisions

The following applications having received conditional approval were noted:

| | | | |
|----------|-----------|--|-----------------------------|
| W03/0754 | 14 Apr 03 | Alterations and extensions to form conservatory and additional accommodation | 70 Acre End |
| W03/0755 | 14 Apr 03 | Alterations and extensions for form conservatory and additional accommodation | Street |
| W03/0800 | 22 Apr 03 | Internal alterations to confirm with fire compartmentation and means of access | Cornerstones, The Square |

146.2 Planning Applications

| | | | |
|----------|-----------|--|---------------------------------------|
| W03/1057 | 30 May 03 | Change of Use of ground floor from police area office (Sui Generis Use) to A1 (Retail) Use | Ground Floor, 35 Newland Street |
|----------|-----------|--|---------------------------------------|

Proposed by Mrs Seeney and seconded by Dr Wright that the Parish Council has **no objection** to this application.
Resolved by eight votes for with one abstention.

| | | | |
|----------|-----------|--|----------------------------|
| W03/1083 | 3 June 03 | Change of Use from agricultural to sports field, and erection of pavilion and associated access, parking and landscaping | Land Off, Cassington Rd |
|----------|-----------|--|----------------------------|

Proposed by Mr Hines and seconded by Mr Mosson that the Parish Council has **no objection** to this application.
Resolved by eight votes for with one abstention.

03/147 Correspondence

147.1 David Cameron – Details of Village Hall (Grants) Bill. Letter of thanks and good luck for second reading to be returned.

- 147.2 Eynsham Neighbourhood Care Scheme** - Thank you note for grant noted.
- 147.3 Oxford Radcliffe Hospitals** – Details of Patient/Public Panel noted.
- 147.4 NALC Conference** – Dates 2nd – 5th October 2003 noted and nomination forms for Clerk/Council of the year award available.
- 147.5 CAB** – Details of Annual General Meeting noted.
- 147.6 ORCC** – A Guide to the Disability Discrimination Act 1995 and implications for sports halls and playground providers passed to Mrs Hughes.
- 147.7 WODC** – Green Road show at Church Green, Witney on 21 June 2003 noted.
- 147.8 WODC** - Creating Futures newsletter noted.
- 147.9 Standards Board for England** Improvement & Development Agency – a guide for new members noted.
- 147.10 Mr & Mrs Church** – Concerns over road crossing arrangements between playing fields, Oxford Road to be passed to Playing field sub-Committee and Traffic Sub-Committee for action.
- 147.11 Mr & Mrs Middleton** - Request for additional planters outside Nos 6 and 8 High Street discussed. Agreed that there would not be sufficient room for these and the Clerk to write to correspondents.
- 147.12 Bartholomew Players** – A letter of thanks re. loan received and confirmation of ownership of curtains and tracking noted. Cheque already raised.
- 147.13 Dr F W Wright** - Letter regarding constitution of the Traffic Advisory Committee read out by Chairman. The Clerk reported that John Leverton of Oxfordshire County Council had been contacted. Traditionally two members had been elected from OCC, the District Council and the Parish Council. However, the Parish Council could use its discretion with regard to election of its own members to the Committee. Proposed by Mr Mittell and seconded by Mr Hines that the membership remain at two. Six votes for with four abstentions.

03/148 Report from Playing Fields Sub-Committee

This to be an agenda item for the next meeting.

03/149 Report from the Traffic Sub-Committee

Tabled report showing outstanding matters accepted. All to be discussed at the Traffic Advisory Committee on 8th July 2003. Request that the Clerk report broken paving slab to the Highways Department of OCC.

03/150 Report from the Village Hall Management Committee

The following were noted:

- Insurance query still outstanding.
 - Copy of bank statement awaited.
 - Curtains to be in royal blue.
 - Fence erected by OCC on behalf of school but already vandalized – Echo article.
 - Weeds removed by Dr Wright.
 - Police Office – cordless phone and buzzer requested for front office.
- Next VHMC meeting on 9th July 2003

03/151 Retirement of Primary School Headteacher

The Chairman felt that the Council should give a gift to the Headteacher to mark his retirement and a drawing or painting of the market square had been suggested. Proposed by Dr Wright and seconded by Mrs Gerrans that a gift be purchased up to the value of £200. Unanimously agreed. There being no powers under the Local Government Act 1972 for this expenditure by the Council, the Chairman offered that this be paid for from his own expenses. The details to be finalised by the Chairman, given the short time period.

03/152 Dates of Next meetings - The dates of the next meetings are 1st July 2003 and 15th July 2003 at 7.30 pm.

The meeting closed at 9.38 pm

Date of Signing:

17th June 2003

**AT THE PARISH COUNCIL MEETING OF EYNHAM PARISH COUNCIL
HELD ON TUESDAY 1st JULY 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNHAM**

Present: G Beach (Chairman)
Ms G Barwell, Mrs L Gerrans, Mrs V Hughes, Mrs M Jones, Ms J Minch, Mrs D Seeney
Messrs. T Green, N Hines, A Mosson, D Rossiter, Dr F Wright.

In Attendance: J Heath (Clerk)

03/153 Apologies for Absence – Apologies for Absence were accepted from Mr J Mittell (unwell)

03/154 Minutes of the Meeting of 17TH June 2003

The Minutes were amended as follows:

Minute 03/137 Insert "Late apologies from Dr Wright".

Minute 03/141 – **H11** – the words "more than" removed and the words "or more" inserted after 50%.

Minutes 03/144 – date amended to 30th June. Confirmed that Statement of Income and Expenditure would be quarterly.

Minute 146.2 – Both applications were resolved by 8 votes for with one abstention and not unanimously as recorded.

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

Dr Wright wished it minuted that he had tried to raise transport as an urgent matter, which was disallowed by the Chairman as not having been raised with prior consent but which Dr Wright felt was applicable to the urgent business being discussed.

03/155 Clerk's Report

Item 2 Compound wall - The Clerk reported that the wall had been damaged by one of the fair vehicles and the compound was subsequently insecure. Mr Boulwood had been informed of the damage and the Clerk had asked the maintenance contractor to look at it as a matter of urgency. This would have the result of delaying the ongoing other works in the village.

Item 5 – Training to be put on the next agenda.

Item 6 – Sgt Smith had telephoned to thank the Council for the opportunity to speak with them and was working to address the issues raised. Reported that police presence had improved over the weekend.

Item 7 – Valuation of Bartholomew furniture - This had been received and the furniture was valued at £13,550. The current insured value is £13,000.

Item 8 – Bus Shelter - The contractors had confirmed that this work would be completed within 2 months.

Item 14 – The benches had been concreted in on Friday 27th June and one had been removed by vandals on the evening of 30th June. The contractor would re-set as soon as possible.

Item 15 – The Clerk reported that Mr Mick Berry had accepted the position of Play Area Supervisor and would start on 1st September 2003.

Item 18 – The doors to the north side toilet block had now been repaired. Signs to be purchased.

Item 22 Landscaping at Village Hall - The Clerk reported that the landscaping firm had returned her calls and would do the job week commencing 7th July. Mr Green reported that the Brownies had cleared some of the weeds.

Item 24 – Sports Pavilion refurbishment. The Architect had now written to the contractors requesting that the amended quote be forthcoming as an urgent matter.

03/156 Urgent Business Raised with Prior Consent of the Chairman

There was no urgent business.

03/157 Declaration of Interests

The following declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

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

03/158 Accounts

Proposed by Dr Wright and seconded by Mr Hines that accounts in the sum of **£1,232.16**, as appended, be accepted. The cheques were then passed to Dr Wright and Mr Hines for signature.

03/159 Items Raised by Members of the Public – Standing Orders were suspended at 8.43 pm

There were no items raised by members of the public to discuss.

03/160 Planning

160.1 Planning Decisions

The following applications having received conditional approval were noted:

| | | | |
|----------------------|-------------|---|--------------------------------------|
| W03/0595 W03/1596 | 4 Mar 03 | Conversion of existing barn/outbuilding to dwelling | 26 High Street |
| W03/0870 | 1 May 03 | Change of Use of annex from small business to residential internal alterations to separate annexe from end of terrace house | 2 Marlborough Place |
| W00/1532 | 12 Sep 2000 | Erection of extension to existing production facility, with associated access and parking | Oxford Magnet Technology, Wharf Road |

It was confirmed that the conditions did not include provision of a bus shelter but did include formation of a "Green Policy Working Group".

160.2 Planning Applications

W03/1172 5 June 03 Affix externally illuminated projecting and fascia sign to front elevation Co-op, 2 High Street

Proposed by Mr Green and seconded by Dr Wright that the Parish Council **object** to the application on the grounds that it is not in keeping with the conservation area and is considerably worse than the original one turned down by the District Council to which the Parish Council had not objected. Resolved by ten votes for with one abstention.

W03/1186 17 June 03 Alterations to include replacement of existing concrete plain tiles on first floor rear roof slopes with reconstructed stone slates 3 Mill Street

Proposed by Mrs Seeney and seconded by Mr Mosson that the Parish Council has **no objection** to this application. Resolved by ten votes for with one abstention.

W03/1148 2 June 03 Conversion of first floor from commercial to residential. Formation of new entrance door to west elevation 6 Mill Street

Proposed by Mr Mosson and seconded by Dr Wright that the Parish Council has **no objection** to this application. Mr Green tabled an amendment that the Parish Council object to the application on grounds of insufficient parking. There was no seconder. Original proposal resolved by nine votes for, one against with one abstention.

W03/1214 24 June 03 Erection of 3 terraced dwellings. Land adj. The New House, Tanners Lane

Proposed by Mrs Seeney and seconded by Dr Wright that the Parish Council has **no objection** to this application. Resolved by nine votes for with one abstention.

160.3 New Wintles Farm/City Farm Applications

Dr Wright and Mrs Jones had attended the site meeting on 30th June. The main concern was that the entrance did not give sufficient sight line for exiting the site by large lorries, given the speed of traffic on the road. The Parish Council had objected to the entrance in December 2002 but the alternative had not been possible as the owner of the land would not permit access. The County Highways Engineer had recommended that the sight lines were sufficient.

Dr Wright had attended the meeting at OCC in the afternoon and confirmed that the application had been approved. Agreed that this matter should be discussed at the Traffic Advisory Committee. It was suggested that the Traffic Advisory Committee consider that warning signs should be erected with a mirror for the vehicles exiting the site and a 40 mph limit imposed.

03/161 Correspondence

- 161.1 **Defra** - Quality Parish Council Scheme to Dr Wright and to be circulated to all Councillors. The Clerk to obtain additional copies. Agenda item for first August meeting.
- 161.2 **OALC** - Nomination of Cllr. Wright to OALC Executive Committee noted.
- 161.3 **OCC** – Confirmation that the Periodic Electoral Review was progressing to the second stage for consideration by the Boundary Committee for England.
- 161.4 **Eynsham Football Club** – Clerk to respond that use of pavilion agreed. Use of generator to be referred to Playing Field Management Committee. Storage and insurance details to be clarified. Display of roll of honour in the Bartholomew Rooms agreed, subject to positioning.
- 161.5 **ORCC** – Newsletter noted.
- 161.6 **WODC** - Letters from Local Government News, OCC and National Civic Trusts regarding awards for the Market Square noted. The Chairman to attend OCC reception for winners. An item to be inserted in the Eynsham Echo.
- 161.7 **WODC** - Local Authorities (Members' Allowances) (England) Regulations 2003 information to be copied to all Councillors and to be a future agenda item, if required.
- 161.8 **Eynsham Consolidated Charity** - Proposed by Dr Wright and seconded by Mr Green that Mr George Wood be re-appointed as a trustee of the Charity for a further four years. Resolved unanimously.
- 161.9 **Bartholomew Educational Foundation** – Proposed by Mr Green and seconded by Mrs Jones that Mrs Leslie Gerrans and Mr George Wood be re-appointed as trustees of the Foundation for a further four years. Resolved unanimously.
- 161.10 **WODC** - Good Practice Guidance for Councillors and Officers Dealing with planning matters to be copied to the members of the Planning sub-Committee.
- 161.11 **WODC - Additional** funding for Dog Waste Bins noted. Agreed that the bin by the pavilion car park should be replaced. Additional litter bins would be of more use.
- 161.12 **Thames Valley Police** Update on non-emergency call-handling and Community Officer of the year noted. Details of the opening hours of the police room and call handling service to be in the Echo, subject to room.

03/162 Report from Playing Fields Sub-Committee

Mr Mosson reported that the sub-Committee had not met as matters had not progressed with regard to the refurbishment of the pavilion. The next meeting of the Playing Field Managers Committee (PFMC) would be on 14th July. The request for pitch use from the Talbot Public House to be passed to Mr Boulwood.

Date for discussion of an interim agreement to be set for 8th July.

Agreed that the disabled toilet will be opened on Saturday for the carnival and the Croquet Club to be informed. Storage of equipment to be discussed by the PFMC to enable opening of toilet on a daily basis.

Agreed that the car park to the north field be opened for the Carnival for disabled and authorised parking only.

03/163 Dates of Next meetings - The dates of the next meetings are 15th July 2003 and 5th August 2003 at 7.30 pm.

The meeting closed at 9.20 pm

Date of Signing:

**AT THE PARISH COUNCIL MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 15TH JULY 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: G Beach (Chairman)
Ms G Barwell, Mrs L Gerrans, Mrs M Jones, Mrs D Seeney
Messrs. T Green, N Hines, A Mosson, D Rossiter, Dr F Wright.

In Attendance: J Heath (Clerk) and seven members of the public

03/164 Apologies for Absence – Apologies for Absence were accepted from Mrs V Hughes (holiday), Mr C Lewington (unwell), Ms J Minch (working), Mr J Mittell (unwell)

03/165 Minutes of the Meeting of 1st July 2003

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

03/166 Clerk's Report

Item 2 - Play Area RoSPA report. The Clerk reported that this had been received at the weekend. The report was dated 29th May. Mr Rossiter would ascertain the reason for the delay. There was only one item of high risk found and this referred to broken glass in Wytham View. Other items would be looked at in order of priority.

Item 3 – Village Hall final certificate. The Architect had issued a "Making Good Defects" certificate. This had been queried by the Clerk as there were still items outstanding. Dr Wright reported that he had spoken with the Architect who had assured him that these matters would be dealt with. The Chairman confirmed that the final payment would be withheld until either the defects were made good or the Architect gave written assurance that he was happy that the defects would be made good.

Item 11 – Play area Supervisor. The Clerk reported that the applicant was having second thoughts but that it was hoped that with negotiations this would be overcome.

Item 16 Landscaping at Village Hall – Dr Wright requested details of the landscaping firm as they had not yet started the work.

Item 18 – Sports Pavilion refurbishment. The contractors had now put in their bid, which was higher than expected. The Architect and Mr Mosson would be meeting early next week to discuss this and go back to the contractor to establish if further cuts can be made.

03/167 Urgent Business Raised with Prior Consent of the Chairman

Wheeled Sports Park. Mr Mosson reported that all the funding was now in place but the contractor's price was £600 in excess of quote (now £44,600). Funding is £20,000 from Parish Council, £18,000 from West Oxfordshire District Council and £6,000 from WREN (Waste Recycling Environmental Ltd).

There was also a contingency figure of £750 which, if used, would result in an additional shortfall. The shortfall would be raised locally and not from Parish funds. Although the contract states that payment should be made within 15 days, there would be a 5% retention until a RoSPA report had been made, which would give additional time for fundraising.

The issue raised by Mr Watson regarding safety would be addressed before the facility was completed. Mr Mosson had spoken with Roger Davis of the Oxfordshire Association of Playing Fields who considered that the allowance between the football pitch and the park was sufficient for safety purposes.

Mr Mosson asked for permission from the Council to issue instructions to proceed. Proposed by Mrs Gerrans and seconded by Mr Hines that the Clerk issue instructions for work to commence. The motion was passed by eight votes for and one abstention.

03/168 Declaration of Interests

The following declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Village Hall Management Committee - Dr Wright, Mr Green

West Oxfordshire District Council – Mr Rossiter

Mr Green declared a pecuniary interest in agenda item 6 (to approve payment of Accounts).

03/169 Accounts

- 169.1 **Mr Green left the meeting.** Proposed by Dr Wright and seconded by Mr Mosson that accounts in the sum of **£3,749.08**, as appended, be accepted. The cheques were then passed to Dr Wright and Mr Mosson for signature. Motion passed unanimously.
- 169.2 **Mr Green rejoined the meeting.** Proposed by Dr Wright and seconded by Mrs Jones that B R Consulting be appointed as internal auditors. Motion passed unanimously.

03/170 Election of Cllr. Barwell to sub-Committee(s)

Proposed by Mr Green and seconded by Mrs Gerrans that Ms Barwell be elected to the Finance Sub-Committee. Unanimously agreed.

03/171 Items Raised by Members of the Public – Standing Orders were suspended at 7.52 pm

171.1 Mr Harry Brown's letter to Gordon Brown (M.P.) was read out. This covered the issues of lack of police and CCTV. The Clerk reported that Eynsham had been allocated a roving camera and ABO Robinson would be liaising with the Council over its location.

171.2 Affordable Housing Dr Arnold raised again the concerns of the Eynsham Society over such a large development on the western side of the village and outside the village envelope. He had written to Cllr Louise Chapman of West Oxfordshire District Council and also the Leader of the Council Mr Barry Norton. He had also been in contact with Messrs. Overbury and Tucker, Planning Officers of West Oxfordshire District Council.

Other concerns are that these houses would not be purely for local use, the development was larger than those in other areas (being 40, which is rare, the normal size being between 10 and 15). There were also concerns over increased traffic in Chilbridge Road as well as Witney Road and Acre End Street.

Mrs Fletcher reminded the Council that it had endorsed the Village Design Statement which resisted any development outside the village envelope. To permit this development would set a precedent.

171.3 Mr Green had been requested by a resident from Merton Close to have a pedestrian crossing in Acre End Street as it was difficult to cross the road to take children to school, due to the speed and volume of traffic in the mornings. To be referred to the Traffic Advisory Committee meeting, rescheduled for 16th July.

Standing Orders were resumed at 8.05pm

03/172 Planning

172.1 Planning Decisions

The following applications having received conditional approval were noted:

| | | | |
|----------|-----------|------------------------------------|-----------------|
| W03/0959 | 13 May 03 | Erect single storey rear extension | 1 Newland Close |
| W02/0988 | 18 May 03 | Erection of first floor extension | 4 Clover Place |

172.2 Planning Applications

| | | | |
|----------|------------|------------------------------------|---------------|
| W03/1241 | 19 June 03 | Erection of Single garage to front | 56 Beech Road |
|----------|------------|------------------------------------|---------------|

Proposed by Dr Wright and seconded by Mrs Seeney that the Parish Council make **no objection** to the application.

Moved by eight votes for and one abstention.

03/173 Correspondence

173.1 **Patricia Wilkinson**

173.2 **Robin Mitchell** Both Mrs Wilkinson and Mr Mitchell had raised the issue of a tree in the churchyard which had split and was dangerous. The Clerk reported that a tree surgeon had been out as a matter of urgency to assess the danger. The work would be done on Monday 21st and other remedial work at a total cost of £200. An assessment of all the trees would then be done at a total cost of £125. Mr Green asked what the position is regarding the council's responsibilities with regard to the trees as the total cost would probably be extremely large. The Clerk confirmed that there is a legal agreement that the Council deals with the maintenance of the churchyard and this includes the trees. In exchange the Council receives all burial income from the church.

173.3 **Newsquest Oxfordshire** Request to advertise in the village newsletter. The Clerk confirmed that the Council had to date a policy of not taking paying advertisements as it would result in a more

professional requirement for the editor. There would also be increased costs as the newsletter would need to be more than a single sided A4 production. Mr Hines felt that money should not be turned away. Proposed by Mrs Gerrans and seconded by Mrs Seoney that the Echo newsletter not have advertisements. Moved by seven votes for, one against and one abstention.

- 173.4 Princess Trust** Carers' newsletter noted.
- 173.5 OCC Oxfordshire** Plan 2003-2004 noted.
- 173.6 B S Webb & L Hudson** Application for transfer of Justices' Licence, The Jolly Sportsman noted.
- 173.7 Office of Deputy PM** Consultation paper on indemnities for relevant authority members and Officers taken by Mr Rossiter.
- 173.8 WODC** Request for details of inspection requirements from RoSPA. The Clerk reported that the Oxfordshire Association of Playing Fields does not provide a service of inspections and it is a requirement of the grants received from WODC that there be two inspections per annum. The inspections would therefore be booked at a total cost of £120.
- 173.9 WODC** Application for renewal of Public Entertainments Licence at the Red Lion. The proposed increases are as follows:
Main Bar: Friday and Saturday increased from 11pm to 1 am. Function Room no change
Main Bar: Sundays increased from 10.30 pm to 11 pm. Function Room application not made.
Proposed by Mr Green and seconded by Mr Mosson that the Council object to the new opening times but would approve as follows:
Main Bar: Fridays and Saturdays to midnight
Main Bar: Sundays to 11 pm
An amendment was tabled by Dr Wright that the Council object to the new opening times but would approve as follows:
Main Bar: Fridays and Saturdays increase to 11.30 pm and on Sundays reduce to 10.30 pm. There being no seconder for this amendment the original proposal was voted on. Moved that the Council object to the new opening times but would approve an increase in the main bar on Fridays and Saturdays to midnight and on Sundays to 11pm. Agreed by six votes for, two against with one abstention.
- 173.10 Oxfordshire Carers' Forum** newsletter noted.
- 173.11 WODC** A photocopy of the certificate for the award from the Local Government News Street Design Competition had been forwarded by Mr Overbury of West Oxfordshire District Council.
- 173.12 Mr Bill Middleton** – The Clerk read out the response from Mr Middleton which asked that the Council reconsider its previous decision. After debate it was proposed by Mr Rossiter and seconded by Mr Hines that a letter be sent stating “the Parish Council is happy to see a planter outside No.6 or No 8 High Street but will not provide one. Should you decide to provide one the Council reminds you that it would remain your responsibility and should not cause an obstruction, in accordance with your letter”.
- 173.13 Oxfordshire Cotswolds** – Information point access. Dr Wright agreed for posters to be put on the Village Hall Notice Board. The Clerk to respond.
- 173.14 OCC** Oxfordshire Quality of Life and Sustainable Development Indicators noted.
- 173.15 Clerk & Council Direct** – Newsletter noted.

03/174 Affordable Housing in Chilbridge Road

Mr Rossiter explained the concept of affordable housing to the Council and the background to the Chilbridge Road site.

The WODC Housing Needs Survey data provided information that there is under-provision of affordable housing in Eynsham. The District Council's policy has for many years been to find suitable sites on the edges of villages and towns and this is now its top priority. The policy is to provide social, low cost starter homes and shared ownership schemes.

A Rural Exception Site is one which would not normally get planning permission and it enables developers to build at a cheaper price.

Discussions on the evaluation of the site began between OCC and WODC and West Oxfordshire Housing at the beginning of February but to date no decision has been made. If a decision is made then the Parish Council will be informed and consulted. Consultation will be before any planning application is lodged..

There are restrictions on purchasers who must meet the criteria of:

1. long standing local residents or
2. have strong family connections or
3. work in the village or

4. are key workers.

Further restriction on the housing include that they would “in perpetuity remain affordable”. There would be a legal agreement ensuring this. Development of Rural Exception Sites cannot set a precedent. There is a precedent for larger sized affordable housing estates in West Oxfordshire at Bampton. Supplementary Planning Guidance has been adopted and the policy of West Oxfordshire is consistent with both the 1997 and 2011 Local Plans.

Finally, in the wider context it should be noted that the local enquiry will give rise to objections from developers who wish to develop sites both to the west and the east of the village. Woodstock has objected to 150 houses on the edge of the town and although the outcome of the enquiry cannot be predicted should the Woodstock objection succeed, there may be more pressure for additional housing in Eynsham.

03/175 Councillor’s Training

Mr Hines reported on the two day training course at Cheltenham attended by himself and Ms Minch. They had found the course enjoyable and informative. He reported on the responsibilities of Councillors and the planning procedures.

He felt that new Councillors were ill prepared for the position and would like to see an induction pack as well as details of the budget and Council’s accounts. It was agreed that this was an excellent idea. The Chairman requested that Mr Hines, Ms Barwell and Ms Minch, in hindsight of the training courses, could come up with a list of things suitable for such an induction pack.

Mr Hines felt that there was insufficient financial information given to the Council as each Councillor was personally responsible. The Council should on a monthly basis receive details of expenditure and how it compares with the budget. The Chairman explained that the Council had delegated these responsibilities to the Finance Sub-Committee but this could be changed if the Council wished.

Ms Barwell reported that the information given by the Clerk when a Councillor started was good but made little sense until she had been on the course. 108 Councillors had attended the course and it was well structured and enjoyable.

Areas covered were Powers and Duties, Planning and Finance. She agreed that the annual report and latest set of accounts would be useful in the induction pack. Speakers were good and included the Chief Finance Officer of Vale of White Horse District Council, the Town Clerk from Abingdon and a representative from the National Association of Local Councils.

She requested that a letter of thanks be sent from the Council to OALC.

03/176 Report from Village Hall Management Committee

Dr Wright briefly went through the Minutes of the latest meeting, which cover the following of interest: Curtains to be installed within 4 weeks and confirmed that they would become the property of the Village Hall Management Committee.

Insurance Policy does not make reference to VAT.

Security The alarm had been set off on several occasions by police volunteers.

Charges Decisions on this deferred until rates query cleared up.

Finances Accounts looking healthy, £10,000 to be transferred to a building and contingency fund. Accounts books now being kept, which resulted in Cadets failure to make bank transfers being highlighted. Auditor (Revd. Dennis Mason) has been appointed.

Snagging list on building works Dealt with under Clerk’s report.

Cycle Rack Complaints that rack was too far from the building. Agreed that it could not now be resited.

Copies of the Minutes are available from the Clerk, on request.

The Chairman thanked Dr Wright for his report.

03/177 Report from Oxfordshire Association of Local Councils Meeting

Dr Wright reported briefly on the meeting which had covered Quality Parish and Town Councils on which a presentation had been made by John Hardwicke. Mr Hardwicke felt that the new proposals in the Government White Paper would result in more powers delegated to the Parish Councils, in partnership with the District and County Councils.

Concerns included the proposed training for clerks which may result in smaller councils being unable to recruit. Staffing for delegated contracts (e.g. street cleansing) would be difficult to get.

Dr Wright had circulated a written report which also incorporated an article on the Role of Charters.

The Chairman thanked Dr Wright for his report.

03/178 Dates of Next Meetings - 5th August 2003 and 19th August 2003 at 7.30 pm.

The meeting closed at 9.50 pm

Date of Signing:

15th July 2003

**AT THE PARISH COUNCIL MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 5TH AUGUST 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNSHAM**

Present: G Beach (Chairman)
Ms G Barwell, Mrs L Gerrans, Mrs D Seeney
Messrs. T Green, N Hines, D Rossiter,

In Attendance: J Heath (Clerk) and one member of the public

03/179 Apologies for Absence – Apologies for Absence were accepted from Mrs M Jones (holiday), Ms J Minch (holiday), Mr A Mosson (social event), Dr F Wright (holiday).

03/180 Minutes of the Meeting of 15th July 2003

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

03/181 Clerk's Report

Item 3 – Red Lion Public Entertainment Licence: The Clerk circulated a report from local residents regarding the proposed licence. The matter was to be discussed at the Licensing Committee of WODC this day. Papers available for perusal.

Item 6 Bus shelter almost complete – will be completed next week.

Item 15 – Cycle rack - unable to proceed as permission required from Greene King Brewery, as owners of the land.

Item 17 – Village Hall Landscaping: Phone call from contractors this afternoon – will fax a quote within the next 2 days.

03/182 Urgent Business Raised with Prior Consent of the Chairman

The Chairman reported that there had been a tremendous turn out for the funeral of Mr Lewington and Mrs Lewington had thanked the Parish Council for its support. It was agreed that the two vacancies for the Council should not be advertised until the beginning of September, as a mark of respect. The request from the family to provide a space for a bench in the Market Square was agreed.

03/183 Declaration of Interests

The following declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Village Hall Management Committee - Mr Green

West Oxfordshire District Council – Mr Rossiter

Mr Green declared a pecuniary interest in agenda item 6 (to approve payment of Accounts).

03/184 Accounts

Mr Green left the meeting. The account for the Village Hall contractors was discussed. It was agreed that this should be paid, as advised by the Architect and Quantity Surveyor. The Clerk to confirm with the Architect that the heating problems to be dealt with as soon as possible and to ascertain the final figure.

The Echo deliverer for Station Road to be requested to deliver properly. Proposed by Mrs Gerrans and seconded by Mrs Hughes that accounts in the sum of **£19,637.05**, as appended, be accepted. Motion passed unanimously. The cheques were then passed to Mrs Gerrans and Mrs Hughes for signature.

Mr Green rejoined the meeting.

03/185 Items Raised by Members of the Public – Standing Orders were suspended at 7.50 pm

185.1 Mr Harry Brown complained about youngsters collecting outside the Spar shop, which he felt was a security problem. He had spoken to the police about this. He requested that a CCTV

camera be placed outside the Spar. He also complained about the lack of police presence in the village.

The Chairman thanked Mr Brown for his contribution, who then left the meeting.

It was reported that the WODC preferred site for the proposed CCTV camera is outside the Spar shop.

- 185.2 Confirmed that the towpath by the toll bridge was the responsibility of the Environment Agency.
- 185.3 The reason for not prosecuting the youngster caught on the roof of the sports pavilion, as reported in the Echo, was that there had been no damage. However, other misdemeanors will not be treated as leniently.
- 185.4 The hedge on the west side of the Witney Road is badly in need of cutting back. The Clerk to ascertain ownership.

Standing Orders were resumed at 8pm

03/186 Planning

186.1 Planning Decisions

The following applications having received conditional approval were noted:

| | | | |
|----------|-----------|--|---|
| W03/0959 | 13 May 03 | Erect single storey rear extension | 1 Newland Close |
| W02/0988 | 18 May 03 | Erection of first floor extension | 4 Clover Place |
| W03/266 | 5 Feb 03 | Siting of mobile home for use as office, toilet, shower & store | Fir Tree Farm Barnard Gate |
| W03/0962 | 30 Apr 03 | Change of Use of land from agricultural to Moto-Cross track (Retrospective) | Land to north of (OS ref SP415103, A40 |

It was confirmed that the Conditions did not include a requirement for vehicles to turn left from the lay-by. The Clerk had ascertained from WODC that the noise levels had been monitored and were within the limits. The dust was a problem on one occasion and a Condition to provide a water bowser had been included in the permission.

| | | | |
|----------|------------|--|------------------------------------|
| W03/1186 | 17 June 03 | Alterations to include replacement of existing concrete plain tiles first floor rear roof slopes with reconstructed stone slates | 3 Mill Street |
| W03/1241 | 19 June 03 | Erection of Single garage to front | 56 Beech Road |
| W03/1147 | 2 June 03 | Conversion of first floor from commercial to residential. | 6 Mill Street |
| W03/1148 | | Formation of new entrance door to west elevation | |
| W03/0672 | 31 Mar 03 | Erection of one dwelling | Roserai, Old Witney Rd |
| W03/1057 | 30 May 03 | Change of Use of ground floor from police area office (Sui Generis Use) to A1(Retail) Use | Ground Floor, 35 Newland Street |
| 02/1232 | 12 May 03 | Erection of one dwelling with garage (originally considered August 2002) | Grange House, Station Road |

186.2 Planning Applications

| | | | |
|--|------------|--|---|
| W03/1418 | 18 July 03 | Erection of single storey rear extension,garage and loft conversion | 5 Tilgarsely Road |
| Proposed by Mrs Gerrans and seconded by Mrs Seeney that the Parish Council make no objection to the application. Moved by six votes for and one abstention. | | | |
| W03/1419 | 24 July 03 | Erection of detached dwelling and garage (renewal of planning Permission W98/0372) | Land at the Shrubbery 26 High Street |
| Proposed by Mr Green and seconded by Mrs Seeney that the Parish Council make no objection to the application. Moved by six votes for and one abstention. | | | |
| W03/1431 | 10 July 03 | Erection of rear conservatory (retrospective) | 93 Spareacre Lane |
| Proposed by Mrs Gerrans and seconded by Mrs Hughes that the Parish Council make no objection to the | | | |

application. Moved by six votes for and one abstention.

186.3 Other Planning Matters

Mr Green reported that the children's nursery, Acacia Care, had put in a gate to gain access to the Parish Council's play area. He was anxious regarding litigation if there is an accident. It was also felt that permission should have been asked. There was also the problem of parking on the piece of land by the entrance to the play area. The Clerk to write to Acacia Care pointing out that permission was not requested to make the entrance and to ask if they have any knowledge as to the ownership of the parked cars.

03/187 Correspondence

187.1 Wychwood Project - Newsletter noted.

187.2 OCC - Environment & Economy Service Plan 2003/04 noted.

187.3 Eynsham & Woodstock Area Youth Service - Annual Report – April 2002 to March 2003 to be forwarded to Mr Mosson.

187.4 Friends of Eynsham Library - Illustrated Talk by Alan Hardy – “Eynsham – A Village and its Abbey” noted.

187.5 Defra - Review of Rural service standards 2003 – questionnaire to be completed by the Clerk.

187.6 Lockett & Co - Alteration to licensed area at Jet Convenience Store, Eynsham Service Station, A40 noted with no comments.

187.7 ORCC & OCC - Disability Discrimination Act Assessment pack. To be an agenda item for next meeting.

187.8 Oxfordshire Community Health Council - Last Annual Report – 2002/03 noted. To be forwarded to Dr Wright.

187.9 OCC - New Cycling Leaflet taken by Mr Hines.

187.10 Cogges Manor Farm Museum - Advertisements for Echo. In line with previous decision it was agreed that the Museum should be declined advertising space in the Echo newsletter.

187.11 WODC - Procedure for requests for replacement street signs noted.

187.12 Oxfordshire Playing Fields - Invitation to meet members of the Oxfordshire Branch of the Institute Association of Groundsmanship on Wednesday 30th July 2003. 6.30 pm at the Kassam Stadium noted.

187.13 Countryside Agency - Countryside & Rights of Way Act 2000 – Draft Map Information. The Clerk to approach Mrs Chapman to see if she would be prepared to look at this document on behalf of the Parish Council.

187.14 IOG Saltex - Open space management event noted.

187.15 OCC - Survey of Parish & Town Councils taken by the Chairman for completion.

Mr Rossiter reported that the consultation from the Office of Deputy PM on indemnities for relevant authority members and Officers was a very sensible document and to be recommended.

03/188 Quality Parish Council Status

The Clerk reported that Dr Wright had requested that this item be deferred until all members of the Council could be present. It was agreed that this would be difficult to achieve and the item should be discussed.

188.1 Council Policy

Following an in depth discussion, the following points arose:

1. All good Councils will try to achieve Quality Status.
2. It will be easier to obtain money for works and projects with QS through partnerships.
3. Communications with the electorate to be improved. There are 17 areas defined and the Council will look at ways to improve and actively engage.
4. Profile of the Council to be raised.
5. Monthly surgeries to be considered.

It was accepted that there will always be an element of disinterest by a great number of the public but efforts are already being made to raise the profile of the Council via the Echo newsletter which has greatly improved and thanks to Mrs Seeney for this.

Proposed by Mr Hines and seconded by Mrs Hughes that Eynsham Parish Council should strive to become a Quality Parish Council in accordance with the Model Charter issued by Defra.
Moved unanimously. Mr Hines and Mrs Hughes to identify the criteria to be met by the Council and bring back to the next meeting.

188.2 Members Allowances

Proposed by Mr Hines and seconded by Mr Green that no payment be made to the members at this point in time. Payment of expenses remains. Moved unanimously.

03/189 Traffic Advisory Committee Report

The Traffic Advisory Committee Minutes were amended to include item 7 at Minute 03/12 "Mr Wilson to investigate why not all access roads to the village had a 7.5t weight limit sign."

Agreed that Mr Wilson should now be contacted to ascertain the current position in respect of John Lopes Road and all other items which were to be completed within 2 – 3 weeks.

The Minutes, marked "unadopted" to be placed in the library and on the website.

03/190 Sports Pavilion project

The Architects report and plans were studied. After discussion, it was agreed that there was no requirement for an additional disabled toilet for the public as there is already one on the north side. This to be signed from the pavilion toilets. The Clerk reported that the Croquet Club is aware that the disabled toilet will need to be accessible from April 2004 and they are making arrangements to remove their equipment.

It was confirmed that the earmarked reserves were approximately £10k short of the contractor's price. Removing this requirement will save money on the ramp and the additional door. It would also ensure that the disabled toilet is kept to a high standard for use by hirers of the pavilion social area.

The Architect to confirm that there is a shower in the referees changing room, the specification of the public toilets and access to the main hall for disabled people.

It was agreed that the priority is to have the windows replaced and the Clerk to obtain quotes from local companies rather than await the return of the architect from holiday.

Proposed by Mr Hines and seconded by Mrs Seeney that the Council proceed with the scheme, as amended by the removal of public access to the disabled toilet and associated ramp. The Architect to approach preferred contractor for a firm price, taking into account the amendments and to obtain the required planning permission. Moved unanimously.

03/191 WODC Recycling contracts

Mr Rossiter reported the following:

1. The collection of wheelie bins on a weekly basis to be maintained for 3 years.
2. Weekly collection of dry recycling matter, to include plastics, to commence in spring 2004.
3. By 2006 fortnightly green waste collections to commence.

03/192 Dates of Next Meetings - 19th August 2003 at 7.30 pm.

The meeting closed at 10 pm

Date of Signing:

5th August 2003

**AT THE PARISH COUNCIL MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 19TH AUGUST 2003 AT 7.30 PM IN THE SPORTS PAVILION, EYNSHAM**

Present: G Beach (Chairman)
Mrs L Gerrans, Mrs V Hughes, Mrs M Jones, Ms J Minch, Mrs D Seeney
Messrs. N Hines, J Mittell

In Attendance: J Heath (Clerk) and one member of the public.

03/193 Apologies for Absence – Apologies for Absence were accepted from Ms G Barwell (social event), Mr T Green (holiday), Mr A Mosson (holiday), Mr D Rossiter (holiday), Dr F W Wright.

03/194 Minutes of the Meeting of 5th August 2003

The Minutes were amended at Minute 03/182 to insert “a space for” before “a bench” agreed. Dates of next meeting amended to read 19th August and 2nd September 2003. The Minutes were then signed by the Chairman as a true record.

03/195 Clerk’s Report

Item 4 – John Lopes Road: The Clerk had spoken with Mr Wilson, who had been on leave. He will make enquiries of Mr Oakley regarding the progress. Work expected to be completed by the end of the month, subject to contractor’s workload.

Item 5 - Bus shelter almost complete – Clerk will ascertain when this will be finished.

Item 7 – Bridleway to A40 – Clerk has spoken with the Officer dealing. On hold for the present as Ridgeway is being dealt with.

Item 8 – Disabled Parking – Order has been put in. Contractor extremely busy.

Item 9 - Play Area Supervisor – Applicant contacted – awaiting return call and meeting.

Item 13 – Cycle rack – Letter to Greene King requesting permission sent.

Item 13 – Village Hall Landscaping: Work commenced and will be completed on Friday.

Item 17 – Pavilion - the Clerk had obtained a grant application form from WODC in respect of the pavilion refurbishment and Mr Hines offered to help complete this.

03/196 Urgent Business Raised with Prior Consent of the Chairman

There was no urgent business.

03/197 Declaration of Interests

The following declaration was noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Agenda item 15 - To consider quotes for replacement windows for sports pavilion. Mrs Hughes declared a pecuniary interest.

03/198 Accounts

198.1 Proposed by Ms Minch and seconded by Mrs Hughes that accounts in the sum of **£ 2,672.27**, as appended, be accepted. Motion passed unanimously. The cheques were then passed to Ms Minch and Mrs Hughes for signature.

198.2 The Clerk briefly reported on the figures contained in the annual accounts for the year ended 31st March 2003, with comparative figures from the previous year. Proposed by Mrs Gerrans and seconded by Mrs Jones that the accounts as set before the meeting be accepted. Motion passed by five votes for with one abstention. The Chairman and the Clerk signed the accounts.

Mr Mittell joined the meeting.

Agreed that the Clerk should in future try to obtain accounts in good time for circulation prior to the meeting.

03/199 Items Raised by Members of the Public – Standing Orders were suspended at 7.52 pm

199.1 Mr Geoff Crompton spoke on the proposed Mill Street speeding restrictions and, in particular, the concerns of some of the residents regarding the impact on their properties if a speed platform is used.

He had spoken with Mr Paul Wilson of Oxfordshire County Council and had come up with a new scheme involving chicanes. The Clerk to discuss with Mr Wilson.

Agreed that Mr Crompton should obtain signatures of those residents objecting to the proposed scheme. Following receipt of these, the Traffic Sub-Committee to meet as soon as possible. An emergency meeting of the Traffic Advisory Committee to be set up, if possible. This may not be possible until the agreed meeting in January.

199.2 Mrs Lesley Holden had contacted the Clerk regarding her concerns about the wall in Station Road which is in a very poor state of repair. She has obtained the name of the agent in respect of the land and requests that the Parish Council write to add weight to her own complaint. Agreed that the Clerk should send a letter to the agents.

199.3 Mrs Penny Wren had contacted the Clerk regarding the repairs to the churchyard wall. Mr Mittell would obtain contact names and numbers for contractors and pass them to the Clerk.

199.4 Mr Bicknell had contacted Ms Minch regarding the lack of bus service to Barnard Gate. Agreed that this is a concern and should be referred back to the Traffic Advisory Committee and that the representative from Stagecoach should be asked to attend this meeting.

199.5 Mrs Hines had complained about the overhanging branches and brambles from the last two houses in Cassington Road and it was agreed that an item should be in the next Echo newsletter reminding residents of their responsibilities in respect of keeping public footway clear of vegetation.

199.6 Mrs Hines had complained of the burnt out car abandoned in Cassington Lane. The Clerk to inform West Oxfordshire District Council.

199.7 Mrs Chapman had contacted Mrs Gerrans regarding the problem of a low loader and stock cars parked in Wytham View. This problem had been addressed before and it was confirmed that neither the District Council nor the police could take action.

199.8 Susan Eysackers had contacted Mrs Hughes requesting a dog waste bin in Queen Street. Clerk to make enquiries of West Oxfordshire District Council.

Standing Orders were resumed at 8.23 pm.

03/200 Planning

200.1 Planning Applications

W03/1473 31 Aug 03 Erection of conservatory to the rear 125 Spareacre Lane

Proposed by Mrs Seeney and seconded by Mr Hines that the Parish Council make **no objection** to the application. Moved by five votes for and one abstention.

W.16/03 14 Aug 03 Planning application for refurbishment of existing sport hall and extension Bartholomew School to provide new changing rooms and fitness suite and extended car parking Witney Road

Proposed by Mrs Gerrans and seconded by Mrs Jones that the Parish Council make **no objection** to the Application and that the words "in fact if fully supports it" should be added to the form provided by OCC. Moved unanimously.

03/201 Correspondence

201.1 OCC Proposed hard standing for Police Mobile Speed Camera Enforcement Vehicles noted.

201.2 OCC Casualty Reduction Programme 2003/04 – Rural 50 mph Speed Limit Proposals for the B4044 (Eynsham to Cumnor) noted with no objections

201.3 OALC Parish Councillor Training. After discussion it was agreed that the following areas of training should be considered:

1. What we need to become a Quality Parish Council, the process and the benefits.

2. Planning
3. Finance
4. Powers, Rules and requirements

The Clerk to write to the OALC to ascertain if evening training could be arranged over several months.

201.4 WODC Planning Roadshows. The Chairman felt that this was an important subject and that representatives from the Parish Council should attend. The following areas to be requested on the agenda:

1. How to respond to planning applications in a recommended format.
2. Discussion on the weight of the Parish Council's comments

201.5 OCC Update on Minerals and Waste Review noted.

201.6 Allan Blackwell Compound behind Eynsham Pavilion. Following discussion, it was agreed that, in principle, this should be supported by the Parish Council. Mr Blackwell to be requested to ascertain the cost of having a membrane between the earth and the gravel. Item to be on the agenda for the next meeting.

03/202 Quality Parish Council Status

Mr Hines and Mrs Hughes reported on the matters which will need addressing by the Parish Council and these include:

1. Annual report. To provide for each household would be costly. Ms Barwell had offered to compile a questionnaire for distribution with the next Echo newsletter and this item to be added to the questionnaire. Alternative suggestion that a summary of the report should be distributed.
2. Information Access point. The Parish Council's activities to be publicised and advice could be taken from OALC during training session.
3. Website to be linked to the District and County Council's websites.
4. Councillors' addresses and phone numbers to be added to the website and an item to be included in the Echo newsletter reminding residents that these can be found on the parish notice boards and the website.
5. Parish Council surgeries to be held 6 times a year. Question to be included on questionnaire.
6. Leaflets and brochures on the work of the Parish Council to be sent to each household. This was something that the Chairman and Mrs Seeney were already working on in respect of a regular news item in the Echo newsletter.

03/203 Disability Access

The Clerk highlighted the problem that the Bartholomew Upper Room was inaccessible to people with physical disabilities. This would be illegal from April 2004 and the Parish Council meetings must be open to the public. Advice had been taken from the Access Officer of Oxfordshire County Council and this covered having a platform lift or holding the meeting in a more accessible venue. Grants were available for making public halls accessible. It was agreed that the second option was not suitable as the village hall is fully booked on Tuesdays and the sports hall is not central. Also, the historical purpose of the Bartholomew building was to hold the Council's meetings. This should not be lost.

The Clerk to investigate the planning requirements for installing a lift and to cost this option, if feasible and to obtain advice regarding the provision of a video link to the downstairs room.

The Clerk was already addressing the access in respect of the play areas.

03/204 Finance Committee Report

The matter of the long term churchyard plan was discussed and it was agreed that the Chairman and sub-Committee should meet with the vicar and the church wardens. The fence to be removed to free up more land for burials.

Proposed by Ms Minch and seconded by Mr Hines that the Report be adopted. Unanimously agreed.

03/205 Skateboard Park

The Clerk reported on the problems arising from a site meeting with the contractor in respect of access to the site. It appears that there had been some confusion between the Council and Mr Gerrans who had been dealing with this matter. The quotation was based on access immediately adjacent to the site being available. This was not possible as the District Council had confirmed that the hedge could not be removed, even temporarily. The contractor had stated that any other access would result in additional costs to the possible amount of £3000. The ground would need to be repaired if there was heavy rainfall prior to commencement of work.

The Clerk had suggested that the access be from the new car park and that the Council be responsible for additional costs of repairing the field, if required.

Proposed by Mr Hines and seconded by Mr Mittell that the contractor be informed that the Council would not agree to any additional costs over and above the amount quoted.

An amendment was tabled by Ms Minch and seconded by Mrs Seeney that, due to the misunderstanding on the Council's part, it agrees to repair the ground, if required. Amendment passed by five votes for, one against and one abstention.

The above conditional on the contractor providing a start date in the very near future to reduce the risk of the rain making the access more difficult. Failing this the Council will look at re-quotes from the contractor.

03/206 Exclusion of Public

Proposed by Mrs Gerrans and seconded by Mr Mittell to exclude members of the public, if present, during the remaining items of business under the Public Bodies (Admissions to Meetings) Act 1960 by reason of the confidential nature of the business to discuss staff salaries and conditions and as defined in paragraphs 8 and 9 of Part 1 of Schedule 12A to the Local Government Act, 1972 in respect of quotes for the supply of goods and services. Motion passed unanimously.

03/207 Staffing

03/207.1 - Clerk's Salary and Conditions Proposed by Mr Hines and seconded by Ms Minch that the recommendations of the Finance Committee be adopted. Motion agreed unanimously.

03/207.2 – Staff Salaries Proposed by Ms Minch and seconded by Mrs Hughes that the recommendations be adopted. Motion agreed unanimously.

03/207.3 – Play area Supervisor Proposed by Mr Hines and seconded by Mrs Seeney that the recommendations of the Finance Committee be adopted. Motion agreed unanimously.

03/208 Sports Pavilion Windows

Mrs Hughes declared an interest and left the meeting.

The Clerk tabled the three quotes and the Council discussed their merits. It was agreed that the Clerk should go back to all the contractors to obtain amended quotes for the preferred design and type.

03/208 Dates of Next Meetings – 2nd September 2003 and 16th September 2003 at 7.30 pm.

The meeting closed at 10 pm

Date of Signing:

19th August 2003

**AT THE PARISH COUNCIL MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 2ND SEPTEMBER 2003 AT 7.30 PM AT THE BARTHOLOMEW ROOMS, EYNSHAM**

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

In Attendance: J Heath (Clerk) and one member of the public.

03/209 Apologies for Absence – Apologies for absence were received from Mrs D Seeney, Mrs J Minch, Mr J Mittell.

03/210 Minutes of the Meeting of 19th August 2003

The Minutes were amended to include Mrs Hughes as in attendance and amended at Minute 03/203 to insert “on Tuesdays” before “and the sports hall” and at Minute 03/207.2 to insert “be adopted” at the end of the sentence. The Minutes were then signed by the Chairman as a true record.

03/211 Clerk’s Report

Item 4 – Walls in Station Road – The Clerk read out the response from the agents of the owners, which was inconclusive. The agents to be asked to clarify.

Item 6 - Dog and Litter Bins – West Oxfordshire District Council (WODC) are no longer supplying these free of charge. A quote to be requested from the District Council.

Item 7 - Training – OALC to consider the Council’s request for training and will respond at a later date.

Item 8 - Disability Access – Meeting set up with the Conservation Officer of WODC to explore the options.

Item 9 – Churchyard Fence – Mr Green offered to do this work, with other members of the Council’s staff, during the winter period.

Item 10 – Skateboard Park – Work to commence this week.

Item 12 – Scouts Chain – item to be deleted from the report.

Item 15 - Play Area Supervisor – Post to be re-advertised.

Item 18 – Pavement Witney Road – Letter sent to OCC informing them that this was now becoming dangerous.

Item 19 – Cycle rack – No response from Greene King as yet.

Item 13 – Village Hall Landscaping: Work completed, invoice awaited.

Item 17 – Pavilion - the Clerk has obtained a grant application form from WODC in respect of the pavilion refurbishment this is in the process of being completed.

03/212 Urgent Business Raised with Prior Consent of the Chairman

There was no urgent business.

03/213 Declaration of Interests

The following declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Mr D Rossiter – WODC

Mr T Green, Dr Wright – Village Hall Management Committee

Agenda Item 6 – Accounts – Mr T Green declared a pecuniary interest

Agenda Item 16 - To consider quotes for replacement windows for sports pavilion. Mrs Hughes declared a pecuniary interest.

03/214 Accounts

Mr Green declared an interest and left the meeting

The cheque for £660 to Waste Recycling Group was noted. This was the amount required to release the grant funding of £6000. It was confirmed by the Clerk that the bus shelter had now been completed. Proposed by Dr Wright and seconded by Mrs Gerrans that accounts in the sum of **£3,411.13**, as

appended, be accepted. Motion passed unanimously. The cheques were then passed to Dr Wright and Mrs Gerrans for signature.

Mr Green rejoined the meeting

03/215 Items Raised by Members of the Public – Standing Orders were suspended at 7.53 pm

- 215.1 Mr Harry Brown spoke on the question of street wardens and gave notice that he would fight for these not to be introduced in Eynsham.
The Chairman then read out, at Mr Brown's request, a response from the Chancellor of the Exchequer in respect of police funding, staffing and housing.
- 215.2 Mr Ian Spencer from Acre End Street had requested a facility for tennis in the village. It was confirmed that the school tennis courts are still available for use by the public. It was suggested that Mr Spencer approaches the school but if not then satisfied brings the matter back to the Council, when it would be discussed.
- 215.3 Mrs Green would like the Council to take action on the lack of police presence in the village. This to be an agenda item for the next meeting.
- 215.4 Mr Coleman had complained about the lack of litter picking at the western end of Acre End Street. Mr Rossiter to check schedule of works with WODC.
- 215.5 Mr Jones had complained about the recently resurfaced pavement in Thornbury Road. Weeds are now breaking up the pavement and he felt the service given by the contractors was substandard. This to be referred to Cllr. Harry Wyatt, County Councillor.

Standing Orders were resumed at 8.23 pm.

03/216 Planning

216.1 Planning Decisions

The undermentioned applications have been granted conditional planning approval:

W03/1172 5 June 03 Affix externally illuminated projecting and fascia sign to front elevation Co-op, 2 High Street
The Council voiced its disappointment that this had been granted. It was agreed that no action would be taken until after the new signs have been erected.

W03/1431 10 July 03 Erection of rear conservatory (retrospective) 93 Spareacre Lane
W03/1473 31 Aug 03 Erection of conservatory to rear elevation 125 Spareacre Lane

216.2 Planning Applications

W03/1594 31 Jul 03 Erection of two storey extension to north east elevation to form Additional accommodation Salutation Farm, Barnard Gate

Proposed by Dr Wright and seconded by Mr Green that the Parish Council make **no objection** to the application. Moved by nine votes for and one abstention.

8.5/4210/2 July 03 Aftercare Scheme of restored agricultural site City Farm

Proposed by Mr Rossiter and seconded by Dr Wright that the Council make no comment to this item. Moved unanimously.

W03/1596 8 Aug 03 Erection of single storey extension and conservatory to side elevation. Formation of new vehicular access 4 Chilbridge Road

Proposed by Mr Mosson and seconded by Mr Hines that the Parish Council make **no objection** to the application. Moved by nine votes for and one abstention.

03/217 Correspondence

- 217.1 **OPFA** Details of AGM – Tuesday October 7th 2003 – 7.30 pm- Radley Village Hall noted.
217.2 **OCC** Meetings for consultation on the Deposit Draft Oxfordshire Structure Plan 2016 noted.
217.3 **The Local Channel** – Details of provision of websites for local councils taken by Mr Hines.

- 217.4 Oxford GTE** - Leaflet to invite interested stakeholders to become active in implementation study discussed. Agreed that the Council should inform relative body of its interest in the scheme.
- 217.5 OCC** - Environment & Economy Service Plan taken by the Chairman.
- 217.6 ORCC** - Village Halls Newsletter covering seminars for the Community Fund on “ How to apply”, planning and managing your application and advice sessions noted.
- 217.7 OALC**- County Circular covering details of the Minutes of AGM of 7 July 2003, Legal Topic Note – Members Allowances, Parish Members of District Standards Committees, Advice Services and Examples of Good Practice for Parish Council Website – funding available – all noted.
- 217.8 Mr Paul Keates** - Letter of thanks for the painting presented by the Council on his retirement as Headteacher of the primary school.

03/218 Traffic Survey

Mr Hines explained that the Traffic Advisory Committee meeting had discussed the matter of the potential danger of traffic turning right out of the Tesco Stores outlet and the possibility of a pedestrian refuge at that point. It had been suggested by the police representative that the Council do a survey to back up the concerns raised. Mr Hines was looking for volunteers to do this over a 12 hour period during the working week. A format was agreed.

Following dates/times agreed:

| | | |
|--------------|----------------------------------|-------------|
| 8 - 10 am | Weds 3 rd September | Mrs Hughes |
| 10 – 12 noon | Weds 3 rd September | Mr Rossiter |
| 12 – 2 pm | Weds 10 th September | Dr Wright |
| 2 – 4pm | Monday 8 th September | Mrs Jones |
| 4 – 6pm | No volunteer | |
| 6 – 8pm | Monday 8 th September | Mr Hines |

Following this survey, it would be decided whether to request the pupils of Bartholomew School to do a further one, after British Summer Time ceases, as a school project.

03/219 Quality Parish Council Status

As part of the consultation process required for the above, Ms Barwell outlined the questions she was considering for delivery with the Echo in October and asked the Council to identify any other items to be included. She would draft a questionnaire for consideration at the next meeting.

03/220 Risk Assessment

The Clerk explained that this was a requirement under the new audit regime. The Clerk and Mr Rossiter had drafted the first copy and the Finance Committee had discussed it and made additions and amendments. It was agreed that this should be deferred until the next meeting to give Councillors the opportunity to closely look at the document.

03/221 Apologies for Absence

Dr Wright tabled a motion that absences should be received and not accepted and the reason for absence should not be tendered or recorded.

The Chairman read out the Local Council Administration book Chapter 7 (H) and (J) relating to persistent absence and attendance and apologies. Following discussion regarding the security of Councillors if the reasons for absences is in the public domain, it was decided that apologies should be received and the Clerk should continue to be given the reason for absence, which would be recorded on a separate log.

03/222 Sports Compound Clearance

The update on this had been received from Mr Blackwell. The cost had increased to £800, due to the area to be covered. Dr Wright confirmed that this was a reasonable cost.

Mr Mosson and Mr Green felt that a membrane would make it difficult for the machinery to move. It was suggested and agreed that annual weedkilling should be done instead. The sports clubs to agree to move all items from the compound for one day in the spring to allow this to be done.

Proposed by Mr Mosson and seconded by Mr Green that a grant of £300 be made towards the cost of the works. Motion passed unanimously.

03/223 Exclusion of Public

Proposed by Mr Green and seconded by Mr Rossiter to exclude members of the public, if present, during the remaining items of business as defined in paragraphs 8 and 9 of Part 1 of Schedule 12A to the Local Government Act, 1972 in respect of quotes for the supply of goods and services. Motion passed unanimously.

03/224 Sports Pavilion Windows

Mrs Hughes declared a pecuniary interest in the item following and left the meeting.

The Chairman read out the three quotes, without divulging the name of the firms involved. Proposed by Dr Wright and seconded by Mr Rossiter that the third quote, in the sum of £9320 be accepted. Unanimously agreed.

03/225 Dates of Next Meetings – 16th September 2003 and 7th October 2003 at 7.30 pm.

The meeting closed at 9.40 pm

Date of Signing:

2nd September 2003

**AT THE PARISH COUNCIL MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 16TH SEPTEMBER 2003 AT 7.30 PM AT THE BARTHOLOMEW ROOMS, EYNSHAM**

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

In Attendance: J Heath (Clerk), two members of the public and ABO Alan Robertson.

03/226 Apologies for Absence – Apologies for absence were received from Messrs N Hines, A Mosson.

03/227 Minutes of the Meeting of 2nd September 2003

The Minutes were amended at Minute 215.2 to replace “Barnard Gate” with “Acre End Street”. The Minutes were then signed by the Chairman as a true record.

03/228 Clerk’s Report

Item 4 Compound Clearance – This was now complete

Item 9 Disability Access to Bartholomew Rooms – Report from WODC conservation Officer read by Clerk.

Item 10 Churchyard Fence – Employees cannot remove concrete posts. Quotes will be required.

Item 11 Skateboard Park – Work commenced due to be completed by end of week. Notice ordered (3 week’s delivery). RoSPA post installation inspection ordered.

Item 12 John Lopes Road – the Clerk confirmed that OCC had ordered the works to be done and were awaiting action by the contractors.

Item 15 Play area Supervisor – Phone call received by previous applicant, confirming that he will not be taking up the post. Adverts placed, no response to date. Echo advertisement to be placed.

Item 18 Cycle rack – Market Square – Verbal agreement given by property area manager.

Item 20 Pavilion Refurbishment – Window replacement delayed due to planning matters. Grant application form to be completed and sent to WODC.

03/229 Urgent Business Raised with Prior Consent of the Chairman

229.1 Auditor’s Report and Annual Return for the Year ended 31st March 2003

The Auditor’s report was presented to the Council. Actions as set out by the Auditor would be considered by the Finance Committee and reported back to the Council at the 21st October meeting. The Annual Return and Statement of Assurance were approved by the Council. Proposed by Ms Minch and seconded by Mrs Hughes that the Auditor’s report be accepted and the Annual Return and Statement of Assurance be approved and signed by the Chairman. Passed unanimously.

229.2 Appointment of Representative on Playing Field Managers’ Committee

Due to the death of Mr Lewington, an additional representative is required to serve on the Playing Field managers’ Committee. Mr Hines had informed the Clerk of his interest in this position. Proposed by Mrs Jones and seconded by Mrs Seeney that Mr Hines be elected to the Playing Field Manager’s Committee as the Parish Council’s representative. Unanimously agreed.

03/230 Declaration of Interests

The following declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Mr D Rossiter – WODC

Ms J Minch, Mr T Green, Mr J Mittell, Dr Wright – Village Hall Management Committee

03/231 Accounts

Proposed by Mrs Gerrans and seconded by Dr Wright that accounts in the sum of **£3,609.50**, as appended, be accepted. Motion passed unanimously. The cheques were then passed to Dr Wright and Mrs Gerrans for signature.

03/232 Village Hall Management Committee Report

Proposed by the Chairman and seconded by Mrs Gerrans that the agenda item no 14 in respect of the Village Management Committee be brought forward to enable Mr Mittell to leave the meeting early. Unanimously agreed.

Dr Wright reported on the following items:

- Bookings were good.
- Cleaner's report on security and cleanliness
- Delay in the hanging of the stage curtains
- Request to put up notices requesting "no Cycles in the building". Agreed, subject to positioning not interfering with the proposed board for placards to be erected by the local organisations.
- The heating problems had still not been resolved. It was proving difficult to get the heating engineers to come to resolve the problem.
- Occasional Licences had been agreed as 12 times per annum.
- AGM will be 30th or 31st October in the small hall.
- Account showed a healthy income and good balances in the bank.

Mr Green asked if the Parish Council could intervene with regard to the heating problem. It was felt that this was something which should be resolved by the Village Hall Management Committee.

The Chairman queried the accounts. Deposits and loans should not be shown in the Income and Expenditure Account but should be on the Balance Sheet. The Chairman of the VHMC responded that this was the way the previous auditor had requested that they be presented.

There being no further questions **Dr Wright and Mr Mittell left the meeting at 8.10 pm**

03/232 Items Raised by Members of the Public – Standing Orders were suspended at 8.10pm

Mr Harry Brown raised the issue of an alleged stabbing which had taken place in the car park at Back Lane. He was concerned that this had not been reported to the police. ABO Alan Robinson confirmed that he had checked all records and confirmed that there had been no report and no information regarding the alleged incident could be found and therefore no action could be taken.

Mr Reg Treadwell asked if he could have a copy of the report of the Village Hall Management Committee and the Accounts. The Chairman responded that the request should go through the Chairman of that Committee but that the documents will be available at the AGM.

Mr Treadwell was disappointed that the fuchsias he had planted in the millennium wood had been cut down. The Clerk was investigating.

Dr Wright rejoined the meeting.

Mr Treadwell reported that the traffic warden had been told to prioritise visits to Carterton and Bampton. This would be raised with the Inspector Carver when he visits the Parish Council in October.

The Chairman confirmed to Mr Treadwell that the hedge adjoining the skateboard park was to be layed rather than cut down.

Area Beat Officer (ABO) Alan Robinson gave a report, covering the following:

- Residents advised to take registration numbers of motor bikes and scooter causing a nuisance. An item would be put in the Echo to inform the residents of this.
- There had been some success with reducing the damage to the toilets.
- Inspector Carver is in favour of ABO's and more localized policing.
- The police profile had recently been raised in the village with visits from police in vehicles.
- A Drugs Awareness evening was planned for Friday 10th October in the village hall. This to be publicised in the Eynsham Echo.
- ABO Robinson will investigate the legality of motorized scooters as used by very young people.

Brian Annetts would like to know when the double yellow lines would be repainted in Old Witney Road. The Clerk will make enquiries of OCC.

Barnard Gate Accident - This had resulted in diverted traffic speeding through the village, with no monitoring by the police. Request that double white lines be put on the A40 at the junction with Barnard Gate to reduce accidents. Referred to Traffic Advisory Committee.

Standing Orders were resumed at 8.45 pm.

16th September 2003

232.1 Council Policy on Items Raised by Members of the Public

Mr Rossiter felt that this item was not being used for its correct purpose. Many of the items should be referred directly to the Clerk for inclusion in the Clerk's report or as an agenda item. After discussion, it was agreed that the Clerk should be the first point of contact.

03/233 Planning

Planning Applications

W03/1630 26 Aug 03 Erect extension to factory to form tool making workshop OGM Ltd, Stanton
Harcourt Road

Proposed by Mrs Hughes and seconded by Mrs Seeney that the Parish Council make **no objection** to the application.
Moved by eight votes for and one abstention.

W03/1632 28 Aug 03 Erection of detached garage/garden store to rear garden. Erection of single 52 Witney Road
and two storey extension to rear elevation.

Proposed by Mrs Hughes and seconded by Mr Green that the Parish Council make **no objection** to the application. Moved
by eight votes for and one abstention.

W03/1650 31 Aug 03 Erection of first floor extension and car port to front elevation. Insertion 39 Dovehouse Close
of two dormer windows to front.

Proposed by Mrs Seeney and seconded by Mrs Gerrans that the Parish Council make **no objection** to the application.
Moved by eight votes for and one abstention.

W03/1657 20 Aug 03 Demolition of existing garage erection of a two storey and single storey 24 Shakespeare Road
side extension

Proposed by Mr Green and seconded by Mrs Minch that the Parish Council make **no objection** to the application. Moved
by eight votes for and one abstention.

03/234 Correspondence

234.1 West Oxfordshire Nightstop - Details of service and recruitment of hosts and a request to give an informal
presentation to the Council noted.

234.2 S E England Regional Assembly - Regional Minerals Strategy: Consultation draft taken by Dr Wright.

234.3 Brian Webb/Linda Hudson - Copy of letter to Paul Wilson, OCC re. access to Lombard Street noted. Await
response from OCC.

234.4 OCC - Resourcing Opportunities for Community Projects – Thursday 23rd October – 9.30 am to 1.30 pm –
Community Centre, Botley to be attended by Mrs Hughes.

234.5 Mrs V Knibbs – Letter re. nuisance caused by local youths. The Clerk to acknowledge letter and forward to
the police.

234.6 Mrs B Hicks – Letter re. nuisance and abuse from local youths to croquet club. Letter to be acknowledged
by the Clerk and forwarded to the police.

03/235 Traffic Survey

The Chairman thanked all concerned for doing this exercise. In the absence of Mr Hines, who was to collate the
information, it was agreed that the item be deferred to the next meeting.

03/236 Quality Parish Council Status – Questionnaire

Ms Barwell's draft questionnaire was discussed and, following minor amendments, was agreed. The Clerk to liaise
with Ms Barwell over the "wish list" to be included in the questionnaire. Agreed that the questionnaire should be
stapled to the next issue of the Echo for dispatch. The information could then be collated in good time for the
annual Finance meeting in November.

03/237 Risk Assessment

The Clerk explained that this was a requirement under the new audit regime. The Clerk and Mr Rossiter had
drafted the first copy and the Finance Committee had discussed it and made additions and amendments. The
Council had been circulated with a copy of the document. It was agreed that no amendments or insertions were
required at this time. The document to be acted upon immediately in respect of life insurance for the Clerk, all other

items being already in place. Document to be reviewed on a regular basis. Proposed by Ms Barwell and seconded by Mr Green that the Risk Assessment document be approved by the Council. Unanimously agreed.

03/238 Policing in the Village

The Clerk reported that Inspector Carver had sent his apologies to the council. He was attending a meeting at Carterton this evening. He has booked to come to the next Council meeting on 7th October 2003.

03/240 Website

Mrs Hughes had investigated the website possibilities for Quality Parish Council. The Local Channel service was free to set up but is financed by local advertising. The Council agreed that this was not a route it wished to go down.

She had met with Mr Moyes, who was happy for the village website to be the official Parish Council website, with the following comments:

- There are already links to WODC and OCC.
- He would wish it to be a community website
- He was encouraging more village organisations to publicise.
- He wants it to remain free from advertising.
- Prefer to liaise with just one or two from the Council

Agreed that village website should remain the Parish council website and that the Clerk and Mrs Hughes should be the points of contact with Mr Moyes.

Grants to be investigated for the purchase of more software and to advertise the website more widely.

The Chairman thanked Mrs Hughes for her efforts and it was agreed that a letter of thanks from the Council to be sent to Mr Moyes.

03/241 Dates of Next Meetings – 7th October 2003 and 21st October 2003 at 7.30 pm.

The meeting closed at 10 pm

Date of Signing:

**AT THE PARISH COUNCIL MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 7TH OCTOBER 2003 AT 7.30 PM AT THE BARTHOLOMEW ROOMS, EYNSHAM**

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

In Attendance: J Heath (Clerk), two members of the public, Inspector D Carver (by invitation, Mr G Bannell (by invitation) and Area Beat Officer A Robinson.

03/242 Apologies for Absence – No apologies for absence were received.

03/243 Minutes of the Meeting of 16th September 2003

Mr Green felt that his comments regarding wastage of money on courses should have been minuted. The Chairman and Clerk confirmed that this had not been included as it did not relate to anything under discussion at that time. The minutes were then signed by the Chairman as a true record.

03/244 Clerk's Report

Item 3 Compound Clearance – The Clerk read out correspondence from Mr Blackwell regarding potential dangers in the compound and the disposal of the Council's store of play area chippings. The Clerk to action the manhole cover and order additional chippings.

Item 6 Dog and Waste bins - The Clerk had ascertained that the Parish Council would need to purchase these and also to pay WODC to empty them. This would be an agenda item for the next meeting.

Item 8 Disability Discrimination Act 1995 – The Clerk was having difficulties in finding providers for video links. Stannah lifts had forwarded a brochure and this route would be investigated.

Item 10 Skateboard Park – Work due to be completed Wednesday 8th October. Notice delivered and would be erected as soon as possible. RoSPA would inspect within the next few days.

Item 14 Play area Supervisor – Adverts placed, no response to date. Echo advertisement placed. If no response by the next meeting this would be an agenda item.

03/245 Urgent Business Raised with Prior Consent of the Chairman

245.1 Amendment to Annual Return for the Year ended 31st March 2003

The Chairman reported that the Auditors had requested that one of the questions on the Annual Return be amended from "yes" to "no", This was read out and it was proposed by Mr Hines and seconded by Ms Minch that the amendment be made and initialed by the Clerk and Chairman. Moved unanimously.

245.2 Commemorative seat for Mr Chris Lewington

The Clerk had provided details of the cost of this and the donations received. There would be a shortfall of approximately £50. Proposed by Dr Wright and seconded by Mrs Jones that the Council should pay the shortfall. Unanimously agreed. Moved unanimously.

03/246 Declaration of Interests

The following declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Mr D Rossiter – WODC

Ms J Minch, Mr T Green, Mr J Mittell, Dr Wright – Village Hall Management Committee

Mrs Jones felt that she may have to declare an interest in the item of correspondence in respect of Thornbury Road. The Clerk advised that this would not be the case.

03/247 Accounts

Mr Green queried the amount of hours for grass cutting in the churchyard. Proposed by Dr Wright and seconded by Mrs Gerrans that accounts in the sum of **£1,845.22** as appended, be accepted. Motion passed unanimously. The cheques were then passed to Dr Wright and Mrs Gerrans for signature.

03/248 Items Raised by Members of the Public – Standing Orders were suspended at 7.46 pm

Mr Reg Treadwell raised the issue of speeding and parking offences allegedly by police officers. The Chairman ruled that this was not in the remit of the Parish Council and should be privately directed to Inspector Carver.

Standing Orders were resumed at 7.47 pm.

03/249 Planning

Planning Decisions:

The undermentioned applications, granted conditional planning permission were noted:

| | | | |
|----------|------------|--|---------------------------------------|
| W03/1083 | 3 June 03 | Change of Use from agricultural to sports field, and erection of pavilion and associated access, parking and landscaping | Land Off, Cassington Road |
| W03/1214 | 24 June 03 | Erection of 3 terraced dwellings | Land adj. The New House, Tanners Lane |
| W03/1418 | 18 July 03 | Erection of single storey rear extension, garage and loft conversion | 5 Tilgarsley Road |
| W03/1594 | 31 Jul 03 | Erection of two storey extension to north east elevation to form Additional accommodation | Salutation Farm, Barnard Gate |
| W03/1650 | 31 Aug 03 | Erection of first floor extension and car port to front elevation. Insertion of two dormer windows to front. | 39 Dovehouse Close |
| W03/1657 | 20 Aug 03 | Demolition of existing garage erection of a two storey and single storey side extension. | 24 Shakespeare Road |
| W03/1419 | 24 July 03 | Erection of detached dwelling and garage (renewal of planning Permission W98/0372) | Land at the Shrubbery, 26 High Street |

The undermentioned applications, refused planning permission, were noted:

| | | | |
|----------|------------------------|--|--------------------|
| W03/0747 | 11 th April | Change of Use from shop (Class A1) to four residential units and insertion of two dormer windows to east elevation | 11 Old Witney Road |
|----------|------------------------|--|--------------------|

Application refused for the following reason:

It has not been demonstrated to the satisfaction of the Local Planning Authority that the provision of affordable housing as part of the proposed development would render the scheme financially unviable as stated in the agent's letter of 16 July 2003. In the absence of such corroboration, and given the pressing need for affordable housing in Eynsham and the District generally, it is considered that the development of the site without an element of affordable housing would be contrary to Policy H11 of the Revised Deposit West Oxfordshire Local Plan 2011 and that the development would fail to make appropriate provision for affordable housing and if approved could set a precedent for further such proposals to come forward to the cumulative detriment of those in housing need in the District.

| | | | |
|----------|----------|---|-----------------------------------|
| W03/0871 | 1 May 03 | Erection of 2 detached dwellings and double garages. Construction of new Vehicular access | Land to rear of 4 Cassington Road |
|----------|----------|---|-----------------------------------|

Application refused for the following reason:

In the absence of an element of affordable housing, the Local Planning Authority consider that the proposed development of the site with 2 large housing units would be contrary to Policy H11 of the Revised Deposit West Oxfordshire Local Plan 2011 which seeks an element of affordable housing on developments of this scale in order to meet the housing needs of settlements such as Eynsham. In the opinion of the Local Planning Authority the development, if approved, could set a precedent for further such proposals to come forward, impacting to the cumulative detriment of those in housing need in the village and the District.

Moved by Dr Wright that the issues raised on affordable housing in respect of the two refusals should be discussed at the next meeting. Mr Rossiter confirmed that this was to be discussed at a meeting of the District Council's Development Control committee.

Planning Applications

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|----------|------------|--|---------------|
| W03/1736 | 12 Sept 03 | Demolition of existing garage. Erection of two storey side extension | 6 Evans Close |
|----------|------------|--|---------------|

7th October 2003

The Chairman read out a letter of objection from a member of the public. This covered issues of parking in an already congested area and the setting of a precedent for other properties.

Proposed by Mrs Seeney and seconded by Mr Mosson that the Parish Council make **no objection** to the application.

Moved by eight votes for. Two against and two abstentions.

03/250 Police Report

The Chairman welcomed Inspector Darren Carver to the meeting and gave him the floor. Inspector Carver, who has 19 year's in the service, covered the following topics:

1. Resourcing Formula decided by the Government and is set in stone. No allowances made for sickness and other abstractions. His remit is to maintain an emergency response. There are 200 square miles in the area covered for which there are a total of 4 area beat officers.
2. Visibility There needs to be a judgment made when phone calls received. Priority is given to urgent calls.
3. Levels of Crime Government priorities are burglary, assault and auto crime. This is at a low level in West Oxfordshire and manpower is distributed more to those areas within the Thames Valley force where these crimes are greatest.
4. Statistics – These need to be handled carefully as the police do not wish to fuel the fear of crime. Most crimes in Eynsham were opportunist and the figures were inflated by the fuel theft at the two petrol stations. Also, domestic violence is a crime and these cases, although serious for the parties concerned, are not problematical to the general public. Inspector Carver would aim to ensure that there is a report for each issue of the Eynsham Echo and that the Council has a regular breakdown.
5. Area Beat Officer cover in Eynsham – It is appreciated that this has not been to standard of late. The second ABO had been transferred to operational police duties due to a bad back. Alan Robinson had been regularly abstracted to cover emergencies.
6. Adrian Cole is the liaison officer between the police force and the District Council. Special projects can be targeted through him. There is a regular meeting for a tasking process of persistent problems.
7. Vandalism and Anti-Social behaviour It is to be appreciated that the youth of the village is a part of the community. The majority of problems are caused by the children of residents and not “outsiders” as perceived. The police have limited powers where children are concerned. The problem is exacerbated by the wide availability of drugs and drink.
8. Shifts and Policy There are 5 shifts in panda cars giving 24 hours policing. There are 6 ABO for the rest of the sector: Witney, Hanborough and North Leigh, Eynsham and Cassington, Standlake and Stanton Harcourt. This is approximately 40% less than 10 years ago. The police force needs to communicate with and receive feedback from the communities to put this message across.
9. Recruitment It is publicised that there is difficulty in recruiting for the police force and Inspector Carver confirmed that the job is difficult to define. You need to be many things – teacher, social worker, as well as crime and disorder. The job is for the rewards and not financial. Thames Valley Police is at a consistent level and still recruiting although retention is still a problem.
10. Traffic Wardens It is confirmed that Inspector Carver deploys the traffic wardens and the remit is to target where parking is dangerous to the public. He appreciated that the new lining in Eynsham needs to be given an opportunity to work and will look into a higher profile for Eynsham at present.
11. Community Wardens There are 4 community wardens. Two in Cherwell and two in West Oxford. These are funded for 3 years and is a good use of public money. The high profile use of uniformed wardens results in a feelgood factor in the community where they are based and do untold good. The gap left by the police needs to be filled. The use of Special constables is also being considered.
12. CCTV Technology has moved on since these were first considered and there will soon be an option for Councils to have fixed points on lampposts. They are extremely cost effective at £500 and contact should be made through Adrian Cole.
13. Speeding The lack of use of SID and speed guns as a deterrent has had a marked effect. In the main these are used at accident black spots but can still be deployed at a local level. Inspector Carver noted the main incoming roads to the village for use of these.
14. Gopeds These small scooters with engines don't at present fall into any category. They are mechanically operated and should not be used on pavements but the law has not defined whether they require MOT, insurance and tax. There has been one prosecution for drink driving in Dorset.
15. Volunteers in the Village Hall It was felt that these should be in the front office which would raise their profile.

The Chairman thanked Inspector Carver for attending and listening to the concerns of the council and residents. Inspector Carver left the meeting at 8.48 pm.

ABO Alan Robinson then gave details of crime in the village for September, as follows:

29 incidents in the last month: 1 arson, 3 assaults, 1 burglary in a dwelling, 1 burglary non-dwelling, 4 criminal damage, 1 domestic violence, 5 thefts of fuel, 1 attaining property by deception (credit card), 5 vehicle thefts, 1 theft in a dwelling, 5 thefts outside a dwelling, 1 stolen pedal cycle and 1 vehicle disturbance.

03/251 Correspondence

- 251.1 **Oxfordshire Association for Local Councils** - Details of meeting discuss the OALC's role in supporting larger Councils noted.
- 251.2 **West Oxfordshire Housing** - Questionnaire for stakeholders taken by Mrs Gerrans.
- 251.3 **ORCC** - AGM and talk on affordable housing in Oxfordshire. Many members unable to attend due to the Village Hall Management Committee AGM being on the same evening.
- 251.4 **Oxfordshire Association for Local Councils** – Letter in respect of Councillor training noted.
- 251.5 **WODC** - Area Forum Meetings . Members to check their diaries.
- 251.6 **OCC** - Oxfordshire Structure Plan – 2016, Deposit Draft noted.
- 251.7 **Eynsham History Group** - Eynsham Abbey's 1000th Anniversary in 2005 and request for Parish Council members on organizing committee noted.
- 251.8 **OCC** - Oxfordshire Local Transport Plan – 2001-2006 – Progress Report noted.
- 251.9 **WODC** - Strategic Partnership Forum – Monday 20th October, 6.30 pm to 9.30 pm noted. Venue: Witney Lakes Resort, Downs Road.
- 251.10 **WODC** - Cabinet Decisions 24 September 2003 taken by the Chairman.
- 251.11 **Dr Deborah Rogers** - Copy of email to Suzi Coyne re. Wintles recycling site noted.
- 251.12 **OCC** - Ring a Ride bus services review noted.
- 251.13 **Susan Cross**- Wasteground at corner of Witney Road/Thornbury Road ownership. Ascertained that the land probably belongs to the builder of the Thornbury Road Estate. Details to be passed on to Mrs Cross.
- 251.14 **Oxfordshire Carers' Forum** - Letter of thanks noted.

The Chairman had taken the OCC Environment and Economy Service Plan, tabled at the last meeting. He commended the document and advised any members interested to read it.

03/252 Sports Pavilion

Mr Bannell, the architect, outlined the possibility of a new scheme, of which he had prepared copies for members. He appreciated that this would need to be carefully read before full discussion.

The main points of the new scheme covered the following points:

1. The present disabled toilet in the north building will not conform to the current building regulations as access is insufficient.
2. Vandalism to the north side building and the concern of the local police.
3. Pedestrian route between two playing fields
4. Planning restrictions in respect of landscaping.
5. Conversion of north side toilets to include changing facilities, without shower facilities. To retain one toilet for multi use and with baby changing facilities. (Budget figure of £5000 as no planning permission required).
6. Retention of current scheme for south pavilion, with disabled toilet and ramps.

Mr Bannell also pointed out that any additional large storage area, either to the pavilion or freestanding, would require planning permission. He confirmed that he would be happy to attend the Parish Council meeting when this is to be discussed again.

The Chairman thanked Mr Bannell for his attendance.

03/253 Traffic Survey

The results had been circulated to members and Mr Hines commented that the result was extremely interesting. In his opinion, the best way forward would be a refuge but this may prove too costly. The findings of the survey would be on the agenda of the next Traffic Advisory Committee, to obtain the advice of the police, OCC and WODC.

Mr Hines mentioned the petition from the residents of Mill Street in respect of the proposed traffic claming. This to be deferred until the next meeting.

03/254 Internal Audit Report

Proposed by Ms Minch and seconded by Ms Barwell that the report from the Clerk, as appended, be accepted and acted on. Moved unanimously.

03/255 West Oxfordshire Community Safety Partnership – Action Plan Forum

The Clerk reported that all items discussed at the Forum meeting had been covered by Inspector Carver earlier in the meeting. The forum meetings were to improve communication between the police, the local councils and the voluntary sector.

03/256 Bartholomew Charities – Re-appointment of Dr Peterson

Proposed by Mr Mosson and seconded by Dr Wright that Dr Peterson be re-elected as the representative for the Bartholomew Charities. Moved unanimously.

03/257 Maintenance of Allotments Boundary

Following receipt of a letter from the Allotments Association, it was proposed by Mr Rossiter and seconded by Mrs Seeney that the Chairman investigate the possibility of the Oxfordshire Hedge Laying Association holding its annual competition in Eynsham. Failing this the Parish Council agrees to the employment of a competent firm to do the hedge laying on a rolling three year basis. Moved unanimously.

03/258 Dates of Next Meetings – 21st October 2003 and 4th November 2003 at 7.30 pm. The Annual Finance Meeting to be held on Tuesday 25th November 2003 at 7.30 pm.

The meeting closed at 10 pm

Date of Signing:

7th October 2003

**AT THE PARISH COUNCIL MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 21ST OCTOBER 2003 AT 7.30 PM AT THE BARTHOLOMEW ROOMS, EYNSHAM**

Present: G Beach (Chairman)
Mrs L Gerrans, Ms G Barwell, Mrs V Hughes, Mrs D Seeney, Ms J Minch,
Messrs. T Green, N Hines, Mr J Mittell., A Mosson, D Rossiter, Dr. F W Wright

In Attendance: J Heath (Clerk), four members of the public, and Mr Adrian Moyes (by invitation).

03/259 Apologies for Absence – Apologies for absence were received from Mrs M Jones and late apologies from Mr A Mosson.

03/260 Minutes of the Meeting of 7th October 2003

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

03/261 Clerk's Report

Item 4 Hedge Laying at Allotments – The Chairman reported that this was being progressed.

Item 5 Disability Discrimination Act 1995 – The Clerk had received details of the cost of the Stannah lift, which would be in the region of £8000. The video link was still being investigated.

03/262 Urgent Business Raised with Prior Consent of the Chairman

There was no urgent business.

03/263 Declaration of Interests

The following declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Mr D Rossiter – WODC

Ms J Minch, Mr T Green, Mr J Mittell, Dr Wright – Village Hall Management Committee

Mr Green and Mrs Seeney declared a personal and pecuniary interest in agenda item 6 (accounts).

03/264 Accounts

Mr Green and Mrs Seeney left the meeting. The cheque for Gas Appliances Services to be signed but not despatched until heating problems had been dealt with. Proposed by Dr Wright and seconded by Ms Minch that accounts in the sum of **£4,601.20** as appended, be accepted. Motion passed unanimously. The cheques were then passed to Dr Wright and Ms Minch for signature.

Mr Green and Mrs Seeney rejoined the meeting.

03/265 Items Raised by Members of the Public – Standing Orders were suspended at 7.38 pm

Mr Harry Brown raised the issue of the possible increase in rates and his opposition to it. He will not pay any more until the village has CCTV and a crossing for the school. The Chairman confirmed that these were the responsibility of the District and County councils.

Mr Geoff Crompton declined to speak.

Mr Reg Treadwell raised the issue of the planning application for 6 Evans Close. He asked why the Parish Council did not have a site visit. The Clerk explained that the only the District Council's officers or members were entitled to have site visits. The Clerk also confirmed that a copy letter had also been received from Mrs Hicks of Evans Close to West Oxfordshire District Council.

Mr Treadwell complimented the Council on the new skatepark which was a success. He did note the litter problem and the Chairman confirmed that bins were to be ordered.

Mrs Sue Chapman spoke on the proposed traffic calming in Mill Street. She reminded the Council that she had been on the parish council's traffic sub-committee when this was being discussed. There had been full consultation with OCC and the village. The library and its customers were in full support of the scheme. She felt that the present "hiccup" was unfortunate as the process had taken 2^{1/2} years and was supported by the majority who had taken part in the consultation.

Mr Mittell joined the meeting at 7.47pm.

She was concerned that the objectors may have become confused in respect of the scheme, which was not for "humps" but for a "table", similar to those in the High Street, Witney. She pointed out that the dissenters to the Market Square had, after the event, admitted that they had been wrong and she felt that the same would be true on this case. All those who support this scheme still want it to go through and it would be a pity if a handful of protesters were to halt it. She thanked the Council for their attention to her.

Standing Orders were resumed at 7.50 pm.

21st October 2003

Mrs Hughes will investigate the funding further and obtain costings for a publicity leaflet to go out with the Echo newsletter.

It was also agreed that the present font used for the Echo is rather small and the next issue should be done on A3 and folded. The cost of the present Echo is £1000 per year.

The Chairman thanked Mr Moyes for attending and for his very informative input.

03/269 Cycle route funding

Mr Hines explained that this was actually in respect of the "Better Ways to School" project from the county council. He asked that this be deferred until a future meeting as there were still some issues to be clarified. Agreed.

03/270 Application for co-option onto Parish Council

The Clerk read out a letter from Mrs Marie Lewington requesting consideration to be co-opted onto the Parish Council. Proposed by Mrs Seeney and seconded by Dr Wright that Mrs Lewington be co-opted onto the council. Moved unanimously. The Clerk confirmed that there was still one other vacancy to be filled.

03/271 Fishponds

Mrs Hughes updated the council on the progress of this project to manage the fishponds to encourage more wildlife. She is meeting a representative from the Wychwood Project next week and it was hoped that funding could be obtained for an assessment of the area. It was emphasized that the natural beauty of the area would not be destroyed and this was purely a management project. The Committee for the abbey celebrations for 2005 would also be approached for involvement.

Mrs Hughes will report back to the Council at the next meeting.

03/272 Play area Supervisor

This has now been resolved as the position had been offered to and accepted by an applicant. Confirmation of acceptance to be after a meeting on site.

03/273 Affordable Housing

Dr Wright reported that, in his opinion, the District council had acted illegally in respect of the recent applications for development in Old Witney Road and Cassington Road. In requesting 50% affordable housing on these sites, they were pre-empting the draft Local Plan in respect of material considerations. Mr Rossiter updated the council on the decision made by the District's Development control Committee, following the result of a similar case which went to appeal in South Oxfordshire. The developer won the appeal in this case.

The District Council took legal advice following this case and was advised by counsel that although the use of material considerations is not illegal it is open to query. The decision was made that this would not be used in the future.

The matter will be reconsidered when government guidance is given – due in about 12 month's time.

The applicants will be invited to reapply.

Mr Rossiter pointed out that the rural exemption site development proposal in Chilbridge Road was still under consideration. He was concerned to note that the Eynsham Society had circulated a document with erroneous facts. He confirmed that the County Council has not sold any land in Eynsham to West Oxfordshire Housing Association.

03/274 Mill Street Traffic Calming

Mr Hines spoke of the petition received and felt that the letter received by them was irrelevant if no notice was going to be taken. He also drew attention to the recent press items asking councils not to use "humps" as these were dangerous when transporting injured people and other methods should be considered.

Dr Wright spoke on the background to this project, which was instigated during his time as Chairman of the Traffic Advisory Committee. He confirmed that this had taken over two years to almost come to fruition. He stated that he had all the correspondence in respect of the consultation and would confirm the numbers and analysis. Traffic calming is essential but the protesters seemed to be confusing "humps" with the project which is a "table" and acceptable by emergency services.

The letter to the local residents in Mill Street from Mr Wilson of OCC had not been copied to the council. This was supposed to have been done in March of 2003 but had been delayed until June. It did, however, give a deadline of 25th July 2003 and the petition was not instigated until August. The Clerk confirmed that the letter was one of courtesy.

The Chairman felt that the views of those in favour, which were in the majority, must be taken into account and the parish council has to be clear that it is not acting illegally by revisiting this matter.

It was agreed that the Clerk should ascertain from Mr Wilson of OCC the comments received by him following the letter drop and Dr Wright would ascertain and confirm the views following the consultation. The matter to be put on the agenda for the next meeting.

03/275 Skateboard park

The Clerk read out the recommendations made by RoSPA in respect of the site. The contractor had agreed to do the remedial worked required. The council needs to cut back the hedge where it encroaches. Two other recommendations are in respect of benches and litter bins. There had also been a suggestion that the school should be approached to do a project in respect of "street art" to cover up the graffiti. The users had also requested lighting for the site.

Following discussion, the following was proposed:

1 litter bin – proposed by Mr Hines and seconded by Dr Wright. Moved unanimously.

1 bench – proposed by Mrs Seeney and seconded by Ms Barwell. An amendment was moved by Mr Mosson that the purchase of this be delayed until fundraising had been done by the users. The amendment was moved by 6 votes for, 4 against and 1 abstention.

Graffiti – proposed by Mr Hines and seconded by Mrs Seeney that Mr Gerrans approach Bartholomew school art department to see if they would be willing for the pupils to do a project. Moved unanimously.

It was also suggested that a leaning bar be provided for the users in place of a second bench. This to be investigated.

03/276 Dates of Next Meetings – 4th November 2003 and 18th November 2003 at 7.30 pm. The Annual Finance Meeting to be held on Tuesday 25th November 2003 at 7.30 pm.

The meeting closed at 10 pm

Date of Signing:

21st October 2003

**AT THE PARISH COUNCIL MEETING OF EYNSHAM PARISH COUNCIL
HELD ON TUESDAY 4th NOVEMBER 2003 AT 7.30 PM AT THE BARTHOLOMEW ROOMS, EYNSHAM**

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

In Attendance: J Heath (Clerk), one member of the public, and ABO Alan Robinson

03/277 Apologies for Absence – Apologies for absence were received from Ms G Barwell.

03/278 Minutes of the Meeting of 21st October 2003

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

03/279 Clerk's Report

Item 3 Abbey Millennium Celebrations 2005 Mrs Gerrans reported that the meeting had been interesting and the main celebrations would take place during the summer, to include carnival time. It was hoped that the Parish Council's input would be financial.

Item 5 Hedge Laying at Allotments – The Chairman reported that a meeting would be arranged between the Clerk, the Hedge Layers Association and a representative of the Allotments Association.

Item 9 Churchyard Wall – The Clerk had instructed two contractors to quote on the work but it was unlikely that the work would be commenced before the spring of next year.

Item 10 – OALC Larger Council's meeting – The meeting had covered very interesting and useful items in respect of support for larger councils. Improvements include regular meetings, visits to raise the profile of the OALC, a handbook for OALC to advise on law and procedures, training, varying venues for meetings, establishing an e-group, organisation of meetings to facilitate discussion of larger councils' interests.

Item 13 – Bus Shelters outside Oxford Magnets – s106 monies available The Clerk reported on the site meeting with Mr Fettes of OCC. It was agreed that two shelters should be provided and that Mr Fettes should approach Primesite Media to supply and maintain, subject to the Parish Council having no objections. The members confirmed that there were no objections.

Item 14 – Skateboard Park – The Clerk reported that the defects should be dealt with this week. Reported by Mr Rossiter that there was a lot of water lying on the site and the contractors should also deal with this.

Item 15 – John Lopes Road bollards – Mr Hines reported that the bollards had been erected but that they were in the wrong place. He would be having a site meeting with Mr Wilson of OCC Highways in the morning.

Item 16 – Hardstanding on bridleway – Mr Mosson requested that the Clerk chase this matter as the bridleway was extremely muddy.

Item 20 – Pavilion windows – The Clerk reported that she had recently chased the contractor on this matter.

Item 21 – Village Design Statement The Clerk to request an update on this from the Eynsham Society and the matter to be placed on the agenda for the next (or a future) meeting, subject to the availability of representatives from WODC.

03/280 Urgent Business Raised with Prior Consent of the Chairman

Mr Mosson agreed that the matter of the pavilion planning application should not be discussed under urgent business, to await result of the meeting between the clerk and Mr Rob Pettifar of WODC in respect of the north side toilet block refurbishment.

03/281 Declaration of Interests

The following declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Mr D Rossiter – WODC

Ms J Minch, Mr T Green, Mr J Mittell, Dr Wright – Village Hall Management Committee

03/282 Accounts

282.1 Proposed by Dr Wright and seconded by Mr Green that accounts in the sum of **£ 2,053.51** as appended, be accepted. Motion passed unanimously. The cheques were then passed to Dr Wright and Mr Green for signature.

282.2 The Clerk explained that the Fixed Assets had been incorrectly stated on the Annual Return. Proposed by Mr Rossiter and seconded by Mrs Gerrans that the amendment to the Annual Return and the Notes to the Accounts be approved. Moved unanimously.

4th November 2003

03/283 Items Raised by Members of the Public – Standing Orders were suspended at 7.45 pm

283.1 ABO Alan Robinson gave his report.

There had been 20 crimes in the village for the month of September and these were as follows:

- 6 at the petrol stations for obtaining fuel without payment
- 1 burglary at the Co-op store. It is understood that an arrest is about to be made
- 1 assault on a taxi driver outside the Red Lion public house
- 3 criminal damage
- 3 thefts – 2 household and one business
- 3 assaults
- 3 public order offences, including 2 threats to kill for which an arrest has been made.

He appreciates that there are ongoing problems in respect of nuisance outside the SPAR shop, causing residents to be anxious and sometimes frightened. None of the above statistics included these problems, which are difficult to measure and monitor. He reiterated that these youngsters were, in the main, part of the Eynsham community.

He appreciated that problems were encountered on Hallowe'en evening and agreed, in hindsight, that he should have been on duty in the village that night.

283.2 Mr Geoff Crompton spoke as a representative of some of the residents of Mill Street in respect of the proposed traffic calming measures. He first became aware of the proposed plan in May of this year. He felt that the residents would prefer a chicane.

He confirmed that he had lived in the village for 12 years and could give no reason why he had not seen the consultation papers in the library, on the notice boards and in the Echo newsletter.

Standing Orders were resumed at 7.57 pm.

It was proposed by Mr Mosson and seconded by Mr Hines that agenda item 13 on the Mill Street Traffic Calming measures be taken at this point. Moved unanimously that this be done.

03/284 Mill Street Traffic Calming Measures

The Chairman summarised the process which led to the present scheme being adopted by the council. After more than 2 years of discussion, and taking advice from the County Council, the Parish Council had consulted the residents in the appropriate manner.

The final consultation, referred to by the OCC representative as a letter drop out of courtesy, was decided upon at the meeting in January 2003 but had not been effected until June.

In the Chairman's opinion, the consultation had been piecemeal, spasmodic and not reasonable. It was his feeling that the County Council had not done a very good job of it. He felt that there was little option but to go back to square one.

He then opened the discussion to the meeting and the following were noted:

- Consultation had been done via the Echo newsletter, papers in the library and on the village notice boards.
- Other options rather than start again would be to have a public meeting to avoid another 2¹/₂ years of work.
- Various steps had been gone through, other options had been considered, including a chicane, and these had been discarded either because of objections from the public, loss of parking, technical difficulties or cost.
- In consultation with OCC, the PC needs to have evidence from the objectors that the proposed plan will result in the noise and damage to properties, as alleged.
- Chicanes had been the PC's original preferred option but this had been discarded following a site meeting with the OCC engineer (since retired) as being not feasible. However, the new engineer is now of the opinion that they may be feasible.
- It was pointed out that the same thing had happened over the Market Square, when dissenters came at the last moment but most people now are of the opinion that this is a vast improvement.
- Concerns that further delay can only result in an accident were raised.

4th November 2003

Proposed by Mr Mosson and seconded by Mr Hines that a meeting be arranged between members of the Parish Council, Mr Carritt and Mr Wilson of Oxfordshire County Council and residents of Mill Street as soon as possible. Moved unanimously.

Mr Green gave his apologies to the Chairman and left the meeting at this point due to another appointment.

Mr Hines agreed to do the letter drop to the whole of Mill Street residents. The Clerk to arrange a meeting before the next Parish Council meeting and check the availability of the small hall in the Village Hall.

03/285 Planning

285.1 Planning Decisions

The undermentioned planning application, granted conditional approval, was noted:

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| W03/1630 | 26 Aug 03 | Erect extension to factory to form tool making workshop | OGM Ltd, Stanton Harcourt Road |
|----------|-----------|---|-----------------------------------|

285.2 Planning Applications

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|----------|-----------|--|--------------------------------------|
| W03/1913 | 14 Oct 03 | Erection of 5 two storey 3 bedroom dwellings and garages. Formation of new vehicular access | Land to rear of 4 Cassington Road |
|----------|-----------|--|--------------------------------------|

Proposed by Mr Hines and seconded by Mr Mittell that the Parish Council **object** to this application on the grounds of the **possibility that the access is dangerous and the loss of trees would be detrimental to the area**. Moved by eight votes for with two abstentions.

| | | | |
|----------|-----------|-------------------------|-------------------|
| W03/1915 | 10 Oct 03 | Erect rear conservatory | 31 Falstaff Close |
|----------|-----------|-------------------------|-------------------|

Proposed by Mrs Seeney and seconded by Mr Mosson that the Parish Council make **no objection** to the application. Moved by nine votes for and one abstention.

03/286 Correspondence

286.1 WODC - Planning Roadshow – Tuesday 11th November Woodgreen, Witney . Mr Mittell volunteered to go to this meeting and report back to the Council.

286.2 Ron Jones – Letter of complaint regarding the area of Spareacre Lane close to the shops and the nuisance caused by local youths discussed. It was agreed that this letter should be copied to the owners of the shops and the police.

286.3 OALC – The Winter General Meeting on Monday 24th November 2003 at 7 pm at Kidlington noted.

286.4 Carers' Focus – The report on the conference and Caring Matters newsletter were noted.

286.5 Professor D Elmore – Letter received with questionnaire in respect of disabled parking and litter bins was discussed. The Clerk reminded the council of the new policy at West Oxfordshire District council that all bins now need to be purchased and there will be a charge to the Parish Council for emptying them. Agreed that the Clerk should respond on the former and arrange for a small litter bin to be erected at the top of Wasties Lane

286.6 Thames Valley Police Annual Report for 2002/03 was noted.

03/287 Oxfordshire Structure Plan

The following items were raised:

- Omission of anything relating to the A40.
- Non committal attitude to the Green Belt
- Retention of environs of the Thames River contradicts the proposed gravel extractions next to the river.
- Policy H3 – Developments of 30 houses per hectare. Policy should explain how this is achievable and it needs to relate to design as well as density.
- Policy H4 – “50% of housing should be affordable”. How is this achievable and show good examples. This should be an overall target.

Agreed that the Clerk should complete the objections from the Parish Council, using the above as well as Dr Wright's report from the last meeting.

03/288 Library

Dr Wright explained the history of the proposed cut back in hours by Oxfordshire County Council. An additional four hours, previously funded by West Oxfordshire District Council, would not be continued after March 2004. The County would only be able to fund additional hours up to 2¹/₂.

Library usage had been monitored by the CC on the number of tickets used. This did not take into account the use of computers or reference books.

Dr Wright proposed that a letter of protest and a request to reconsider the decision be sent from the Parish Council. This was seconded by Mrs Jones. Moved unanimously.

03/289 Fishponds

Mrs Hughes reported that the meeting with Nick Mottram from the Wychwood Project was very productive. The project is this year looking at ponds and Mr Mottram will come back with a scheme to improve the fishponds. Long term maintenance will also need to be considered. The project had been discussed at the Abbey Millennium Celebrations 2005 meeting, where it was emphasized that the natural beauty of the area would not be destroyed. The Committee for the abbey celebrations was extremely enthusiastic. Mrs Hughes will keep the council informed of the progress.

03/290 Village Hall Management Committee AGM Report

Dr Wright reported on the AGM which had been attended by approximately 16 people. The following matters were noted:

- Litter had decreased since the landscaping had been completed.
- Access to rear of building confirmed by scouts during building work.
- Heating in main hall still not in balance, the architect is dealing with this.
- 80% rating relief will probably be reduced to 50% from next April.
- Delay on the erection of the stage curtaining.
- Vote of thanks to Reverend Dennis Mason for auditing the accounts. The meeting had voted Revd. Mason to be appointed as auditor for the next year.
- No further nominated members appointed to the committee.
- No amendments proposed to the constitution.
- At the request of one of the committee, the agenda for the next AGM to be publicised to residents.
- Changes to the Public Entertainments Licence, conditions of which were now more stringent.

Mrs Minch noted the following:

- Final payment to contractors not to be made until the heating works correctly.
- There was disquiet in respect of the accounts as errors had been picked up but not corrected. They need to be transparent and good accounting practices followed.
- The accounts had not been adopted at the meeting.

Proposed by Mr Rossiter and seconded by Dr Wright that no further monies be paid to the contractors until the heating problems had been dealt with. Moved unanimously.

Mr Mittell (Treasurer) to liaise with Ms Minch over presentation of the books and accounts.

03/291 Dates of Next Meetings – 18th November 2003 at 7.30 pm. **The Annual Finance Meeting to be held on Tuesday 25th November 2003 at 7.30 pm** and Parish Council meeting 2nd December 2003 at 7.30 pm.

The meeting closed at 9.52 pm

Date of Signing:

4th November 2003

**AT THE PARISH COUNCIL MEETING OF EYNHAM PARISH COUNCIL
HELD ON TUESDAY 18th NOVEMBER 2003 AT 7.30 PM AT THE BARTHOLOMEW ROOMS, EYNHAM**

Present: G Beach (Chairman)
Mrs L Gerrans, Ms G Barwell , Mrs M Jones, Ms J Minch,
Messrs. T Green, N Hines, Mr J Mittell., A Mosson, D Rossiter, Dr. F W Wright

In Attendance: J Heath (Clerk), one member of the public, Cllr. Harry Wyatt (OCC), Mr R Pettifar (WODC), by invitation.

03/292 Apologies for Absence – Apologies for absence were received from Mrs V Hughes , Mrs D Seeney

03/293 Declaration of Acceptance of Office

The Chairman welcomed back Mrs Lewington. The Declaration of Office was signed by Mrs Lewington and countersigned by the Clerk.

03/294 Minutes of the Meeting of 4th November 2003

Ms Minch confirmed that the minute at 290, second paragraph, was a true record. The minutes were agreed and signed by the Chairman.

03/295 Clerk's Report

Item 3 North Side Playing Fields The Chairman reported that the supporters of the football clubs had been parking on the field. The Clerk had ordered "no entry" signs and a chain and posts would be put in as soon as the safety aspects in respect of ambulance access had been clarified.

Item 4 Skateboard Street Art – Mr Gerrans had met with the art teacher at Bartholomew school. The children were enthusiastic. The Clerk to liaise with Mr Gerrans in respect of the art student who had volunteered her services.

Item 6 Hedge Laying at Allotments – Ongoing.

Item 11 Churchyard Fence – The Clerk to obtain quotes.

Item 13 – Skateboard Park – The Clerk reported that the snagging defects had been dealt with but the drainage work is still outstanding.

Item 14 – John Lopes Road bollards – Completed.

Item 15 – Hardstanding on bridleway – Work to commence shortly. Copy of order forwarded from OCC.

Item 18 – Mill Street Traffic Calming – A meeting had been arranged for 10th December in the village hall. Mr Hines to do a letter drop to all houses in Mill Street. OCC representatives will attend.

Item 19 – Pavilion windows – The Clerk reported that there had been a delay with this work and the contractor's order had been mislaid by their suppliers.

Item 20 – Village Design Statement The Clerk had written to the secretary of the Eynsham Society but no response had been received to date. Meeting with representatives from WODC could not be set up until response forthcoming.

03/296 Urgent Business Raised with Prior Consent of the Chairman - There was no urgent business.

03/297 Declaration of Interests

The following declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Mr D Rossiter – WODC

Ms J Minch, Mr T Green, Mr J Mittell, Dr Wright – Village Hall Management Committee

03/298 Accounts

The Clerk advised that the cheque to Bendcrete was part payment as remedial works were still outstanding. The Chairman had proposed the amount to be paid, the total bill being £51,700. Mr Green felt that the compound clearance had not been well organized as a lot of the rubbish had been dumped down on the field when it should have been put into a skip. Proposed by Dr Wright and seconded by Mrs Gerrans that accounts in the sum of **£47,394.70, as appended, be accepted.** Motion passed unanimously. The cheques were passed to Dr Wright and Mrs Gerrans for signature.

03/298 County and District Council Reports

298.1 Oxfordshire County Council Report (previously circulated) Cllr. Harry Wyatt answered questions as follows:

- The Council has a duty to produce information leaflets and the cost is shared with other partners. It was agreed that these could be put in the village hall but a holder would be required to keep them tidy.

- The frustrations encountered with the Highways Department were explained. The department had taken on too much work to cope with and had not been realistic in setting goals.
- Agreed that minerals had not been in the report. Any mineral extraction would have an adverse effect on the A40 traffic problems.
- The problems in the Social Services department were acknowledged and in particular with home care.
- The Council was constantly trying to reduce car use but the public were still resisting.
- An integrated development and transport policy is needed but the rail link had been shelved due to costs.
- The review of properties was clarified. This was in respect of land and buildings in the ownership of the county and the best use of them.
- Charging for fire service call outs was noted.
- Work on the bridges and culverts were to be completed.
- Replacement youth worker was actively being sought.
- Problems of solvent and alcohol abuse were on the increase, in particular sales of alcohol to under age users. Mr Wyatt would liaise with Trading Standards.
- Confirmed that the planning application for the new sports facilities had been received. The fitness suite was not something being dealt with by the county but by the district council.
- The county had not discussed the possibility of relocating the library to a better facility in the village.

The Chairman thanked Cllr. Wyatt for his attendance and comprehensive report.

298.2 West Oxfordshire District Council Report (circulated) Cllr. Rossiter answered questions as follows:

- The proposed fitness suite was in partnership with Wycombe Leisure for the management of this. However, nothing was yet decided.
- The Back Lane toilets refurbishment would be discussed under agenda item 12.
- Confirmed no update on the Chilbridge Road land.
- Noted that material consideration in planning and the proposed new Local Plan had been omitted from the report.
- Thanks to the environmental services department for the removal of the burnt out cars in Cassington Road.
- Recycling of plastics noted. Also aerosols and batteries can be recycled. Cllr Rossiter will check if this includes car batteries,

The Chairman thanked Cllr. Rossiter for his report.

03/299 Items Raised by Members of the Public – Standing Orders were suspended at 8.35 pm

Mr Harry Brown pointed out the leaflet that promised more police on the streets. He stated that he will be writing to Mr Blair with regard to knives in schools, following the recent incident.

The Chairman thanked Mr Brown for his attendance.

Mr Mittell said that Mr George Wood had pointed out that the development at Highcroft House included the removal of two trees. Advised that Mr Wood should contact the tree officer at West Oxfordshire District Council

Standing Orders were resumed at 8.40 pm.

It was proposed by the Chairman and seconded by Mr Rossiter that agenda item 12 on the pavilion and north side toilets be taken at this point. Moved unanimously.

03/300 Sports Pavilion Planning Application and North Field Toilet Refurbishment

The Chairman introduced Mr Rob Pettifar from the Environmental Department of WODC for discussion of proposals for the refurbishment or replacement of the Back Lane toilets and any possible impact on the playing field toilets.

The Clerk updated the members on meetings between Mr Pettifar and herself and the possibility of replacing the Back Lane toilets with the north side playing field toilets. The advantages would be that the playing field toilets would be refurbished to a very high standard and would be maintained by the district council. This would reduce the cost to the parish of the upkeep of these. The use of toilets in local businesses in the heart of the village would be investigated. These would be upgraded and maintained by the district council. The land at Back Lane could then be freed up for other uses.

Mr Pettifar circulated sketch plans for the playing field toilet block. This would be unisex facility which will not be as open to vandalism and was a tried and tested design and successfully used in other counties. It would have baby changing facilities as well as disabled, toilet and urinal facilities. Usage surveys had been done for the Back Lane site and these were very low. The cost of refurbishing the playing field toilets would be between £45k and £55k. He confirmed that the district council would only provide and maintain one facility in the village.

The tenders for all the toilet facilities in the district would be going out before Christmas and a decision would be required by then. There was a possibility that a partnership agreement could be made to provide new toilets for the playing field if this was also required. Mr Pettifar reiterated that the district council would only provide and maintain one facility.

The following points were raised:

- Impact on the village hall of the removal of the Back Lane facility.
- Necessity of a public toilet in the car park.
- Public toilets in businesses would be limited to opening hours.
- Paying facilities would not be supported.
- Maintenance of the Parish owned toilets was very expensive.

Proposed by Mr Green and seconded by Mrs Jones that the District Council bid for funds for Eynsham, site to be determined at a future meeting. Moved unanimously. The Chairman thanked Mr Pettifar for his attendance.

It was agreed that there were advantages to the scheme for the playing field toilets and these would have an impact on the pavilion refurbishment. The financial decision should be deferred until the Finance Meeting on the 25th November and the decision with regard to the pavilion, north side toilets and Back Lane toilets be deferred until the 2nd December meeting.

03/301 Planning

301.1 Planning Decisions

The undermentioned planning application, granted conditional approval, was noted:

| | | | |
|----------|--------------------------|---|-------------------|
| W03/1833 | 25 th Sept 03 | Insertion of kitchen window in west elevation | 5 City Farm Barns |
| W03/1834 | | | |

302.2 Planning Applications

| | | | |
|----------|-----------|---|------------------------------|
| W03/1979 | 28 Oct 03 | Construction of 2 dormer windows to front elevation and one rear dormer | New House Chilbridge Road |
|----------|-----------|---|------------------------------|

Proposed by Mr Hines and seconded by Ms Minch the Parish Council make **no objection** to the application. Moved by nine votes for and one abstention.

| | | | |
|----------|-----------|--|-------------------------------|
| W03/2000 | 10 Oct 03 | Change of use from dental surgery (d1) to residential (C3) | Hill House, 41 High Street |
|----------|-----------|--|-------------------------------|

Proposed by Mr Hines and seconded by Dr Wright the Parish Council make **no objection** to the application. Moved by nine votes for and one abstention.

| | | | |
|----------|----------|--|--------------------------------------|
| W03/2042 | 4 Nov 03 | Erection of 2 detached dwellings and double garages. Construction of new vehicular access | Land to rear of 4 Cassington Road |
|----------|----------|--|--------------------------------------|

Proposed by Dr Wright and seconded by Mrs Gerrans that the Parish Council **object** to this application on the grounds of **the possibility that the access is dangerous and the loss of trees would be detrimental to the area.** Moved by eight votes for with two abstentions.

03/302 Correspondence

302.1 WODC - Neighbourhood Watch newsletter noted.

302.2 John Welch & Stammers - Application for transfer of licence – The Boot Inn, Barnard Gate, to Mr S Potts and Mr D M Russell noted. No objection.

302.3 OCC - Public Rights of Way Improvement Planning consultations taken by Mr Hines.

302.4 Thames Valley Police Authority - Budget questionnaire noted.

302.5 Inspector Darren Carver & PC Alan Robinson - Details of articles for Eynsham Echo noted. Clerk had copied to Cllr. Mrs L Chapman of WODC and Mrs Sue Walker, youth worker.

302.6 Mrs Win Goody – Suggested that Mrs Goody be advised to approach the library, DIY stores and the post office.

03/303 Parish Questionnaire

Ms Barwell had analysed the 101 forms received back, which does not apply to the full community but does give an idea of the main items raised. These were as follows:

- facilities for teenagers (meeting places)
- refurbishment of sports pavilion
- traffic calming measures
- Parking restriction enforcements
- Litter bins, benches and other street furniture
- Concern over neglect to some areas of the village
- 33% no change in precept
- 25% for 5% increase
- 20% for 10% increase
- 7 – 9% for cuts
- More information on how the money is spent and what projects cost. Details in the Echo and on notice boards.

The Chairman thanked Ms Barwell for her hard work. The results were interesting and should generate new ideas.

03/304 Planning Roadshow

Mr Mittell reported that the meeting had been interesting and discussion of the following took place:

- How affordable housing is possible. Deals made with contractors and land owners to ensure land is sold more cheaply. Affordable housing should be two bedroom properties with scope for an additional room in the roof as family grows.
- Views of parish councils are given a 10% consideration when dealing with planning applications.
- A40 problem discussed but there were no suggestions forthcoming.

The Chairman thanked Mr Mittell for his report.

03/305 Churchyard

Mr Green raised concerns over neighbours using the churchyard as a play area. The Clerk to write a letter. There had been a request for a gate to be put in between St Leonard's churchyard and the St Peter's churchyard. This was because the beech hedge was not growing in that part. Agreed that this should be discussed after the quotes had been received for the removal of the fence. Professional advice on planting may be necessary.

03/306 Dovehouse Close Open Space

This to be deferred to the next meeting.

03/307 Village Hall Management Committee Report

Dr Wright reported that the elected officers were the same as the previous year. Confirmed that in the constitution accounts need to be received and not approved. Work had started on the new Scout hall.

03/308 Dates of Next Meetings – The Annual Finance Meeting to be held on Tuesday 25th November 2003 at 7.30 pm and Parish Council meetings 2nd December 2003 and 16th December 2003 at 7.30 pm.

The meeting closed at 10 pm

Date of Signing:

18th November 2003

AT THE SPECIAL FINANCE MEETING OF EYNHAM PARISH COUNCIL

HELD ON TUESDAY 25TH NOVEMBER 2003 AT 7.30 PM IN THE BARTHOLOMEW ROOM, EYNHAM

Present: G Beach (Chairman)

Ms G Barwell, Mrs V Hughes, Mrs M Jones, Ms J Minch
Messrs. T Green, D Rossiter, Dr. F W Wright
J Heath (Clerk)

03/309 Apologies for Absence:

Apologies for absence were received from Mrs L Gerrans, Mr N Hines, Mrs M Lewington, Mr J Mittell, A Mosson, Mrs D Seeney

310 Minutes of the meeting of 26th November 2003

These were signed as a true record by the Chairman.

311 Review of Hiring Rates

311.1 Pavilion

It was noted that the hire of the shower/changing rooms/social area/kitchen for junior use had been increased by 30% whereas the changing rooms had not been increased. Following discussion, it was agreed that there should be an increase of 20% should be made for the junior usage of showers only. The recommendation from the Finance Committee for these increases was because the rates for juniors had not been increased for many years and should be rationalised to 50% of the adult charges. The facilities in the social area would also be improved by next season.

All other recommended rates were agreed:

| | | |
|---|----------------------|------------------------|
| Changing Rooms: | Seniors | £20 all year |
| | Juniors | £10 all year |
| Shower/Changing Rooms/Social Area/Kitchen: | Regular Users Senior | £30 per day |
| | Regular Users Junior | £15 per day |
| | Casual Users | £35 per session |
| A session being morning (9am – 1pm); afternoon (1pm – 5 pm); evening (6pm –10pm). | | |
| Social Area (including kitchen) | Regular Users | £25 per session |
| | Casual Users | £30 per session |

311.2 Pitches and Other Sports

It was reported that the proposed hand over to the Playing Field Managers Committee of the management of the pitches would take place at the end of December.

311.3 Bartholomew Room Upper and Lower Chambers

The Finance Committee had proposed that the hiring charges per session remain the same on the grounds that they were self-supporting.:

| | |
|---------------------------------------|-----------------------|
| 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.

311.4 Art Group

Proposed by the Finance Committee that the charges to the Art Group be increased to **£80 per quarter** for the Lower Bartholomew Room, as there had been no increase last year.

311.5 Allotments

Proposed by the Finance Committee that the charge to the Allotment Association be increased to **£750 per annum** for the year 2004/05.

Proposed by Mr Green and seconded by Dr Wright that, subject to the change in the charge to juniors for the changing rooms, the Finance Committee's recommendations as above should be accepted. Unanimously agreed.

Resolved that the above charges be implemented for the year 2004/2005.

A full breakdown of the new charges is appended to the Minutes.

312 Ear-marked Reserves

Details of the earmarked reserves, previously circulated, were discussed. It was confirmed that the churchyard reserves were for the additional maintenance work required. Tree maintenance, wall repair and fence removal. It was reported that the vicar had felt there was no need to earmark for additional land as the old part of the churchyard could be re-used, subject to diocesan approval.

313 Estimated Expenditure for current year and for 2004/05

The Chairman went through the figures, previously circulated. The budget last year had been, in the main, on target. There was an overspend on administration – due in the main to the clerk's training and the overtime incurred for the alarming of the pavilion.

The grass cutting had resulted in an underspend but it should be noted that the hot summer had contributed to this.

314 Questionnaire Results

The following potential projects were noted from the results of the questionnaire, in order of %age requests:

314.1 Teenage facilities

314.2 Refurbishment of pavilion (already being dealt with)

314.3 Traffic Calming – although it was noted that this was a contentious issue and full consultation would always be required.

314.4 Environmental issues such as litter, street cleaning, dog fouling with requests for litter and dog faeces bins.

314.5 Additional benches – youngsters to raise money for any at the skatepark.

314.6 Request for something to be done outside the Spar, library and Mill Street shops. It was felt that the Parish Council would be unable to become involved in these areas as the responsibility lies with the owners

It was noted that many respondents were in supportive of paying more for services. It was requested that there be more feedback on finances and cost of projects.

Parish Council surgeries were requested.

315 Long Term Projects.

315.1 Pavilion and sports improvements – Mr Mosson had spoken to the Chairman and reported that the architect had stated that the revised scheme would cost approximately £10,000. Earmarked reserves presently at just under £80,000. The £10k figure was questioned as it was felt that the kitchen refurbishment and other furniture and fittings need to be taken into account. If this is a true figure then the additional monies should be utilised for additional changing rooms in the north side public conveniences and the insertion of a multi use toilet facility.

315.2 North side Public Conveniences - Following discussions with West Oxfordshire District Council, it had been decided that the Back Lane facilities should be refurbished and the parish council should investigate partnership funding for the north side toilets. The cost of this will be in the region of £45,000.

315.3 Fishponds – Mrs Hughes reported on the meeting between herself, Brian Atkins of the History Society, Nick Mottram of the Wychwood Project and Graham Keevill, an archeologist. A grant for an archeology and ecological survey was available. Major funding will be required for the balance of the work. Grants are available but matched funding will be required. Suggested that a start up earmarked fund be allocated.

315.4 Teenage Facilities – After discussion, it was agreed that further consultation would be required before the council decided to earmark money for this. Action decided:

- Clerk to contact Cllr. Wyatt and Mrs Sue Walker to ascertain what is happening with the Youth Club and whether it could be used for a Drop In Centre.
- Mrs Jones to approach the school council to arrange a meeting to try to find out what the youngsters want.
- Approach the churches to see if they would like input into the discussions.
- Arrange a meeting with residents to ascertain what they feel could be provided for the teenagers.

It was agreed that the capital project fund should be used to fund this, if required.

Dr Wright commented on the decision that the parish council could not provide a video projector for use by local organisations and the suggestion that the Village Hall Management Committee should discuss this.

316 Grant applications

Details of the grant applications received had been previously circulated, together with details of last year's grants awarded. An additional request had been received from the Cricket Club. Proposed by Dr Wright and seconded by Ms Barwell that the recommendations from the Finance Committee be accepted, with an additional £250 awarded to the Cricket Club, as follows:

| | |
|---|---|
| Eynsham Neighbourhood Care Scheme | A grant of £500 awarded. Powers <u>under S137 of the Local Government Act 1972.</u> |
| Royal British Legion | A grant of £100 awarded. Powers <u>under S137 of the Local Government Act 1972.</u> |
| Village Show | A grant of £200 awarded. Powers <u>under S137 of the Local Government Act 1972.</u> |
| Older Folks Club | A grant of £100 awarded. Powers <u>under S137 of the Local Government Act 1972.</u> |
| Winged Fellowship | A grant of £50 awarded. Powers <u>under S137 of the Local Government Act 1972.</u> |
| Volunteer Link-Up | A grant of £50 awarded. Powers <u>under S137 of the Local Government Act 1972.</u> |
| Samaritans | A grant be £50 awarded, subject to presentation of accounts. <u>Powers under S137 of the Local Government Act 1972.</u> |
| Oxfordshire Carers' Forum | A grant of £200 awarded. <u>Powers under S137 of the Local Government Act 1972.</u> |
| Eynsham Cricket Club | A grant of £250 awarded. It was agreed that further grants should be subject to a business plan of the project being provided showing future expenditure and expected completion details. Powers <u>under S19 of the Local Government (Miscellaneous Provisions) Act 1976.</u> |
| Bartholomew Players | A grant of £400 towards the purchase of stage curtains be awarded. Powers <u>under s145 (b) of the Local Government Act 1972.</u> |
| Oxfordshire Woodland Project (Wychwood) | A grant of £100 awarded. <u>Powers under S137 of the Local Government Act 1972.</u> |
| Witney and District Citizen's advice | A grant of £250 awarded. <u>Powers under S142 2(a) of the Local Government Act 1972.</u> |
| Playing Fields Managers | A grant of £1000 awarded as a start up grant towards the hand over of the pitch maintenance from the Parish Council to the Managers. Powers <u>under S19 of the Local Government (Miscellaneous Provisions) Act 1976 .</u> |

Resolved that the Council in accordance with its powers under Sections 137, 142 (a) and 145 (b) of the Local Government Act 1972, and S19 of the Local Government (Miscellaneous Provisions) Act should incur expenditure 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. Schedule attached.

Total S137 grants are £1600 and total grants £3500.

317 Precept 2003/2004

Finance Committee recommendations were accepted, with the exception of the following:

Pavilion reserve recommendation of £10,000 to transfer to Capital projects reserve.

North side public conveniences reserve recommendation of £5000 to transfer to Capital Projects reserve.

Grants recommendation of £5,000 amended to £4,500.

Proposed by Dr Wright that £1500 be allocated to the library to offset proposed reduction of hours. There was no seconder to the proposal.

Proposed by Mr Green and seconded by Dr Wright that Standing Orders be suspended to complete the business. Unanimously agreed. Resolved that Standing Orders be suspended.

Proposed by Dr Wright that allocation to Traffic Calming reserve be increased by £1000. There was no seconder to the proposal.

New reserve for fishponds reclamation project of £500 proposed by Ms Minch and seconded by Ms Barwell. Unanimously agreed. Resolved that a grant of £500 be awarded.

Proposed by Mr Rossiter and seconded by Mr Green that the decided precept of £97,500 be allocated.

Unanimously agreed. Details are appended. **Resolved** that the Parish Precept for the year 2004/2005 be set at £97,500.

318 Amendment to Standing Orders

Proposed by Ms Minch and seconded by Dr Wright that Standing Orders be amended to include that travel and out of pocket expenses, as recommended by the National Association of Local Councils be paid to all elected Councillors. Unanimously agreed. **Resolved** that travel and out of pocket expenses be paid to all elected Councillors.

319 Close of Meeting

The Chairman closed the meeting at 10.08 pm.

Date of Signing:

Chairman

**AT THE PARISH COUNCIL MEETING OF EYNHAM PARISH COUNCIL
HELD ON TUESDAY 16TH DECEMBER 2003 AT 7.30 PM AT THE BARTHOLOMEW ROOMS, EYNHAM**

Present: G Beach (Chairman)
MS G Barwell, Mrs L Gerrans, Mrs M Jones, Mrs V Hughes, Mrs D Seeney
Messrs. T Green, N Hines, J Mittell, A Mosson, Dr F W Wright

In Attendance: J Heath (Clerk), one member of the public.

03/333 Apologies for Absence – Apologies for absence were received from Mr D Rossiter, Mrs C Lewington, Ms J Minch

03/334 Minutes of the Meeting of 2nd December 2003

The minutes of 2nd December 2003 were amended to note Mrs Lewington as present. The minutes were then signed by the Chairman.

03/335 Clerk's Report

Item 2 Teenage Facilities The Clerk reported that the school was happy for the working party to meet with the school council and it was agreed that the best time would be 9am on a Tuesday to suit both parties.

Item 4 Parking on Playing Fields – Chain and posts now finished.

Item 5 Fishponds – Agreed that application for grant aid for feasibility study should go ahead.

Item 10 – Churchyard Wall – The Clerk reported that this was falling down but that the contractors would be unable to do the complete works until spring. Mr Green to do a temporary repair in February.

Item 12 Churchyard Fence – Mr Green asked if any decision had been made regarding the planting of leylandii once the fence was removed. The Clerk confirmed that this would be discussed when fence removed.

Item 13 – Oxford Magnets Bus Shelters - The Clerk confirmed that she had obtained verbal confirmation that OCC would provide shelters and that Primesite Media would be maintaining them.

Item 14 - Skateboard Park – The Clerk confirmed that the remedial work had been completed. Cheque to be sent when Mr Mosson and Mr Gerrans had inspected the work.

Item 17 – Pavement at Witney Road – Mrs Jones asked when this would be done. The Clerk to obtain telephone number of contact at OCC.

Item 18 - Mill Street Traffic Calming – The meeting on 10th December had been extremely useful. It had been agreed that the scheme should go ahead but that consideration should be given to a second phase if the present scheme was not sufficiently effective.

Item 19 – Sports Pavilion Refurbishment – The Clerk to meet with architect. Local builders to be approached.

Item 20 - Village Design Statement The Chairman confirmed that he would be happy to chair a meeting with the two parties. The Clerk to consult with Mr Rossiter on his return.

Item 21 - NPEA Transfer of field – the Clerk reported that the solicitor for the college was happy to accept the refurbishment of the toilet block as consideration for transfer of lease. Still awaiting solicitors to draw up the lease.

03/336 Urgent Business Raised with Prior Consent of the Chairman

The Chairman circulated his report on the meeting at Brize Norton regarding increased flights in the area. This was to be circulated to some residents and put on the website.

03/337 Declaration of Interests

The following declarations were noted in accordance with the Local Government Act 2000, s81 and the Parish Councils (Model Code of Conduct) Order 2001:

Mr J Mittell, Mr T Green, Dr Wright – Village Hall Management Committee.

Mr Green – Accounts schedule.

03/338 Accounts

338.1- Staff Vouchers – Proposed by Dr Wright and seconded by Mr Green that gift vouchers of £20 per person be given to the six staff members, payment from the Chairman's Honorarium (Local Government Act 1972 S15 (d)) Vouchers of £20 also to be given to the two volunteers who work in the churchyard, payment under S137 of the Local Government Act 1972. Motion passed unanimously.

16th December 2003

338.2 – Chairman's Honorarium – Proposed by Mrs Gerrans and seconded by Mr Green that the Chairman's Honorarium be increased to £450 per annum, with immediate effect. Motion passed unanimously. Section 111 of Local Government Act 1972.

338.3 – Accounts Schedule – Mr Green left the meeting - Proposed by Dr Wright and seconded by Mrs Gerrans that accounts in the sum of **£12,668.92** as appended, be accepted. Motion passed unanimously. The cheques were passed to Dr Wright and Mrs Gerrans for signature.

Mr Green returned to the meeting.

338.4 – Annual Return for accounts for year ended 31 March 2003 – Proposed by Dr Wright and seconded by Mrs Hughes that the audited annual return be accepted and approved. Motion passed unanimously. The issues raised by the auditors, although as pointed out by Dr Wright some were incorrect, were noted.

03/339 Items Raised by Members of the Public – Standing Orders were suspended at 8.0 pm

339.1 Advertising Boards Agreed that there should be no advertising in the market square without prior permission. The Clerk to write to the mirror shop informing them of this.

339.2 Mr Green reported that the breakdown lorry parked on the open land on the eastern side of the Witney Road had no tax disc.

03/340 Planning

Planning Decisions

The undermentioned planning applications, granted conditional approval, were noted:

W03/1793 16 Sept 03 Change of use of workshop and study to dwelling/granny annexe and erection of conservatory to side elevation. Willow Bank
4 Oxford Road

W03/2091 12 Nov 03 Erection of single and two storey extension and construction of detached garage and store. 52 Witney Road

03/341 Correspondence

341.1 OCC Speedwatch mobile display unit. The Clerk to inform OCC of carnival date.

341.2 OCC- Newsletter December 2003 noted

341.3 Voluntary Sector Compact - Newsletter Issue 1 noted.

341.4 WODC - Environmental Management Strategy consultation to be completed by Mr Mittell by 22nd December.

341.5 Local Heritage Initiative - Newsletter Issue 1 taken by Mrs Hughes

341.6 OCC - Scrutiny Review of hire of school premises to be completed by the Clerk.

341.7 ORCC - Newsletter Winter 2003 noted.

341.8 Defra – Equine Issues letter noted.

341.9 SW Primary Care Trust - Ophthalmology Treatment Centre discussion noted.

341.10 WODC - Cabinet Decisions – 3 December 2003 taken by Chairman.

341.11 WODC - Parish Council Roadshows questionnaire to be completed by Clerk.

341.12 Programme Officer (WO) - West Oxfordshire Local Plan – Public Local Enquiry questionnaire to be completed by Jan 30th 04. Clerk and Mr Rossiter to liaise.

341.13 ORCC - Village Halls and VAT paper noted.

341.14 OALC - Introductory Course on Planning Sat 20th March 9.30 – 4pm Didcot to be referred back to January meeting. Disposal of Land for less than best consideration noted. Minutes of 63rd General Meeting noted.

342 Co-option of Mr Ian Odgers onto Parish Council

The Chairman invited Mr Odgers to speak to the Council. Mr Odgers said that he has lived in Eynsham for fifteen years and would like to contribute towards the community by being a Parish Council member.

The Chairman requested that Mr. Odgers leave the meeting whilst the matter was discussed.

Mr. Hines commented that he had known Mr. Odgers for fifteen years and recommended his co-option. Proposed by Mr. Hines and seconded by Mr. Masson that Mr. Odgers be co-opted onto the Parish Council.

Motion passed by eight votes for with two abstentions.

343 Report on Oxfordshire Association of Local Council Meeting – Dr Wright

Dr Wright reported that the following had been discussed:

- a. Risks and Hazards in Play Areas- There had been a presentation on this which had proved extremely useful. Councils should have adequate insurance, a professional inspection annually and take all reasonable steps to ensure that the areas were safe. It was agreed that the Council conforms to all the above.
- b. Disability Discrimination Act – Confirmed that reasonable adjustments for access to play areas and buildings were required.
- c. Local Authority Act 2000 – this covered partnership working with other authorities.
- d. Subscriptions – these would be increased by 10% to 17.2 p per elector.
- e. Quality Parish Status – None of the representatives were in favour of this. The smaller parish councils felt that they would be unable to replace clerks if training was required. The Chairman pointed out the Eynsham Parish Council was in favour and he hoped that Dr Wright had pointed this out. Dr Wright confirmed that he had but that he personally was not in favour.
- f. Grants for Parish Plans were available. The point had been made that these would not replace Village Design Statements already in place.
- g. Affordable Housing – Dr Wright had commented on the illegal actions of West Oxfordshire District Council and South Oxfordshire District council on refusing planning applications under the emerging local plans before any public enquiry had taken place.
- h. Matters Arising – Dr Wright read from a letter received from Gloucester University which confirmed that Matters Arising can be a dangerous agenda if it encouraged further discussion or debate on decisions already taken. However it is not unlawful to have it as an agenda item as long as no decisions are made.
- i. Councillors Allowances – these were not permitted to be claimed by co-opted councillors under the present rules although this was being challenged.

The Chairman thanked Dr Wright for his comprehensive report.

344 Report on Seminar of Society of Local Council Clerks – Mrs Gerrans

Mrs Gerrans gave a report on this event, stating that it concentrated on Quality Parish Status and the role of the Clerk. The attendees were approximately 70% clerks and 30% councillors.

Quality Parish Status

It was felt that this is the way forward although recognized that some of the smaller councils would be unable to meet the criteria. It was envisaged that these would “cluster” and would have one qualified clerk to oversee the councils with additional staff for other duties.

Partnerships with other councils would be advantageous and some local services to be delegated.

Planning was a key issue and councils should be prepared with schemes to take advantage of controversial projects before they are decided. S106 agreements to be made more advantageous.

There should be more co-operation between local organisations and groups by the parish council.

Parish Councils will have more responsibility.

Role of Clerk

This will become more professional and it is envisaged that it will, in future, be a career with qualifications commensurate with the role.

There had been a talk by two clerks who had taken the AQA qualification, which is the first step. This is not as onerous as the Gloucester University qualification and should be within the reach of most clerks. Approximately 60 hours of study was required over a period of twelve months.

The Chairman thanked Mrs Gerrans for her report.

344 Scouts Earmarked Funds

The Clerk outlined the position with regard to the earmarked funds and the request from the Scouts that the whole amount be paid over to them in the new year and that they would provide a legal undertaking that all the landscaping and car park works would be completed within six months of the building being finished.

Following discussion, it was proposed by Dr Wright and seconded by Mr Hines that, subject to the agreement of West Oxfordshire District council £20,000 of the funds should be paid to the scouts with the balance being retained against completion of car parking area and landscaping. Motion passed unanimously.

345 Dates of next meetings

The next Parish Council meetings will be on 6th January 2004 and 20th January 2004 at 7.30pm.

The meeting closed at 9 pm

Date of Signing:

16th December 2003