

BAMPTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
ON 13 SEPTEMBER 2023 at 7.00pm

PRESENT: Cllrs J Allinson, S Homer, S McLaren, C Foley, A Wray, P Foster, S Radband
 IN ATTENDANCE: C Street (Clerk), County Cllr T Fenton

145/2023	<u>Apologies for absence:</u> Cllr R Smith, District Cllr A Smith
146/2023	<u>Variation of order of business:</u> None
147/2023	<u>Declarations of interest:</u> None
148/2023	<p><u>County and District Councillors' reports & questions:</u> Reports were given at the meeting with the main points being:</p> <p><u>County Council</u></p> <ul style="list-style-type: none"> • Didcot Housing Infrastructure planning permission for bypass. • Annual free electric blanket testing 21 Sept & 5 Oct in West Oxon – book online. • Household waste and recycling charges for domestic waste are going to be removed following a govt directive this is a work in progress. • HGV strategic plan. • Sale of piece of land in Kidlington to Oxford United Football Club (OU can't stay at Kassam beyond June 2026). Decision going to cabinet next Tue. • Market Square barriers round tree – Cllr Fenton to get an update. • Public right of ways with metalled surface on road and footpath (no defined width) is OCC's responsibility; Cheyne Lane pothole to be filled by OCC as it is treated as footpath because the road is unadopted. • Replacement LEDs - faulty batch of sensors on new street lights. If there is a fault then people asked to report them to OCC. • Parking – it was highlighted that on street parking in areas where businesses are open and attracting customers can be an issue, however we do not have any parking restrictions in Bampton. • Street light on New Road opposite Cala Homes has not been working for 14 months. • Tourist coach parking in market square is impeding the No. 19 bus. This needs to be investigated. <p><u>District Council</u></p> <ul style="list-style-type: none"> • Thames Water - meetings update and publicising activities. • Grampian condition wording: agreement still to be reached with regard to the final wording of the Grampian condition; aim to resolve this shortly. • Update on "Fix My Sewer": This is based on the Fix My Street model. Prototype looks good and is scheduled to go live shortly The WODC area will act as trial for the scheme. A press release is planned. • Updating the District Local Plan- 8 week consultation (30 August to 25 October) has been launched by WODC and comments invited (https://yourvoice.westoxon.gov.uk/en-GB/ or via email to planning.consultation@westoxon.gov.uk). • Parking issues: A survey of the Witney off-street car parks is being undertaken; on-street parking (OCC responsibility) is under increasing pressure in a number of parishes due to

population pressures and the popularity of local businesses.

- Revenue Grant Funding
- WODC Service Performance: reporting on waste collection service is encouraged to promote service improvements.
- Planning issues: An Enforcement Plan for the Paddocks is being worked on to provide a framework for better managing this site.
- WODC Waterways Day: Following last year’s successful event, this will be repeated at the Corn Exchange in Witney on 23rd November; of interest to any wanting to know more about local water supply and water pollution issues.
- Channel Choice: Contacting the District Council: As part of the Council’s response to changing technology, demographics and customer preferences, a channel choice team has been working to improve access to digital services and improve take-up rates, in areas such as Green Waste sign-up, Bulky Waste collection, Licensing Applications, Fly-Tipping and Abandoned Vehicle reporting.

149/2023 Confirmation of minutes: The minutes of the meeting held on 12th July 2023 were signed as a true record.

150/2023 Actions Update: See attached list for outstanding actions from previous meeting/s.

151/2023 Public participation: None

152/2023 Planning applications:

23/02127/LBC	Replacement of timber West Ox Arts noticeboards. NO OBJECTION (Bampton Parish Council’s own application)
23/01725/HHD	Conversion and extension of Taylors Cottage. NO OBJECTION (comments sent in August)
23/01846/HHD	Extensions to Wheelgate House. NO OBJECTION (comments sent in August)
23/01862/HHD	Garden room to Quebec Cottage. NO OBJECTION (comments sent in August)
23/02297/FUL	Proposed new dwelling to replace redundant stables and store, to create holiday let. OBJECTION: <ol style="list-style-type: none"> 1. This would set a precedent for further development. 2. This is in a Conservation Area and is not in keeping with the local rural location. 3. We are not happy that this proposed development sits in flood zone 2. 4. It is noted that the stables are currently in use and not redundant, as the application states.

153/2023 Finance and Accounts for Payments: The following payments were approved in accordance with the budget:

HMRC	To confirm late payment of PAYE for Quarters 1 and 2 of 2022-23 financial year	£2509.12 paid on 29 th March 2023
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Margaret L Johnson	Printer ink	£81.50
WODC	Emptying bins x 7 1/4/23 - 30/9/23	£1827.99
Allotment Society	Annual membership	£66
Personnel Advice & Solutions	HR advice	£60
Jacky Allinson	Stationery	£4.80
Chris Smith	Mowing August	£1736
Personnel Advice & Solutions	HR advice	£60
ON HOLD:		
James Wildman	Photography	£300 ON HOLD
PAID IN AUGUST:		
Personnel Advice & Solutions	HR advice	£540 & £300
Wiring Solutions Group	Emergency lights at WOA Gallery	£204
Future Trees	Cemetery & Chetwynd Mead trees	£675
Chris Smith	Mowing	£1736

The following pre-paid debit card transactions were approved: None

154/2023 Allotments: Cllr Homer has stepped down as allotment representative. A new rep to be appointed once more councillors have been recruited.

155/2023 Town Hall:

- Tree roots are ripping pavement up.
- Lengthsman to cut back overgrown bushes in first week of October.

156/2023 The Old School Community Centre:

- A new gardener is required so it was agreed to put request on Facebook and website for anyone to get in touch.
- Broadband not working due to issue with BT. Looking into alternatives.

157/2023 Cemetery: There is little water because the well has dried up a bit, plus the second tap burst and had to be cut off. Agreed to get quote for tap from water main.

158/2023 Highways, Trees, Footpaths and Floods:

- Traffic speed sign company are sending an engineer out.
- All 4 Vehicle Activated Signs (VAS) to be replaced with new ones by county council.
- As per the tree survey there are works for £2832 for cemetery and Chetwynd mead trees to be done in November. AGREED
- Tree at war memorial needs cutting back.

159/2023 Mercury Play Park:

- RoSPA reports have been received. Any non-urgent issues raised to be looked at alongside installation of new matting.
- We do not employ the Lengthsman to weed round the play equipment so we need someone else to quote for this once we have had the new matting installed.

160/2023 Lengthsman update:

	<ul style="list-style-type: none"> • Cutting back bushes to be completed in October. • Litter bins need reporting to WODC if they are full in between regular emptying and they will empty them. • Footpaths need cutting back, even though OCC are responsible for them it was agreed to ask Alex Booty to cut the main paths back. 		
161/2023	<u>Committee Meeting Updates:</u> No Committee meeting updates.		
162/2023	<u>Social Media Communications:</u> Cllr Homer has stood down from posting communications.		
163/2023	<u>Correspondence:</u> <table border="1"> <tr> <td>Appointment of new postmaster at Bampton Post Office. This has been passed onto our solicitors to reassign the lease to the new postmaster</td> </tr> <tr> <td>Email received asking to inspect council minutes has been dealt with as a Freedom of Information request.</td> </tr> </table>	Appointment of new postmaster at Bampton Post Office. This has been passed onto our solicitors to reassign the lease to the new postmaster	Email received asking to inspect council minutes has been dealt with as a Freedom of Information request.
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Email received asking to inspect council minutes has been dealt with as a Freedom of Information request.			
164/2023	<u>Report on essential village matters (received after agenda was set):</u> Cllr Homer is intending to resign from the parish council.		
165/2023	<u>Actions taken following the change in clerk:</u> <ul style="list-style-type: none"> • The burial register has been retrospectively brought up to date since April 2022 with any paperwork available from the previous clerk. • The chairman’s report from the 2023 annual report is missing. 		
166/2023	<u>Grant for EV Micro Hubs scheme:</u> Agreed to express an interest in discussing this further. Cllr McLaren to respond.		
167/2023	<u>Grant request:</u> Citizens Advice West Oxfordshire grant of £100 was agreed.		
168/2023	<u>Grant request:</u> A grant of £500 was agreed for the Bampton Bush Centre. Also agreed to reconsider another £500 in December, at their request, if we have any grant funds left.		
169/2023	<u>County Archives:</u> It was agreed to transfer archived minutes and burial records prior to August 2012 to the County Archives.		
170/2023	<u>Formal Complaint:</u> An update on the formal complaint received was given by the chairman, following advice sought from the Information Commissioners.		
171/2023	<u>HR Committee scope:</u> It was decided that this item did not need to be discussed at this time.		

Cllr Homer left the meeting.

Confidential file note. An update was given about a confidential staffing matter and members of the public were excluded under Section 100 (A) (4) of the Local Government Act 1972 during this discussion.

The meeting closed at 10pm

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

The next meeting is Wednesday 11th October 2023.

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
133/2022	Cllr Smith to check financial regulations and standing orders before adding to F&GP agenda on 16th October to be minuted.	RS Clerk
137/2022	SR to get quote from AK Timms for noticeboard for cemetery	SR
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 requires urgent update to all procedures. Cllr Radband and Cllr Foley to see what updates are required.	SR CF
039/2023	Bampton Exhibition Foundation – Post to go on social media to advise that funding is available, copy from Cllr P Foster.	PF
034/2023	Speak to stonemason regarding error on cemetery plaque. Online cemetery mapping finished. Names to be checked on site.	JA SR Clerk
040/2023	BZN Airspace Chance Proposal (ACP) – Face to face meeting with RAF requested. No response.	JA
113/2023	Councillor photos for new website to be taken by James Wildman.	PF

NEW ACTIONS FROM THIS MEETING:

155/2023	Lengthsman to cut back overgrown bushes in first week of October	AW
156/2023	Put request on Facebook and website for new gardener for TOSCC Look into alternative broadband at TOSCC.	PF
157/2023	Get quote for tap from water main at cemetery.	SR
158/2023	Chetwynd Mead and Cemetery trees are to dealt with in November Tree at war memorial needs cutting back	SM
160/2023	Ask Alex Booty to cut the main footpaths back.	CF
166/2023	Express an interest in EV Micro Hubs	SM
169/2023	Transfer minutes and burial records prior to August 2012 to the County Archives.	JA Clerk