

BAMPTON PARISH COUNCIL
Minutes of meeting of the council held on
13th June 2018 at 7.00pm in the Town Hall

PRESENT: Cllrs J Allinson (in the Chair), P Smith, D Bamber, R McBrien, S McLaren, H Rainey, D Clarke, S Homer, S Taylor (arrived 7.30pm).
 IN ATTENDANCE: Mrs C Street, Clerk to the Parish Council (left at 9pm), District Cllr J Mills.

124/2018 Apologies for absence
 Cllrs P Foster

125/2018 Variation of order of business
 None

126/2018 Declarations of interest
 None.

127/2018 Co-option of Stuart Homer
 Stuart Homer was co-opted as a parish councillor.

128/2018 District & County Councillors' Reports
 An update was given on the following topics (*details can be obtained by contacting the County Council at www.oxfordshire.gov.uk or District Council at www.westoxon.gov.uk or 01993 861000*):

District Council

- Families First officer to help with homelessness
- Carterton Leisure Centre plans are progressing
- Windrush Leisure Centre gym improvement plans
- 3 yr Housing Land Supply consultation
- Surface water flooding – location of sandbags etc. is now up to date
- Questions asked about outstanding large development planning applications that Cllr Mills will seek answers to from the district council.

County Council

- Exploring joint working opportunities with Cherwell district council

129/2018 Confirmation of minutes
 The minutes of the meeting held on 9th May 2018 were signed as a true record.

130/2018 Actions update
 See attached list.

131/2018 Public participation
 None.

132/2018 Notices of planning decisions
 None received.

133/2018 Planning applications

18/01214/HHD	Erection of single storey rear extension. Calais Farm, Aston Road Bampton <i>No objections</i>
18/01413/HHD	Erection of rear conservatory. Rosebrook, Aston Road. <i>No objections</i>
18/01241/FUL	Conversion of shop to dwelling. 1 Rosemary Lane. <i>Application has been withdrawn</i>
18/01333/HHD	Insertion of new gate into boundary wall. Lesta House High Street

18/01334/LBC	No objections
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134/2018 Annual Governance Statement.
The annual governance statement 2017/18 was approved and signed.

135/2018 Accounting Statements.
The accounting statements 2017/18 were approved and signed.

136/2018 Bank mandate
The updated bank signatories mandate was signed.

137/2018 Quarterly budget review
Finance and General Purpose meeting dates were set for the quarterly budget reviews.
(clerk to email F&GP)

138/2018 Finance and Accounts for Payment
The following payments were approved:

Pauline Smith	Refreshments	£1.04
Louise Williams	Lengthsman expenses	£55.75
Cathy Street	Stamps	£27.84
Buzzy Bees	Gardening Town Hall	£109
Goodwood Tree Care	Tree maintenance	£3156 ON HOLD
White Horse Computers	Call out	£40
Buzzy Bees	Gardening Old School Community Centre	£151
OALC	GDPR training course x 3	£96 + £48
Diana Alcock	Planting in Market Square	£138.98
Chris Smith	May maintenance	£1611
Wileman & Sons	Window cleaning	£60
Gartec	Lift service invoice	£415.36
123Connect	Anti-spam	£58.80
Bampton Gardening Club	Sign CHEQUE (previously agreed at May meeting)	£30

139/2018 Mercury Court Playing Field Report
A report was distributed prior to the meeting and the following resolutions were made.

- Grass and weed growth in bark. Can grass clippings round the edges of play areas be collected? Cllr Clarke to speak to maintenance contractor.
- Vandalism. Broken glass found on play equipment.

140/2018 Old School Community Centre Report

- The agreement with the boxing club regarding payments was agreed.
- It was agreed to buy a set of stepladders (same ones as for pavilion – wickes online) providing it is under £60.

141/2018 Cemetery report
A report was distributed prior to the meeting and the following resolutions were made.

- The contract to buy the land was signed.
- Commonwealth graves need attention. Cllr Rainey to follow up with Witney Air Cadets who did this last time.

142/2018 Allotment report
A report was distributed prior to the meeting and it was agreed to advertise vacancies on noticeboards.

143/2018 Town Hall report
A meeting has been arranged with the Post Office owner to make changes to the lease.

144/2018 Highways update
Update sent to all prior to the meeting.

145/2018 Correspondence

WODC	Licensing act consultation
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****The clerk left the meeting at 9pm and the minutes were continued by Cllr Taylor****

146/2018 Report on village matters (received after agenda was set)

- Emergency Plan needs updating and circulating and is to be included in a future Bampton Beam article.
- Clerk to book village hall for Christmas Fair and ask if Gareth Pursey is still happy to organise it.
- Number 19 bus is due for review in Sept 2018.

147/2018 Update risk register (Incl. GDPR requirements)
Item carried over to July agenda due to councillor absence.

148/2018 Keep Britain Tidy dog fouling campaign
Agreed not to buy signs as it was thought they were too expensive.

149/2018 Village Hall committee
It was agreed to appoint a parish council representative to the village hall committee once we have a full complement of councillors.

150 HR Committee update

The following was agreed:

- The Security Policy & the Data Protection Policy were adopted.
- To purchase a new laptop for the Clerk (approximate cost £450 plus build costs). Once approved the Clerk's old laptop can be set up for Recreation Ground Manager by White Horse Computer Services (WHCS).
- To continue to use Dropbox to backup PC data to the Cloud as it has the capacity and is now GDPR compliant, rather than the suggested Microsoft 1drive.
- The website would be left as is for the moment and then a working party would be set up to investigate requirements and implementation of a new system.
- At a meeting between Cllr Smith and WHCS a general scope of works was agreed. Sharing of personal contacts was agreed but it was noted that those Councillors who are computer savvy may be able to answer all the queries on the telephone and that no changes to computers would be made unless requested by the individual Councillor.

With no further business to discuss the meeting finished at 9.45pm.

Signed.....

Dated.....

ACTION LIST

ITEM	ACTION TAKEN	NAME	BY DATE
Internal auditor	Get quotes from recommended auditors for F&GP to consider.	Clerk	On going
Dog in cemetery	Send note to owner	JA	On going
Post Office WC	Apply for listed building consent	JA	On going

Speed checks	Contact PCSO for latest speed data	JA	On going
Annual Governance and Accounting statements	To be sent to Moore Stephens external auditors	Clerk	2 nd July
Bank signatories Mandate	Send off to Unity bank	Clerk	July
F&GP meetings	Email members to set dates	Clerk	July
Grass at Mercury Play park	Speak to contractor	DC	July
Commonwealth graves	Look into who can maintain them	HR	July
Allotments	Advertise vacancies on noticeboards	Clerk	July