

**BAMPTON PARISH COUNCIL**  
**Annual meeting of the council held on**  
**13<sup>th</sup> May 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, L Walker

IN ATTENDANCE: Mrs C Street, Clerk to the Parish Council

- 15/69     To elect a chairperson  
Cllr Jacky Allinson was elected as chairperson for the ensuing year.
- 15/70     To elect a vice chairperson  
Cllr Richard Wilkins was elected as vice chairperson for the ensuing year.
- 15/71     Declaration of acceptance  
The chair and vice chairperson signed the declaration of acceptance of office for the ensuing year.
- 15/72     Apologies for absence  
Cllrs D Hussell (work commitments), G Wiseman (personal), District Cllrs M Barrett & T. Fenton, County Cllr James Mills (District Council meeting),
- 15/73     Variation of order of business  
No changes were made.
- 15/74     Declarations of interest  
None were declared.
- 15/75     District & County Councillors' Reports  
Due to a District Council meeting being held at the same time as this meeting no reports were given.
- 15/76     Representation from members declaring a prejudicial interest  
None declared from members, however, the clerk will leave the room for discussion on planning application 15/01373/HHD as it is a neighbouring property.
- 15/77     Confirmation of minutes  
The minutes of the meeting held on 8<sup>th</sup> April 2015 were signed as a true record.
- 15/78     Confirmation of minutes  
The minutes of the annual parish meeting minutes held on 5<sup>th</sup> June 2014 were signed as a true record.
- 15/79     Actions update  
See attached list.
- 15/80     Notices of planning decisions

15/00528/HHD	Erection of single and two storey extension. <b>29 Ampney Orchard, Bampton. APPROVED</b>
15/00731/HHD	First floor side extension. <b>23 Talbot Fields, Bampton. APPLICATION WITHDRAWN</b>
14/01942/FUL	Conversion of two existing agricultural barns into two residential units for use as holiday lets. <b>Weald Farm House, Weald Street. APPROVED</b>
15/00658/HHD	Single storey extension <b>1 Shrewsbury Place. APPROVED</b>
15/00823/FUL	Single storey rear extension. <b>Land Between The Horseshoe And Fernlea Barn, Bridge Street, Bampton. APPROVED</b>
15/00863/FUL	Conversion of existing barn to form dwelling together with associated works including. <b>Land At, Albion Place, Bampton. APPLICATION WITHDRAWN</b>

15/81

Planning applications

15/01373/HHD	Alterations & extensions to garage/store to provide studio/home office. <b>Kilmore House, Church Close</b>  <i>The clerk briefly left the meeting and minutes were taken by Cllr Taylor for this item only.</i>  <b>OBJECTION</b> because the new dormer window adversely impacts on the neighbouring property, however, we don't object to the principal of the property being used as a home office.
15/01228/HHD	Alterations and erection of single storey extensions. <b>Dairy Farmhouse, Buckland Road.</b>  <b>NO OBJECTION</b>
Disabled Persons Parking Places	Notification of amendments to disabled persons parking places in Colvile Close.  <b>NO OBJECTION</b>
15/01631/HHD	Erection of rear conservatory. <b>D Oilly House Cheyne Lane Bampton.</b>  <b>NO OBJECTION</b>

15/82      Finance and Accounts for Payment

The following cheques were approved and signed:

Bampton Library Support Group	Money from Carnival filming set aside for Library	£5000
Aon	Annual Parish Council insurance (if agreed)	£4904.90
WO District Council	Emptying dog bins	£175.97
Peter Oakey	Rotivating allotments	£160
WO District Council	Recharge of election costs	£95.38
Louise Williams	Lengthsman expenses approved by Cllr Wilkins	£45.13
OALC	Clerk training course	£12
Securipol	Annual intruder alarm response service	£300
123 Connect	Responsive website redesign	£598.80
ACS Bower	Signs at Community Centre	£294
Margaret Johnson	Stationery & printer ink	£45.68
Chris Smith	Grass cutting for April	£1564
Bampton United Football Club	Grant from Community Shop from Parish Council Disbursements a/c	£240
WO District Council	Allotment rubbish collection	£43.26

15/83      Cheque signatories

All councillors were authorised to be cheque signatories (and the clerk to be signatory for telephone banking and ordering statements and cheque books). The HSBC mandate was signed by Cllrs N Thorpe and L Walker. Cllr G Wiseman was absent and still needs to sign.

15/84      Formation of working group to review model financial orders

Cllrs Allinson, Wilkins, Rainey and Walker agreed to meet before the next parish council meeting to review the financial orders to be ready for adoption at the June meeting.

15/85      Approval of expenditure for financial administration

It was proposed by the clerk that the parish council invest a half day with the accountant in streamlining the financial spreadsheet and budget review systems. It was RESOLVED to spend up to a maximum of £500.

15/86      Annual insurance renewal

It was RESOLVED we would continue our annual insurance cover with Aon Ltd. For the next year but that we would get comparable quotes before the next renewal date of June 2016.

15/87      The formation of a new HR Committee

It was proposed to form a new HR committee and increase the number of councillors on the Old School Community Centre Committee from 1 to 2, due to the workload involved. It was RESOLVED that the TOSCC committee would comprise 2 active councillors, and the new HR committee would comprise the 4 members of the council who are responsible for paid employees. Terms and conditions of this committee will be proposed at their inaugural meeting for inclusion in the standing orders (to be subsequently approved by full council).

15/88      Appointment of Committees/working parties.  
Committee and working party members/representatives were agreed for the ensuing year (see attached list). Clerk to send letters of introduction to those non-parish council committees with new representatives.

15/89      Meeting days for the ensuing year  
It was RESOLVED to continue to meet on the second Wednesday each month and to have a budget review meeting quarterly on the first Wednesday of July, October, January & April.

15/90      Mercury Court Playing field Report

- Cllr Smith received a complaint that older boys playing football knocked over a younger child. This is following previous complaints of footballs being kicked into gardens. The suggestion of a sign indicating age limit of park and that football goals are available for use at the Recreation Ground will be investigated subject to further monitoring of the situation.
- Drug packets have been found littering the play park. PCSO Colin Davis has been informed.

15/91      Old School Community Centre (TOSCC) report  
A report was read out and following a previous request for a dishwasher at TOSCC by the Bush Centre Charity it was suggested that, as lease holders of a county council property, we were not in a position to agree to alterations to the kitchen and we must seek approval from the County Council. Cllr Smith to follow up.

15/92      Allotment Report

- It was reported that the clearance and rotivation of certain plots has been completed and thanks were given to Mr Oakey for a great job.
- Following the recent issue of letters, we have only received one response so the clerk is to chase up the remaining responses.
- 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 or an ornamental tree to plant elsewhere, and to remove the other stump on the same plot and clear the allotment ready for cultivation. This was RESOLVED in a vote of 8 for and 1 against.

**At 10pm it was RESOLVED to suspend the standing orders to be able to finish the remainder of the council business on the agenda.**

15/93      Cemetery report  
Nothing further to report.

15/94      Workplace pension  
With a staging date of 1 April 2016 it was RESOLVED for the newly formed HR Committee to review pension options for approval at full council at a later date.

15/95      Correspondence  
The following correspondence was received:

Mr Wythes	Letter re. eucalyptus tree on allotment <i>For information only, as this item was discussed in item 15/92.</i>
Roger Snow	Correspondence from the Chairman of Bampton Youth Centre Management Committee referring to a letter of complaint allegedly sent to the Charity Commission by the parish council. <i>Cllr Allinson to respond informing him that he had been misinformed and no letter of complaint had been sent. The parish council will copy Mr Snow into a letter <u>of information</u> to the charity commission regarding the current use of their funds, when they send it.</i>
West Ox Arts	Confidential letter addressed to chairperson was passed onto Cllr Allinson. <i>Cllrs Allinson, Wilkins and Walker to meet with WOA for discussion.</i>

15/96     Report on village matters (received after agenda was set)  
Nothing reported.

15/97     Public participation  
No members of the public attended the meeting

With no further business to discuss the meeting finished at 10.25pm.

Signed.....

Dated.....

**ACTION LIST**

<b>ITEM</b>	<b>ACTION TAKEN</b>	<b>NAME</b>	<b>BY DATE</b>
Energy Audit/ Investigation of grants for the Town Hall, TOSCC and Pavilion	This project was started by ex-ClIrr Betty and is to be passed onto the new councillor/s responsible for the town hall (to be decided at this annual parish council meeting).	NEW CLLR	On hold
Draw up plan of newer part of cemetery	Section 'A' has now been started.	JA	On- going
Installation of Post Office WC	This project was started by ex-ClIrr Betty and is to be passed onto the new councillor/s responsible for the town hall (to be decided at this annual parish council meeting).	NEW CLLR	On hold
Broadband for Town Hall	To get quotes for approval.	CLERK	June meeting
Purchase of additional land for the cemetery	Following ClIrr Rainey's meeting with Carter Jonas, we need to provide a 1:1250 OS map of the cemetery and mark the area we are interested in purchasing.	CLERK	June meeting
Repair gravel parking area outside cemetery	To get quotes.	JA, PS	June meeting
HSBC bank mandate	One more signature is required.	GW	June meeting
Review model financial orders	Meet to review the model financial orders ready for adoption at the June meeting.	JA, RW, HR, LW	June meeting
Update financial admin processes	Arrange meeting with accountant	CLERK	July meeting
HR Committee meeting	To propose terms and conditions of this committee for inclusion in the standing orders (to be subsequently approved by full council)	JA, RW, GW, PS	
New representatives on non-parish council committees.	Send letter of introduction to committees with new parish council representatives.	CLERK	
Dishwasher at TOSCC	Ask county council permission to make kitchen alterations	PS	
Allotment letters sent out in May	Responses to be chased, as only 1 received.	CLERK	
Set up workplace pension	HR Committee to review pension options for approval at full council at a later date. Clerk to pass on information received.	JA, RW, GW, PS	Staging date 1 April 16
Eucalyptus tree on allotment	Draft letter giving notice of tree cutting down	PS	
Youth Centre Mgt Committee	Send letter to charity commission and respond to R Snow's letter	PS JA	
WOA	Meeting to discuss confidential letter	JA, RW, LW	