

**BAMPTON PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING**  
**ON 13<sup>TH</sup> DECEMBER 2023 at 7.00pm**

PRESENT: J Allinson (in the chair), R Smith, S Radband, G Attar, D Clarke.  
 IN ATTENDANCE: C Street (Clerk), District Cllr A Smith

230/2023	<u>Apologies for absence:</u> Cllrs P Foster, S McLaren, C Foley, District Cllr A Wray, County Cllr T Fenton.	
231/2023	<u>Variation of order of business:</u> None	
232/2023	<u>Resignation:</u> Alistair Wray resigned from the parish council.	
233/2023	<u>Declarations of interest:</u> None.	
234/2023	<u>County and District Councillors' reports &amp; questions:</u> Reports were given at the meeting with the main points being: <u>County Council.</u> No report. <u>District Council</u> <ul style="list-style-type: none"> <li>• West Oxfordshire District Council budget consultation is on-going.</li> <li>• Review of weekly markets in Witney &amp; Chipping Norton.</li> <li>• Thames Water meetings are on-going; Waterways Day went ahead.</li> <li>• There is a draft paper on The Paddocks with a view to setting out an action plan.</li> <li>• Listed building that burnt down on Bushey Row – Cllr A Smith to check involvement of conservation officer.</li> <li>• Cllr A Smith to look into possible use of mobile cameras for the cemetery.</li> </ul>	
235/2023	<u>Confirmation of minutes:</u> The minutes of the meeting held on 8 <sup>th</sup> November 2023 were signed as a true record.	
236/2023	<u>Actions Update:</u> See attached list for outstanding actions from previous meeting/s.	
237/2023	<u>Public participation:</u> Comments were made on planning application 23/02297/FUL (amended) that were submitted to WODC planning department.	
238/2023	<u>Planning applications:</u>	
	23/02297/FUL (amended)	Proposed new dwelling to replace redundant stables and store, to create holiday let at Land Adjoining Dunlaoghaire Primrose Lane Weald.  Our previous comments remain unchanged and will be attached to this revised application too, along with the following:  In our opinion the changes made to the application are sufficient to warrant a whole new planning application, not a revision. We are not happy with the contents of the flood risk assessment. Our historical knowledge suggests that previous flood prevention

	<p>measures carried out in 2007 would not take away from the fact that this area is in a flood plain and still floods.</p> <p>As a stable the building is open which allows water to flow in and out, this would not be the case with a house.</p> <p>We note that 12 residents have all objected and the parish council supports these objections.</p>
23/02683/HHD	<p>Erection of 2 no. single storey side extensions with associated works at The Bungalow The Four Paws Pet Hotel Buckland Road.</p> <p>NO OBJECTIONS</p>
23/02911/FUL	<p>Construction of a single storey holiday let (part retrospective) at Coopers Lodge Aston Road Bampton.</p> <p>NO OBJECTIONS</p>
23/02826/FUL	<p>Conversion of existing garage and garden shed to create activities room ancillary to main dwelling at Deanery Farm House, Broad Street.</p> <p>NO OBJECTIONS</p>
23/03070/FUL	<p>Erection of five single storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure on Land West Of Colt House Aston Road Bampton.</p> <p>OUR PREVIOUS COMMENTS REMAIN UNCHANGED</p>
23/02941/HHD	<p>Alterations to include the removal of existing WC and shed attached to rear of property, construction of a retaining garden wall with alterations to existing external ground levels at the rear of the dwelling and underpinning works to basement at Thatched Cottage Church Street Bampton.</p> <p>NO OBJECTIONS</p>
23/02942/LBC (Listed Building Consent)	<p>Internal and external alterations to include the removal of existing WC and sheds attached to the rear of the property, reconfiguration of internal layout to include refurbishment of the basement along with underpinning works, blocking up of the existing staircase and construction of relocated staircase at Thatched Cottage Church Street Bampton.</p> <p>NO OBJECTIONS</p>

239/2023

Finance and Accounts for Payments:

The following payments were approved in accordance with the budget:

Richard Smith	Meeting refreshments	£3.55
New Leaf Tree Surgery	Tree works at cemetery	£2,598
Alden	Boiler pump maintenance at Community Ctre	£72.77
Pyrotec	Town Hall annual maintenance contract	£157.20
Pyrotec	Old School Community Centre annual maintenance contract	£474
Pass Ltd (QUOTE)	PATS machine annual recalibration	£107.40
Stuart Ranson	Xmas tree	£195
Recreation Ground	Subsidy grant Q4 22-23 financial year	£7500
Recreation Ground	Remaining subsidy grant for 23-24 financial year (£12,500 of £30,000 was already paid)	£17,500
Hayden Boot	Gardening at Community Centre	£260
Richard McBrien	Christmas Fair Supplies	£289.80
AK Timms	Lengthsman's equipment	£28.59
Hugh Thomas	Allotment 19 deposit return & this year's rent	£50 + £28
Ernest Parkin	Allotment 9A deposit return	£25
Chris Smith	Mowing & upkeep for November	£1676

The following pre-paid debit card transactions were approved:

12pay	Payroll Software licence renewal	£175.20
Nisbets	Drinks dispenser for Rec (to be reimbursed by Rec Ground)	£45.58
Corporate Christmas Tree Company	Christmas snowflake light	£157.98
WODC	Temporary event licence for Xmas Fair	£21
Nisbets	Chafer Set & Fuel for Xmas Fair	£61.18
Lights for fun	Xmas star replacement	£59.99

The following direct debits and standing orders were noted:

Southern Electric	Town Hall	£16
Southern Electric	The Old School Community Centre	£5952.74
Opus	Gas at The Old School Community Centre	£1238.81
Castle Water	Town Hall	£27.12
Castle Water	The Old School Community Centre	£25.94
Castle Water	Allotments	£48.22
BT	Cloud phone and broadband	£46.54
Vodafone	Parish Council mobiles	£51.14
Staff costs	Wages and pension for all staff	£5135.41

- 240/2023 Budget and Precept:  
The budget proposed by the Finance and General Purposes Committee was reviewed and it was unanimously agreed to request a precept of £162,815 for the 2024-25 financial year.
- 241/2023 Finance and General Purposes Committee meeting update was given.
- 242/2023 Allotments:
- Advertise for allotment holders on facebook

	<ul style="list-style-type: none"> <li>• Manhole cover where water meter is to be replaced.</li> <li>• £1000 grant from charity shop – allotment holder preference is for more water in northern corner of allotments. £150 hose was proposed, underground water supply to a tap to be investigated.</li> <li>• Proposal to create a new parking lot on 2 vacant plots by the Bampton gate. Investigate options. DC &amp; SR</li> <li>• Break in has been reported to the police.</li> <li>• Review the contract and rents for the next 3 years.</li> </ul>
243/2023	<p><u>Town Hall:</u></p> <ul style="list-style-type: none"> <li>• Damaged pavement round the tree. OCC have offered to contribute £4000 towards wall around tree if the parish council add the remaining £1000. Cllr McLaren to get a final quote and time scale from the county council to resolve the paving.</li> <li>• Lights on top of Christmas tree are no longer working. A new star has been purchased and the upper lights will be looked at.</li> </ul>
244/2023	<p><u>The Old School Community Centre:</u> Nothing to report.</p>
245/2023	<p><u>Cemetery:</u> Back access gate to be replaced. Benches to be looked at.</p>
246/2023	<p><u>Highways, Trees, Footpaths and Floods:</u> Bridge street barrier has been replaced, VAS sign repair is being chased.</p>
247/2023	<p><u>Mercury Play Park:</u></p> <ul style="list-style-type: none"> <li>• Resurfacing has been completed. It is still locked due to re-seeding the grass but it needs re-opening in time for the school Christmas holidays. Facebook post to be done.</li> <li>• Quote for re-rubber the matting, sand and treat the rust on the slide for £1800 to be done in the drier weather.</li> </ul>
248/2023	<p><u>Lengthsman update:</u> None</p>
249/2023	<p><u>Committee meeting updates:</u> None other than those already on the agenda.</p>
250/2023	<p><u>Correspondence:</u> None other than routine emails</p>
251/2023	<p><u>Essential village matters (received after agenda was set):</u> Recreation Ground planning application has not been ratified yet.</p>
252/2023	<p><u>Grant Strategy:</u> This was not discussed due to the resignation of Cllr Wray. Cllr Allinson to review.</p>
253/2023	<p><u>Town Hall land registry:</u> It was agreed that the ‘garden’ land around the town hall NOT be included in the land registry entry.</p>
254/2023	<p><u>Standing Orders:</u> Proposed changes to update the standing orders were reviewed, agreed and signed.</p>
255/2023	<p><u>Bus shelter:</u> A resident’s request for a bus shelter on New Road was not agreed due to the likelihood of the bus route changing in future. It was noted that previous route changes made the Bushey Row bus stop redundant.</p>
256/2023	<p><i>That under <b>Section 100 (A) (4)</b> of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on item</i></p>

	<i>257/2023 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act</i>
257/2023	<u>Confidential HR committee meeting update</u> (clerk absent for this item) The item discussed was agreed and Chris Moses to be asked for a quote to review the staff handbook.

The meeting closed at 10pm. The next meeting is Wednesday 10<sup>th</sup> January 2024.

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

**ACTIONS FROM PREVIOUS MEETING/S:**

116/2022	S106 form to be completed for Arts Committee. Chair will call a meeting of the Arts Committee to progress this.	JA
137/2022	Get noticeboard for cemetery: Timms won't quote and all other quotes have been around £1000. Wood effect plastic would be the easiest to maintain. Cllr Allinson to get revised quote for wood effect plastic noticeboard for cemetery – put on agenda for January	SR JA Clerk
123/2022	Following request for triangular sign warning of people crossing the road, the response from James Wright to trim vegetation was unsatisfactory. To be followed up via email with request for a meeting	SM
252/2022	Taylor Wimpey village entrance planters - request update regarding planning permission for planters.	SM
256/2022	Emergency Response Plan printing for distribution. Put on agenda for next meeting.	CF Clerk
034/2023	Cllr Radband to meet Banbury Memorials in the new year regarding error on cemetery plaque. Online cemetery mapping finished. Names to be checked on site.	SR SR JA
040/2023	BZN Airspace Chance Proposal (ACP) – Face to face meeting with RAF requested. No response.	JA
157/2023	Get quote for tap from water main at cemetery.	SR
169/2023	Transfer minutes and burial records prior to August 2012 to the County Archives.	JA Clerk
204/2023	Cllrs Attar and Clarke to get photos taken by James Wildman for website	GA, DC
207/2023	Sign statement of truth that the parish council owns the town hall. More details are needed by solicitor.	JA, RS
208/2023	TOSCC Southern Electric contract to be reviewed.	RS Clerk
208/2023	Hall hire rates to be reviewed.	RS
220/2023	Mercury Play Park quote for inspection and maintenance package to be on agenda for January	Clerk
224/2023	The Grant Strategy Policy to be condensed.	JA Clerk

225/2023	Recruitment: post on Community Hub website and send out advert with Emergency Response Plan.	PF, CF
227/2023	West Oxfordshire District Council Plan comments to be circulated to all councillors.	JA
229/2023	4 x ID badges to be ordered	CF

NEW ACTIONS FROM THIS MEETING:

240/2023	Send in precept request to WODC	Clerk
242/2023	Advertise for allotment holders on facebook Underground water supply to a tap to be investigated. Proposal to create a new parking lot on 2 vacant plots by the Bampton gate. Investigate options. Review the contract and rents for the next 3 years.	DC DC DC SR DC
243/2023	Get a final quote and time scale from the county council to resolve the paving round tree.	SM
245/2023	Cemetery back access gate to be replaced. Benches to be looked at.	SR
257/2023	Quote to review the staff handbook	JA