

**BAMPTON PARISH COUNCIL**  
**Ordinary meeting of the council held on**  
**10<sup>th</sup> June 2015 at 7.30pm in the Town Hall**

PRESENT: Cllrs J Allinson, in the Chair, R Wilkins, D Clarke, H Rainey, P Smith, S Taylor, R McBrien, N Thorpe, G Wiseman.

IN ATTENDANCE: Mrs C Street, Clerk to the Parish Council, District Cllrs M Barrett & T Fenton, C Cllr J Mills

- 15/98      Apologies for absence  
Cllrs L Walker and D Hussell
- 15/99      Variation of order of business  
Additional item no. 30 on agenda to review Chris Smith's grass cutting contract.
- 15/100     Declarations of interest  
Cllr Taylor declared a non-pecuniary interest planning application 15/01933/HHD, as she is a friend. Councillors agreed that as this is a small village where many people are known to each other, this didn't preclude her from discussions.
- 15/101     District & County Councillors' Reports  
**County Councillor, James Mills.** He is also a district council member and apologised for not attending last two meetings. He handed out a copy of his report which contained information about County council and central government budgets, supported transport programme including bus subsidies, devolved powers to a more local level, how businesses can avoid wheelie bin blaze risk, woodlands survey, work internships for young people with special educational needs and fostering awareness programme.  
Cllr Mills will hope to get a definitive answer from Ian Clark in the county council legal department about the opening of the farmer's field onto the A4095.  
**District Councillors Ted Fenton & Martin Barrett.** The report contained information about Concerns over Thames Water flood report, Grass Cutting, the new Chief Executive at OUH, no new information concerning the Ambulance Service, main topics at Health Scrutiny were Delayed Transfers of Care, Child obesity (later this year) and Mental Health (later this year).
- 15/102     Representation from members declaring a prejudicial interest  
None declared.
- 15/103     Confirmation of minutes  
The minutes of the meeting held on 13<sup>th</sup> May 2015 were signed as a true record.
- 15/104     Actions update  
See attached list.
- 15/105     Notices of planning decisions  
None received
- 15/106     Planning applications

|                             |   |
|-----------------------------|---|
| 15/01558/HHD                | Removal of existing portacabin and erection of 3 bay car port with additional accommodation/home office above. <b>Kurtwood Buckland Road</b><br><br><b>OBJECTION</b><br>It would set a precedent in that area and is within a flood zone so is not suitable for development.  |
| 15/01923/FUL & 15/00863/FUL | Conversion of existing barn to form dwelling together with associated works including provision of parking and garden area. <b>Land At Albion Place Bampton</b><br><br><b>OBJECTION</b><br>Over development of the site and insufficient parking for current users which will be aggravated further by additional parking and traffic |
| 15/01933/HHD                | Loft conversion with the insertion of two rooflights, new window to gable wall and repositioning of existing window on front elevation. <b>3 Chetwynd Mead Bampton</b><br><br><b>NO OBJECTION</b>   |

15/107 Finance and Accounts for Payment

The following cheques were approved and signed:

|                   |   |         |
|-------------------|---|---------|
| Spajers           | Radios and batteries for ERP                          | £95.66  |
| Thames Water      | Allotments (set up direct debit)                      | £29.31  |
| Guy Lennon        | Town Hall cleaning Jan- May                           | £50     |
| AK Timms          | Padlock & chain for sand bunker                       | £44.23  |
| Chris Smith       | May maintenance works & lay cemetery stones           | £1579   |
| Louise Williams   | Lengthsman expenses                                   | £22.59  |
| OPFA              | membership  | £50     |
| Gartec            | Lift service contract renewal                         | £358.80 |
| Cathy Street      | Reimbursement for travel, stamps & broadband expenses | £149.78 |
| Diana Alcock      | Market square planting                                | £99.26  |
| Monard Electrical | TOSCC lights repair                                   | £467.10 |

15/108 Financial Orders

The financial orders taken from OALC's model financial orders were amended to suit Bampton Parish Council and adopted.

15/109    Year end accounts

The accounts for the year ending 31<sup>st</sup> March 2015 that were prepared by the internal auditor were approved and signed, as was the annual governance statement. Clerk to send to BDO for external audit.

15/110    Mercury Court Playing field Report

More bark is needed. It was RESOLVED to accept Chris Smith's quote for a pallet of bark and for him to store the remainder for future use. Cllr Taylor to arrange.

Following another complaint about ball games it was RESOLVED to notify PCSO Davies and to write an article for the Bampton Beam highlighting the issues.

15/111    Old School Community Centre (TOSCC) report

A report containing some confidential items was sent to all councillors prior to the meeting and the following resolutions were made:

- The weightlifters have not returned their signed rental agreement. Clerk to chase.
- The quote received to replace the pavements is too high to accept so it was resolved to draft a letter to Oxfordshire County Council and resend the accident report along with the relevant email threads and a bill for the repair to the lights.
- After discussions with the Bush Centre representatives it is proposed the industrial dishwasher is installed under the drainer of the smaller sink. This is subject to the space being suitable for adaptation and reinstatement at the end of the lease. If the Bush Centre charity want funding from the parish council they will need to write and request this for it to be considered by council.

15/112    Allotment Report - Amendment to Item 15/92 on the minutes from the last meeting.

Following further investigation it was deemed incorrect for the parish council to offer to provide an ornamental tree for planting in an area other than on parish council owned land, so the section "or an ornamental tree to plant elsewhere " is to be removed from the minutes so that they now read "With regards the eucalyptus tree, it was proposed that the parish council give notice that they are going to cut the tree down to the required 2m height (as per the allotment agreement) or, if agree by the tenant, that we remove the tree entirely and to offer the tenant a fruit tree for the allotment, and to remove the other stump on the same plot and clear the allotment ready for cultivation."

15/113    Fruit tree request on allotments

Permission was granted for two fruit trees, and any future decisions about fruit tree requests was delegated to the allotment committee.

15/114    Cemetery report

A fallen tree was reported. Goodwood were instructed to fell it to make it safe.

15/115    Report on village matters (received after agenda was set)

- A councillor contact is needed for the charter fair. Cllr Hussell was nominated and will be confirmed next meeting as he is absent.
- The parish council were unhappy with the positioning of a Street Warden article in the Bampton Beam directly underneath the parish council article, as the street warden is not sanctioned by the parish council. Cllr Clarke to inform the Beam editor and put a notice on the website.

- Correspondence received after the agenda was set from Mrs Alcock advising we will need to the replace 3 planters next year.

15/116 Correspondence

The following correspondence was received:

|      |  |
|------|--|
| WODC | Letter confirming we are unable to receive business rate relief for the Old School Community Centre. <i>For information only</i> |
| BT   | Letter informing of increase in charges. <i>For information only.</i>  |

15/117 Pedestrian crossings

In the absence of Cllr Hussell this item was not discussed.

15/118 Rubbish bin outside Co-op

In the absence of Cllr Hussell this item was not discussed.

15/119 Parking in market square

In the absence of Cllr Hussell this item was not discussed.

15/120 Emergency Response Plan (ERP) responsibilities & expenditure

- Councillor responsibilities were allocated or confirmed and will be published in the ERP.
- It was RESOLVED to spend a total of approximately £350 on additional walkie talkies, torches, batteries, alcohol free wipes, hand sanitiser, gas heater, gas cylinder & solar iphone charger.
- It was RESOLVED to accept the quote from the Bampton beam to deliver the ERP leaflets to all households in Bampton.

15/121 Exclusion of the public

It was agreed to exclude the public for the next item

15/122 HR Report

The new HR Committee terms of reference were adopted.

A confidential report containing the minutes of the HR committee meeting was circulated prior to this meeting and the points raised were agreed.

15/123 Annual Information Management Report

This report was adopted.

15/124 Public participation

*No members of the public attended the meeting*

15/125 Grass Cutting

It was RESOLVED to approve the extra grass cutting for Chris Smith at the entrance to Pembroke place alongside the fire station. A grass cutting contract review is required in the near future.

With no further business to discuss the meeting finished at 10.00pm.

Signed.....

Dated.....

**ACTION LIST**

| <b>ITEM</b>  | <b>ACTION TAKEN</b>  | <b>NAME</b>   | <b>BY DATE</b>                            |
|--|--|---------------|---|
| Town Hall roof                                     | Instead of paying for an energy audit it was agreed to use this money to insulate the roof   | DH, LW        | Before winter                             |
| Draw up plan of newer part of cemetery             | Section 'A' has now been started.  | JA            | End of July                               |
| Installation of Post Office WC                     | This project is to be passed onto the new councillors responsible for the town hall.   | DH, LW        |   |
| Broadband for Town Hall                            | We have asked WOA if we can use their broadband for contribution and are awaiting their response following their committee meeting.        | CLERK         |   |
| Purchase of additional land for the cemetery       | Cllr Rainey to give Carter Jonas the 1:1250 OS map of the cemetery once Cllr Allinson has marked the area we are interested in purchasing. | HR, JA        | July meeting                              |
| Repair gravel parking area outside cemetery        | Cllr Rainey to ask Alan Bower for a quote  | HR            | July meeting                              |
| HSBC bank mandate                                  | Cllr Wiseman to take his ID to the bank.   | GW            | July meeting                              |
| Eucalyptus tree on allotment                       | Felling date has been put back to the end of the growing season  | PS            | Oct                                       |
| Youth Centre Mgt Committee                         | Two responses from R Snow were received after the agenda was set, and were read out  |               |   |
| Opening of farmer's field onto the A4095.          | Cllr Mills will hope to get a definitive answer from Ian Clark in the county council legal department.                                     | Cllr Mills    | None set                                  |
| Ball games at Mercury                              | Notify PCSO Davies<br>Include in article for next issue of Bampton Beam  | ST<br>NT      | ASAP<br>1 Aug                             |
| Bark at play park                                  | Accept Chris Smith's quote   | ST            | asap                                      |
| Year end audit                                     | Send audit paperwork to BDO before deadline<br>Arrange review of asset register and risk assessment  | Clerk<br>F&GP | 16.6.15<br>End of 2 <sup>nd</sup> quarter |
| Weightlifters signed rental agreement for TOSCC    | This has not been received and needs chasing   | Clerk         | July meeting                              |
| Replacement pavements and repaired lights at TOSCC | Draft a letter to Oxfordshire County Council and resend the accident report along with a bill for the repair to the lights.                | PS            | July meeting                              |
| Charter Fair                                       | A councillor contact is needed by the Charter Fair organisers. Cllr Hussell was nominated. To be confirmed in July meeting                 | DH            | July meeting                              |

|                               |   |       |              |
|-------------------------------|---|-------|--------------|
| Street Warden article in Beam | Inform James Wildman the parish council do not sanction a street warden and put notice on website | DC    | July meeting |
| Grass Cutting                 | Contract review is required   | DC    | Aug meeting  |
| Carillion                     | We still haven't received a contract from them. Clerk to make a phone call                        | Clerk | July meeting |