



EYNESHAM PARISH COUNCIL

Full Council Meeting held at
Eynsham Village Hall, 19:30pm on Tuesday 20 January 2026

MINUTES

Councillors Present: Cllr Ross Macken, (Chair) Cllr Sue Osborne, Cllr Andy Mosson, Cllr Carl Rylett, Cllr Nick Relph, Cllr Charles Amos, Cllr Annika Ramen, Cllr Jon Crowe, Cllr Lucy Dickinson. OCC Cllr Dan Levy who left at 21:40

Officers present. In person: Michelle Legg (Clerk) **Online:** Richard Wilkins (Deputy Clerk), Sarah Brown (Responsible Finance Officer).

Members of the public present: In person: 0 Online: 0

The meeting opened at 19:30 and closed at 21:47.

1/26 To receive apologies for absence

The council had previously RESOLVED to accept and approve Cllr Crowley's apologies/leave of absence. The council RESOLVED to accept and approve, apologies received from Cllrs Sue Brown, Ann Partlett, Jovan Lee-Roles, Cllr Peter Magoolaghan, and Milly Chen.

2/26 To receive Declarations of Interest in agenda items - none

3/26 To council RESOLVED to approve the minutes of the Full Council meeting of 16th December 2025. The Chair duly signed the minutes as a true record of the meeting.

The meeting adjourned at 19:35 and reconvened at 19:45 for items 4/26 and 5/26.

4/26 Public participation (Public Bodies (Admission to Meetings) Act 1960) - none

5/26 To receive an update report from Eynsham's West Oxfordshire District Councillors (WODC) and Oxfordshire County Councillor (OCC)

OCC Dan Levy, thanked the chair for supporting the public fire and rescue meeting. The consultation period has been extended until the end of Jan 2026.

LCWIP is being considered on Thursday 22nd Oct and Cllr Levy will be speaking to the committee in support of the project.

Meeting with Eynsham Primary School will look to address safety issues around inappropriate parking.

Cllr Mosson questioned the implementation of a booking system to use the waste and recycling centres. OCC Cllr Levy responded to say that the system had been implemented to reduce queuing at sites, especially during the temporary closure of Redbridge waste and recycling centre.

WODC Cllr Carl Rylett gave a summary of recent meetings which discussed OCC's fire and rescue consultation, The approval of the AAP is anticipated. WODC agreed to progress with development of Woodford Way car park, Witney providing more housing to the area.

6/26 Finance Report for 2025-26 up to 31-12-2025

- a. The council RESOLVED to approve the Schedule of Payments, with the exception of the invoice for the Christmas tree. The costs were greater than expected. *Action: Cllr Macken to check with supplier.*
Action: Cllrs Macken and Osborne agreed to review and authorise online payments.
Action: Cllr Macken and Brown would review and authorise payroll.
- b. The council RESOLVED to approve the bank reconciliations up to 31.12.2025 and the Chair duly signed the bank reconciliation and statements.
- c. The council RESOLVED to approve credit card statement and the Chair duly signed the bank reconciliation and statements.
- d. To receive an update on monthly financial monitoring. The council reviewed the RFO's reports.

- e. To approve application for s106 funds to support repairs to skatepark and removal of basketball wall. The Deputy Clerk gave a summary of conversations with WODC officers regarding the inability to use s106 funding for remedial works. S106 can be used for new recreational or sporting facilities only, therefore the council would need to find funds to complete remedial works or to close facilities.
- f. To reallocate pavilion earmarked reserves to fund/match fund for refurbishment of Dovehouse Close Play Area. The council were acutely aware of financial pressures and were not keen to divert pavilion funds without further investigation. *Action: Officers to review funding.*

7/26 The council noted the delegated authority decisions between Clerk/Deputy Clerk/RFO and Chair Cllr Ross Macken or Vice Chair Cllr Sue Brown between 16th December 2025 and 20th January 2026.

8/26 To receive an interim report following Fire Risk Assessments for Eynsham Village Hall, Eynsham Sports Pavilion and Bartholomew Room. The Deputy Clerk gave a verbal update on initial findings of recent assessments and required work. The detailed report would be available in the coming weeks. Funding of this work would need to be allocated from reserves with purchases in line with council financial regulations.

9/26 To consider quote for work in Village Hall

- a. The council approved the relocation of screen switch from 'Green Room' and approved a quote from Lowe and Oliver for £480. A quote for two additional twin sockets in Green Room was pending.
- b. Quotes for new carpets. The council RESOLVED to postpone purchasing new carpets until further quotes for costings of health and safety requirements are known.

10/26 Tree Works

- a. To council noted tree survey for Dovehouse Close Woodland

11/26 To review call-out cover for Village Hall and Sports Pavilion. The council noted the Clerks report and agreed to continue with the service. Councillors thanked staff and Cllr Macken for their support in providing this service.

12/26 To receive a budget and precept recommendation for 2026-27 from the Finance Committee and agree actions

- a. The council RESOLVED to approve the council's budget of £396,983 for 2026-27
- b. The council RESOLVED to approve the council's precept request of £373,000 (£14.73% increase and Band D cost of £166.65) and RESOLVED to approve the Clerk to sign and submit the request to WODC. *Action: Clerk to submit precept request documentation to WODC.*

13/26 The council noted the Officers updates on the Strategic Plan and officer activities.

14/26 To review and approve council policies and documents

- a. The council RESOLVED to approve the revised Financial Regulations 2025-26, which clarified insurance requirements when procuring services and included reference to the Deputy Clerk.
- b. The council RESOLVED to approve the updated Publication Scheme.

15/26 Pavilion Working Group

- a. The council RESOLVED to approve Cllr Relph's proposal, seconded by Cllr Osborne to appoint Tom Roberts to the Pavilion Working Group.
- b. Cllr Relph shared a verbal update, supported by written notes from the recent meeting with West Oxfordshire District Council

16/26 To consider or receive an update on traffic and connectivity and agree actions

- a. Report from Public Transport Representative (PTR) - presentation discussing buses, shared with councillors. Next PTR meeting Tuesday 10 March.
- b. LCWIP Project update - Eynsham LCWIP is being considered by OCC Cabinet Members on Thursday 22nd January at 10am (marked for approval). All related documents will be available on the OCC's public website to view 1 week prior to the meeting.

- c. Community Speed Watch (CSW) - TVP sent out 284 letters to motorist that the CSW group recorded were exceeding the speed limit in Eynsham in 2025. Repeat offenders are noted on the TVP database, but not common.

17/26 To receive reports/updates from Councillors representing the Council on outside bodies including

- a. Allotment Association – nothing to report.
- b. Eynsham Primary School – covered earlier during item 5/26.
- c. GreenTEA – Cllr Dickinson gave an update on CAPZero to support a Green Homes event and warm homes workshop for next year.
- d. Youth Network – Cllr Macken and Rylett met with representatives of the Youth Network to discuss a permanent location, which could be the Sports Pavilion.
- e. A40 improvement project – The Clerk gave a summary from the recent monthly meeting. OCC anticipate the planning application being considered at the end of Jan. Once permission is granted the team will be arranging some community events.

Cllr Dickinson asked whether an update from Bartholomew School would be welcome. It was suggested that any points of interest can be shared when they arise.

18/26 The council noted the date of the next Parish Council meeting at the Village Hall - Tuesday 17th February 2025

19/26 EXCLUSION OF THE PUBLIC AND PRESS:

At the conclusion of this part of the agenda, the Chair moved that, considering the confidential nature of the business to be discussed, the public, press and broadcast media be excluded for the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.

20/26 To consider correspondence following damage charges levied on hall hirer and agree actions. The council RESOLVED to reduce the damages charges to £432.50 (excluding deposit already retained). *Action: Deputy Clerk to respond to hirer with amended charges.*

21/26 To consider recommendation from Open Spaces Committee to appoint consultant to oversee refurbishment of Dovehouse Close Play Area – Given the current financial situation and lack of funds, it was agreed to put this on hold until funding can be secured.