



EYNESHAM PARISH COUNCIL

Full Council Meeting held at
Eynsham Village Hall, 19:30pm on Tuesday 16 September 2025

MINUTES

Councillors Present: Cllr Ross Macken, Cllr Sue Osborne, Cllr Sue Brown, Cllr Tricia Crowley, Cllr Milly Chen, Cllr Carl Rylett, Cllr Charles Amos, Cllr Jon Crowe.

Cllr Lee-Roles joined the council table after his co-option.

Officers Present: Michelle Legg (Clerk) and Sarah Brown (RFO incoming) **Online:** Richard Wilkins (Deputy Clerk), Rachel Brown (RFO outgoing)

Members of public present: 4 **Online:** 0

The meeting opened at 19:30 and closed at 22:00

143/25 The council RESOLVED to receive, accept and approve apologies from Cllrs Partlett and Mosson, Ramen and Relph.

144/25 To receive declarations of interest in agenda items Cllr Macken declared an interest in Item 163/25d.

145/25 To co-opt to fill three vacancies. Councillor Osborne proposed the co-option of Jovan Lee-Roles, this was seconded by Cllr Macken. The council RESOLVED to co-opt Jovan Lee-Roles to the council. Cllr Lee-Roles signed his acceptance of Office and joined fellow councillors at the council table.

146/25 The council RESOLVED to approve the minutes of the Full Council meeting of 15th July 2025 after a correction on the timings of the meeting was made and initialled by the Chairman. The minutes were duly signed by the Chairman as a true record of the meeting.

147/25 Public participation (Public Bodies (Admission to Meetings) Act 1960) – No questions were raised.

148/25 To receive an update report from Eynsham's West Oxfordshire District Councillors (WODC) and Oxfordshire County Councillor (OCC)

A report from OCC Cllr Levy had previously been circulated to councillors. Cllr Levy expanded on the A40 planning application and the planning application for an EV charging station off B4449. OCC are not objecting to the application and as a district councillor Cllr Levy has asked for the application to be considered by the Lowland Planning Committee.

Changes to the junctions on the A40 including the left-hand turn at Barnard gate are going to OCC's cabinet for consideration on 9th Oct.

WODC Cllr Rylett provided an update on WODC investment to sports centres including the Bartholomew Sports Centre.

Local Plan settlement sustainability report being undertaken and waiting for details of 'preferred options' for future development. These would be in addition to existing SDAs.

These details should be available towards the end of September ahead of WODC's meeting on 15th Oct. Public consultation is expected in late Oct.

149/25 Finance Report for 2025-26 up to 31.08.2025.

- a. The council RESOLVED to approve the Schedule of Payments – Cllrs Osborne and Macken agreed to review and approve the bank transactions.
- b. The council RESOLVED to approve bank reconciliation up to 31.08.2025
- c. The council RESOLVED to approve credit card statement
- d. To receive an update on monthly financial monitoring. To ensure all councillors can view transactions the council RESOLVED for the RFO to circulate a monthly review (expenditure by budget code) within the month and to report on any 10% variance on monthly budgets.

150/25 The council noted the delegated authority decisions Clerk/Deputy Clerk/RFO and Chair Cllr Ross Macken or Vice Chair Cllr Sue Brown between 16th July to 16th September 2025.

151/25 The council RESOLVED to approach West Oxfordshire District Council (WODC) for a new street sign for Witney Rd (as approaching from A40) Action: Clerk to contact WODC.

152/25 The council RESOLVED to sign NALC & SLCC Civility and Respect Pledge. Action: Clerk to sign the council up to the pledge and to liaise with Communications Officer regarding community engagement.

153/25 The council RESOLVED to approve the Clerk's recommendations to progress investigations for a new Burial Ground. To appoint Cemetery Development Services to undertake a Tier 2 site investigations and risk assessment (£4,602.50 exc. VAT) and should the site be viable at this stage, to appoint Thames Valley Archaeology to undertake a geophysical survey of the site (£1,460 exc. VAT plus additional costs from Oxfordshire Archaeology). The council agreed to use Village Hall reserves or swop kitchen refurbishment expenditure from general reserves, as the s106 were originally earmarked for a burial ground. Action: Clerk contact contractor.

154/25 The council RESOLVED to accept the External Auditors Report 2024-25. Thanks were shared with the Responsible Finance Officer (RFO) for her work on this year's submission.

155/25 To review and approve council policies and documents

Updated Financial Regulations – The Finance Committee proposed an amendment to the paragraph 4.11 of the Financial Regulations. The council RESOLVED to change the paragraph to read "Any variation to the purpose or movement of earmarked reserves will be presented to Full Council or the Finance Committee". *Action: RFO to update and circulate*

156/25 To Receive Updates from Clerk/Deputy Clerk including:

- a. Art Trail - meeting to be arranged. *Action: Clerk to liaise with councillors on their availability.*
- b. Neighbourhood Plan – meeting to be arranged. *Action: Clerk to liaise with councillors on their availability*
- c. Welcome to new RFO and reminder of departing RFO's leaving get-together on Monday 29th September.
- d. Village Hall – The Deputy Clerk reminded councillors of the Village Hall user meeting on 30th September and reported that bookings for front office have increased. AgeUK are hoping to use the VH as their preferred location for local meetings.
- e. Councillor learning and development. The Clerk reminded councillors of the opportunity to undertake learning and development opportunities. This included inductions for the three newest councillors. *Action: Clerk to liaise with councillors on their availability.*
- f. Budget setting - including precept considerations. The council were presented with information regarding EPCs precept to stimulate discussions and appetite in increasing/decreasing services/precept. The council resolved to support a 'single digit' increase/not wanting to lose services if possible. Committees and officers will begin to review their budgets and anticipated expenditure.

157/25 Sports Pavilion

To receive estimated costs for works following condition survey, roof repairs and boiler replacement and agree actions. The council RESOLVED to approve £13,300 of expenditure, with 15% contingency to undertake repairs to address health and safety concerns. The council approved the appointment of Jenks to remove the two trees identified as causing structural issues to the sports pavilion (£1,506) with the expenditure taken from tree budget Once a date is confirmed communications will be organised to inform the public of the work. The council will review where to plant two replacement trees. *Action: Clerk/Deputy Clerk to liaise with Communications Officer and consider location for replacement trees.*

158/25 IT equipment

The council RESOLVED to accept CloudyIT's quote (£853.50 exc. VAT) for a replacement device for Communication Officers, due to its incompatibility with Windows 11. *Action: Deputy Clerk to inform contractor.*

159/25 To consider utility contracts for 2025 onwards – The council RESOLVED to approve a 3-year contract, electric and gas contract with SSE for the village hall. Eynsham Parks would consider the contracts for the Sports Pavilion at an upcoming meeting.

160/25 To receive feedback on informal meeting to discuss £30,000 Solar Farm Grant and to agree next steps. – This item was moved to the next meeting

161/25 To receive findings from Strategic Plan consultation and to agree actions. The council RESOLVED to adopt the Strategic Plan and accepted the Clerk's recommendations. A format for reporting would be considered and presented at the next meeting. *Action: Clerk to liaise with Communications Officer regarding community engagement.*

162/25 To consider parish council appointments to Bartholomew Educational Foundation

- a. The council RESOLVED to reappoint EPC & WODC Cllr Carl Rylett as of 17/10/25.
- b. Max Peterson as of 02/12/2025. Councillors were not aware of this appointment and asked the Clerk to investigate this. *Action: Clerk to action.*

163/25 To consider or receive an update on traffic and connectivity and agree actions

- a. Report from Public Transport Representative had been shared by Cllr Crowley.
- b. LCWIP project – updated provided in written report
- c. Community support for Telraam project and sensors on identified roads. Several councillors had expressed an interest in the project and agreed to host a sensor.
- d. To consider two new bus stops on Oxford Rd. Initial consultation with households near to the proposed locations identified concerns of anti-social behaviour and therefore councillors agreed for Cllr Crowley to share this with OCC Officers.
- e. Access to Thames Path at Eynsham Lock. A site meeting with Cllrs Crowley and Osborne and Clerk and the Clerk from Cumnor Parish Council had identified solutions to some of the issues. Cumnor Parish Council would be considering the proposals at their next meeting in October.
- f. Eynsham EV Car Club has some regular users; however, its lower-than-expected usage means the current vehicle is not financially viable and may be replaced with a hybrid vehicle. Cllr Crowley shared news that there is an increase in EV purchases in Eynsham and neighbouring Stanton Harcourt.
- g. To consider regularity of meetings with OCC A40 project team. The council remained unsure of whether these meetings should be before or after council meetings and would wait to hear from OCC officers, once a decision on the planning application has been made,

Action: Clerk to include Thornbury Green traffic surveys on next agenda.

164/25 To receive reports/updates from Councillors representing the Council on outside bodies including

Cllr Rylett shared a verbal update on Youth Club/network; Representatives from Bartholomew School were unable to provide access to the old youth club building as this is now utilised by the sixth form. However, they were willing to contribute to the cost of a youth worker and to consider access to school facilities for specific activities.

The change in name from a 'club' to a 'network' addressed how the group plan to reduce reliance on one building/location, and to spread their activities across the community.

165/25 To note the date of the next Parish Council meeting at the Village Hall – Tuesday 21st October 2025