

## BAMPTON PARISH COUNCIL

### Annual meeting of the council held on 4<sup>th</sup> June 2014 at 8.00pm in the Town Hall

PRESENT: Cllr J Allinson, in the Chair, Cllr R Wilkins, Cllr P Smith, Cllr D Clarke, Cllr H Rainey.  
APOLOGIES: Cllr S Betty, Cllr J Downing  
IN ATTENDANCE: Mrs C Street, Clerk to the Parish Council. Dave Hussell, Sally Taylor to be co-opted.  
ABSENT: Cllr R McBrien  
PUBLIC: 0

14/80 To approve the agenda  
The agenda was approved.

14/81 Declarations of interest  
Cllr Allinson declared an interest in planning application no. 14/0721/P/FP, as her husband was consulted on the plans.

14/82 To elect Chairman and Vice Chairman.  
Cllr. Jacky Allinson was nominated and seconded as Chairman. As there were no other nominations, **it was resolved** that Cllr. Allinson be elected as chairman.

Cllr. Richard Wilkins was nominated and seconded as Vice chair. As there were no other nominations, **it was resolved** that Cllr. Wilkins be elected as chairman.

14/83 To sign declaration of acceptance of office for new Council  
All councillors present signed their declaration of acceptance of office forms. Cllrs Betty and Downing signed their forms before the meeting. It was agreed that Cllr McBrien could sign his form after the meeting as he was absent. All signatures were witnessed by the clerk. **ACTION RM**

14/84 To Co-opt Sally Taylor  
Following a unanimous vote Sally Taylor was co-opted as a new councillor.

14/85 Confirmation of minutes  
The minutes of the meeting held on 14<sup>th</sup> May 2014 were signed as a true record.

14/86 Councillor roles and responsibilities **Ongoing**  
The following roles and responsibilities were agreed:

**Cllr J Allinson (Chair):** Finance & General Purpose (F&GP), Neighbourhood Action Group (NAG), Planning, RAF Liaison, Old School Community Centre (until updated).

**Cllr R Wilkins (Vice Chair):** Finance & General Purpose (F&GP), Lengthsman, Footpaths (not adjoining roads), Trees & Shrubs, Parish Transport Representative, Planning, Projects, Village Hall, Emergency Response Plan.

**Cllr S Betty:** Town Hall, West Oxon Arts (WOA), War Memorial, Willow Tree

**Cllr D Clarke:** Finance & General Purpose (F&GP), Planning, Website Representative, Beam, Email, Grass Cutting – PC Areas (Calais Dene, Play Parks, Recreation Ground, Sandford Field).

**Cllr J Downing:** Library, Mercury Court & Pembroke Place Playgrounds

**Cllr D Hussell:** Bush Club Representative, Highways, Road, Footpaths, Ditches, Drainage, Lighting, Bus Shelters, Seats/Benches, Recreation Ground Sports Liaison Committee incl. Sandford Field.

**Cllr R McBrien:** AGGROW, Friends of St Mary's, Planning, Chairman of Recreation Ground Sports Liaison Committee

**Cllr H Rainey:** Cemetery, Finance & General Purpose, Highways, Road, Footpaths, Ditches, Drainage, Lighting, Bus Shelters, Seats/Benches

**Cllr P Smith:** Recreation Ground Sports Liaison Committee incl. Sandford Field, Allotments, Pavilion Designated Premises Supervisor, Planning, Old School Community Centre (until updated), Youth Club Mgt Committee, Community Shop Disbursements, Emergency Response Plan.

**Cllr S Taylor:** Finance & General Purpose, sit in on Planning with a view to replacing another councillor at a later date, expressed interest in Mercury Court & Pembroke Place Playgrounds and Willowtree Centre should nominated councillors like to pass this on.

Parish Council nominees:

**Bampton Community Shop Disbursement Committee:** Clerk to check with Martin Barrett whether Marion Dowding is a Parish Council representative or whether she is on the committee representing her own interests. If it is the former, a new Parish Council representative will need to be nominated.

**ACTION  
Clerk**

**Bampton Exhibition Foundation:** Council nominees David Hawkins & David Pullman

**Bampton Welfare Trust:** Council nominee David Pullman

**Flood Prevention Working Group:** Council nominee David Hawkins

**Emergency Response Plan:** It was questioned whether this still needs to have a committee group now that the setting up of this is nearing completion, however this needs updating first. Current representatives are Cllrs Smith & Wilkins.

**Ongoing**

The following areas of responsibility were removed from the list:

**Bampton School Governors,** as Cllr Marion Dowding has left.

**Freedom of Information/Data Protection/Records Management,** this is now set up and the ongoing responsibility of this lies with the clerk.

**Health & Safety,** this is now set up and the ongoing responsibility of this lies with the clerk.

**Lease & Contract Negotiations:** Does not need to be a separate item but comes under individual building area of responsibility.

#### 14/87 Matters arising

**West Oxfordshire Arts (WOA)** – The quote received for a new storage heater was rejected on the grounds it was too expensive. It was suggested a smaller supplementary heater could be used and a survey on the insulation of the building is to be requested.

**ACTION SB  
On-going**

**Sand Bunker** – West Oxfordshire District Council have confirmed they will fund the bunker. The Fire Service have found a suitable location and it is due to be installed in the next couple of weeks.

**On-going**

- Wooden sign at the entrance to Sandford's field** - It has come down due to weathering of the wood. Clerk to remind Mr G Pursey to take the sign to Cllr Smith so she can get a quote for replacement metal sign. **ACTION CLERK**
- Purchase of additional land for the cemetery** is priced at £12,000 per acre. Cllr Allinson to consult Ordnance Survey map to ascertain how much land we require. **ACTION JA**  
On-going
- Plan of Cemetery** - Cllr Allinson to draw up a grid map of the burial plots in the more recent section of the cemetery. **ACTION JA**  
On-going
- Health and Safety inspection list** - Cllr Smith has received one quote from Pyrotech and is awaiting quote for carpentry. **On-going**
- Council Tax refund** - We have received a partial refund on the council tax paid on the old Horsa building. Cllr Smith to investigate further. **ACTION PS**  
On-going
- Installation of Post Office WC** - Two quotes have been received for the installation of a WC, which are subject to further investigation on the drainage. Cllr Allinson will investigate the quotes further before a decision is made. **ACTION JA**
- Defibrillator** - A4 sheets advertising the defibrillator are to be located on noticeboards within the village. **ACTION SB**  
On-going
- Allotments** - It was reported that 2 plots are being neglected. Letters to be sent by clerk. A further plot has also become vacant. This has been offered to the next person on the waiting list on condition that they upkeep their current plot first. **ACTION CLERK**

14/88 District & County Councillors' Reports

No report was given as it is to be given at the Annual Parish Meeting on Thu 5<sup>th</sup> June.

14/89 To Discuss Co-option

There is still one vacancy for a Parish Councillor to be filled. **It was resolved** to treat this like a recruitment process and request formal letters of interest be received by the Parish Council before 30<sup>th</sup> June for consideration at the next Parish Council meeting.

14/90 To sign audit report for Parish Council accounts 2013/2014

Following a vote **it was resolved** to accept the Annual Return of Parish Council Accounts for the financial year 2013-14 year. Clerk to send off to BDO. The clerk was also thanked for all her hard work over the year. **ACTION Clerk**

14/91 Finance and Accounts for Payment

The following cheques were signed:

Pauline Smith (John Smith)	Reimbursement for Fridge freezer for Old School Community Ctre	£519
Recreation Ground Trust	Donation to Recreation Ground Trust for 2013-14 (£20000 less £3265 payment on account adjustments)	£16,735
West Ox Arts	Grant from Parish Council	£660

Marlene Snow	Charity Shop Disbursement money held for Badminton Club	£50
Gartec	Lift service contract renewal	£358.80
Diana Alcock	Plants for market square	£77.17
Nick Thorpe	Picture reframing	£70
Practical Financial Management	Accountant	£575
Thames Water	Town Hall	£27.29
Thames Water	Old School Community Centre	£72.01
Gordon Wheldon	Mower expenses	£14.22
Chris Smith	Mowing	£1536

14/92 Planning applications

14/0668/P/FP	Renovation and remodelling of main dwelling incl. erection of single storey rear extension. <b>Haytor, Lavender Square.</b> NO OBJECTIONS
14/0721/P/FP	Demolition of rear extension and garage. Erection of single & 2 storey rear extension and conversion of loft to living accommodation. Replacement porch, new summerhouse & store, new pedestrian access. <b>Willow Dene, Bridge Street.</b> NO OBJECTIONS
14/0735/P/FP	Construction of new garden walling with oak door to provide pedestrian access from parking area. <b>Manor Cottage, Station Road.</b> NO OBJECTIONS

**At 10pm Standing orders were suspended to finish the meeting.**

14/93 Mercury Court Playing field Report

No report was given.

14/94 Purchase of additional land for the cemetery

On-going.

**ACTION JA**

14/95 Correspondence

- An email was received from Sally Taylor requesting to become a Parish Councillor.
- A letter was read out regarding proposed housing development at Weald. It was requested that the Parish Council be given a preview of the plans with a view to discussing them with the developers at the next Parish Council meeting on 9<sup>th</sup> July. **It was resolved** to accept a copy of the plans but to decline the discussion if the plans have already been submitted by that date.

14/96 Any other matters for consideration

- It was reported that the gutter above the entrance to the Art Gallery at the Town Hall was blocked. This is to be investigated and unblocked.
- The dangerous wire mesh has been removed at Mercury Court Play Park. The vegetation was cut back in order to access the mesh and this has now left a gap adjoining a front garden. A section of fencing is needed to fill this gap. **It was resolved** to accept the quote received from Chris Smith to carry out this work. Cllr Downing to instruct Mr Smith.

**ACTION JD**

With no further business to discuss the meeting finished at 10.21pm.

Signed.....

Dated.....