

**BAMPTON PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING**  
**ON 11<sup>TH</sup> DECEMBER 2024 AT 7PM**

PRESENT: Cllrs J Allinson (in the chair), D Clarke, A Cutler, G Attar, A Ogg, R Smith.  
 IN ATTENDANCE: C Street (Clerk), District Cllr A Smith, County Cllr T Fenton.

|                              |   |                 |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
|------------------------------|---|-----------------|------------------------------|---|-----------|--------|-------------|------------|------|---|--------------|----------------|----------------------|--------|-----------------------|--|-----------|---------|-----------------|-----------------|---------|---|------|
| 264/2024                     | <u>Apologies for absence:</u> The following apologies were accepted : Cllrs S McLaren, P Foster, District Cllr A Wray   |                 |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| 265/2024                     | <u>Variation of order of business:</u> None   |                 |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| 266/2024                     | <u>Declarations of interest:</u> G Attar item 282/2024c   |                 |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| 267/2024                     | <u>County and District Councillors' reports &amp; questions:</u><br><u>County Council:</u> <ul style="list-style-type: none"> <li>• Budget Consultation is live.</li> <li>• Household waste recycling centres are to become appointment only.</li> <li>• County of Sanctuary for asylum seekers who will get free bus passes.</li> <li>• East Oxford mini-Holland project to improve cycling and walking infrastructure has been approved.</li> <li>• Encourage men over 40 to take up free NHS health check.</li> <li>• Deadline for applications for primary school places for Sept 25 entry is 15<sup>th</sup> January.</li> <li>• Shores Green traffic works delayed until Jan 25.</li> </ul> <u>District Council:</u> <ul style="list-style-type: none"> <li>• Flood Prevention Group meeting took place last week.</li> <li>• Leaf sweeping is being done this week.</li> <li>• Budget consultation ends this week. Waste and leisure contracts have been prioritised.</li> <li>• Service performance report – good performance processing times for rate collection, housing benefits, planning and missed bins targets.</li> <li>• The Paddocks – WODC are trying to recruit staff to put licences/enforcement in place.</li> </ul> |                 |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| 268/2024                     | <u>Confirmation of minutes:</u> The minutes of the meeting held on 13 <sup>th</sup> November 2024 were signed as a true record.   |                 |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| 269/2024                     | <u>Actions Update:</u> See attached list for outstanding actions from previous meeting/s.   |                 |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| 270/2024                     | <u>Public participation:</u> None   |                 |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| 271/2024                     | <u>Planning applications:</u> None  |                 |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| 272/2024                     | <u>Finance and Accounts for Payments:</u><br>The following payments were approved in accordance with the budget: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Personnel Advice &amp; Solutions</td> <td>Employment contract &amp; handbook review (missing invoice from March 24)</td> <td>£360 PAID</td> </tr> <tr> <td>Medlar</td> <td>Tree Survey</td> <td>£1110 PAID</td> </tr> <tr> <td>WODC</td> <td>Commercial waste emptying x 1 bin, increasing to 2 bins from 4/11-31/03/25.<br/><i>Check with WODC to confirm size/no. of bins</i></td> <td>£130 ON HOLD</td> </tr> <tr> <td>Jacky Allinson</td> <td>Meeting refreshments</td> <td>£19.10</td> </tr> <tr> <td>New Leaf Tree Surgery</td> <td>Tree cutting – London Plane and Lime Trees at War Memorial</td> <td>£2,256.00</td> </tr> <tr> <td>Netwise</td> <td>Website hosting</td> <td>£528.00 PAID DD</td> </tr> <tr> <td>Pyrotec</td> <td>Emergency Lighting System Maintenance &amp; Testing agreement – Town Hall</td> <td>£162</td> </tr> </table>   |                 | Personnel Advice & Solutions | Employment contract & handbook review (missing invoice from March 24) | £360 PAID | Medlar | Tree Survey | £1110 PAID | WODC | Commercial waste emptying x 1 bin, increasing to 2 bins from 4/11-31/03/25.<br><i>Check with WODC to confirm size/no. of bins</i> | £130 ON HOLD | Jacky Allinson | Meeting refreshments | £19.10 | New Leaf Tree Surgery | Tree cutting – London Plane and Lime Trees at War Memorial | £2,256.00 | Netwise | Website hosting | £528.00 PAID DD | Pyrotec | Emergency Lighting System Maintenance & Testing agreement – Town Hall | £162 |
| Personnel Advice & Solutions | Employment contract & handbook review (missing invoice from March 24)   | £360 PAID       |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| Medlar                       | Tree Survey   | £1110 PAID      |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| WODC                         | Commercial waste emptying x 1 bin, increasing to 2 bins from 4/11-31/03/25.<br><i>Check with WODC to confirm size/no. of bins</i>   | £130 ON HOLD    |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| Jacky Allinson               | Meeting refreshments  | £19.10          |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| New Leaf Tree Surgery        | Tree cutting – London Plane and Lime Trees at War Memorial  | £2,256.00       |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| Netwise                      | Website hosting   | £528.00 PAID DD |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |
| Pyrotec                      | Emergency Lighting System Maintenance & Testing agreement – Town Hall   | £162            |                              |   |           |        |             |            |      |   |              |                |                      |        |                       |  |           |         |                 |                 |         |   |      |

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|-----------------|---|---------|
| Pyrotec         | Emergency Lighting System Maintenance & Testing agreement - TOSCC | £396    |
| Alex Booty      | Footpath strimming and greenery removal                           | £600    |
| Hayden Boot     | Gardening at TOSCC  | £400    |
| Stuart Ranson   | Xmas Tree   | £190    |
| Richard McBrien | Xmas Fair food and drink reimbursement                            | £496.31 |
| Chris Smith     | Mowing for November (final invoice)                               | £1792   |

The following payments for the Recreation Ground Development were approved:

|                               |   |           |
|-------------------------------|---|-----------|
| John Welch & Stammers         | Legal services re path across rec land                  | £864 PAID |
| ASA                           | Landscape Architectural Services                        | £5400     |
| Moore Allan Innocent          | Professional advice re. rec ground development easement | £1050     |
| Colin Rouse                   | Solicitors fee for land easement at Rec                 | £751.50   |
| McVeigh Parker                | Gates for rec ground land (proforma invoice)            | £1,952.14 |
| Ground Investigation Services | Ground investigation for Rec Development                | £4318.80  |
| Glanville                     | Underground Utility Mapping [UT] - Desktop Search       | £540      |

The following pre-paid debit card transactions were approved:

|           |                          |         |
|-----------|--------------------------|---------|
| Amazon    | Henry hoover spare cable | £11.99  |
| Amazon    | Hoover bags              | £15.99  |
| Moneysoft | Payroll software         | £103.20 |

The following direct debits and standing orders were noted:

CASTLE WATER 15.45; CASTLE WATER 137.47; EDF Energy Custome 656.32; Scribe 12.00; LLOYDS BANK CORPOR 55.40; VODAFONE LTD 51.14; VODAFONE LTD 42.08; YU Energy Retail L 261.48

273/2024 Budget and precept request for 25-26: Finance and General Purpose Committee recommendations were reviewed and it was agreed to request a precept of £169,891.

274/2024 Allotments: There are 3 vacant plots remaining.

275/2024 Town Hall: Reports from WOA of leaking, but there was no evidence and we think this is condensation due to the non-breathable new paint.

276/2024 The Old School Community Centre: Gardens have been cut back; gutters to be cleared.

277/2024 Cemetery: Branches had fallen in the storm and have been cleared.

278/2024 Highways, Trees, Footpaths and Floods:

- Quote for solar powers sign of £2335 (which is 50%, plus 50% from Cllr Fenton's Priority Fund contribution) was AGREED.

Floods:

- Flood Group Prevention meeting was held last week – Cllr Andy Cutler has taken on this portfolio.
- Bill Oddy of WODC agreed that sand management was a district council responsibility.
- Padlocks to remain on the sand bunker – code to be given to councillors, fire brigade and WODC.
- Action points from meeting:
- Recommend that all residents register with the Environment Agency for flood warnings.

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|----------|---|
|          | <ul style="list-style-type: none"> <li>• Collect and provide names and addresses of flooded properties to Parish Council for follow up with WODC.</li> <li>• Investigate the availability of sandbags and emergency kits for quick deployment. (Streamline process)</li> <li>• Establish communication protocols with emergency services for road closures.</li> <li>• Follow up with Thames Water on sewage station issues and long-term solutions.</li> <li>• We will also investigate the potential of placing water gauges further up Shilbrook.</li> <li>• Investigations at the source of Shilbrook in Brize Norton to view their flooding measures. There is no place in Brize where water could be seen to have been released; it was clear that this was not the cause.</li> <li>• There are no new buildings between Brize Norton &amp; Bampton which could have enhanced run off.</li> <li>• To our best estimates, the rain storm of Sunday night caused a huge run off which slowly move to Shilbrook, taking about 10 hours before it reached Station road opposite Mill Green. When the level monitor here recorded the extremely high levels, the flood was already happening.</li> <li>• One issue that was raised is that although it is estimated that 8-16 houses were flooded, we have been contacted by a sum total of 4. 3 directly, 1 indirectly.</li> <li>• Meeting again end of January.</li> </ul> |
| 279/2024 | <u>Mercury Play Park</u> : Quarterly checks due next week   |
| 280/2024 | <u>Lengthsman update</u> : Nothing to report  |
| 281/2024 | <u>Committee meeting updates</u> : None held  |
| 282/2024 | <u>Correspondence</u> : <ul style="list-style-type: none"> <li>a) Grant requested by Bampton Opera of £900 was agreed.</li> <li>b) Age UK donation of £200 was agreed</li> <li>c) Oxfordshire Mind donation of £200 was agreed.</li> </ul>  |
| 283/2024 | <u>Essential village matters (received after agenda was set)</u> : None   |
| 284/2024 | <u>Recreation Ground Development Project update</u> : <ul style="list-style-type: none"> <li>• Following the receipt of planning consent and the budget estimates prepared by Gleeds it is estimated that the likely amount of the project that can be delivered for the available S106 monies plus a combination of grant and loan funding would allow us to deliver the Phase 1 area. In principle this is to deliver all the sporting facilities consisting of the MUGA, the refurbished tennis courts, and a Padel court together with linking landscape. The skatepark is proposed to be delivered as a separate design and build contract.</li> <li>• For the skatepark, the benefit of this being run separately is we can apply more quickly for the available S106 monies which expire in March 2025 and supplement this with the more numerous grant opportunities for smaller projects.</li> <li>• For the main Phase 1 delivery the fees for taking this to detailed design, tender and assessment ready to start construction on site were reviewed.</li> <li>• The Ground Investigation Report has been completed and Glanvilles are now progressing the design of the pad foundations for the containers. Container quotes are a year old (delayed due to planning permission delays) and need to be requoted so we can go ahead.</li> </ul>   |

|          |   |
|----------|---|
|          | <ul style="list-style-type: none"> <li>• Section 106 money has been secured but we were unable to include all the fees so the shortfall requested from parish council reserves of £39,758 was agreed with a vote of 5 to 1 in favour.</li> <li>• It was also agreed to transfer £10k from this year’s S137 budget and to recoup the VAT regularly.</li> <li>• Section 106 money was granted for the gates and path to access the new land, this is to be arranged when weather conditions allow.</li> <li>• It was requested that more detailed financial information from the Rec Ground Development committee meeting be available to all other councillors when the parish council is asked to agree expenditure. It was noted that all files relating to the Rec Development are available on Share Point.</li> </ul> |
| 285/2024 | <u>Councillor areas of responsibility</u> : Cllr Attar agreed to take on the Town Hall portfolio. Review responsibilities again in February.  |
| 286/2024 | <u>Model Standing Orders</u> : These were previously delegated to F&GP however the latest committee meeting was solely for budgeting and precept setting so it was agreed that the clerk would review and send round for agreement.   |
| 287/2024 | <u>New noticeboard at Bampton Meadows</u> : Location was agreed near pedestrian access off Mt Owen Road opposite the Pieces Path.   |
| 288/2024 | <u>Emergency Response Plan</u> : Agreed to go ahead with our current plan.  |

The meeting closed at 9.37pm. The next meeting is Wednesday 8<sup>th</sup> January 2024.

Signed..... Dated.....

**ACTIONS FROM PREVIOUS MEETING/S:**

|  |            |
|--|------------|
| Arts Committee S106 request form & committee meeting. Quotes and designs to be sought. ON GOING. Progress has been made. | JA/AC      |
| Taylor Wimpey re. village entrance planters. ON GOING.   | SM         |
| Online cemetery map to be checked. ON GOING as is weather dependant.   | JA Clerk   |
| Electric charging points enquiries. ON GOING   | GA         |
| FB post re town twinning. ON GOING   | JA         |
| Shingle to be laid on footpaths now. ON GOING  | Lengthsman |
| Contact management company at Cala Homes to install noticeboard  | PF         |
| Grass Cutting tender. ON GOING   | DC         |
| Arrange dates for meeting with Matthew Barber  | Clerk      |

**NEW ACTIONS FROM THIS MEETING:**

|                        |       |
|------------------------|-------|
| Standing Orders update | Clerk |
|------------------------|-------|