

BAMPTON PARISH COUNCIL
Ordinary meeting of the council held on
14 August 2013 at 8 pm in the Town Hall

PRESENT; Cllr R Wilkins, in the Chair, Cllr H Rainey, Cllr G Pursey, Cllr P Smith, Cllr M Dowding, Cllr R McBrien, Cllr D Clarke, District Cllr M Barrett (left at 8.15pm)

APOLOGIES; Cllr J Allinson, Cllr J Downing

IN ATTENDANCE; Mrs C Street, Clerk to the Parish Council

PUBLIC; 2

13/459 Resignation of Cllr D Turner

Cllr D Turner tendered his resignation from the Parish Council due to work commitments.

13/460 Declarations of interest

None

13/461 Confirmation of minutes

The minutes of the meeting held on 10th July 2013 were signed as a true record.

13/462– Matters arising

- **Vacancies on subcommittees** – Vacancies remaining within the responsibilities of the job are 1 x Planning, Town Hall, Grass Cutting, Seats and Benches, Representative of the Disbursement Committee of the Charity Shop, The Old School Community Centre. There are also two vacancies for Parish Councillors.
- **Highways walk around** – This was due to take place on Monday 15th April, but unfortunately it was cancelled at the last minute. County Councillor S Hoare has sent two emails to the Highways Department to arrange a suitable alternative date, with no response. On going.
- **Cemetery Wall** – Clerk to send a letter to the occupiers of Bampton manor to request the repair of the Cemetery wall. On going.
- **Christmas Market** – it was noted that a fairground ride will be made available for use at the Christmas Market.
- **Ride of Respect** – The Royal British Legion has contacted us to ask us to give unsuitable dates for next year's Ride of Respect, should they take over the organisation of it. Cllr P Smith is to respond.
- **COSHH (Control of Substances Hazardous to Health)** – The Old School Community Centre and The Town Hall risk assessments have been completed.
- **Sand Containment for sand at the Fire Station** - Clerk to send letter to WODC. Ongoing.
- **Downton Abbey filming** - It was noted that the film crew asked a member of the public not to park in the Recreation Ground car park during the filming. This is a public car park for anyone using the Recreation Ground facilities. Clerk to contact film crew.
- **Speed of traffic along Buckland Road** - It was noted that the traffic calming paint on the road has worn off. The Parish Council are in support of installing speed activated signs but will not be providing the funding. Thames Valley Police will be conducting a speed check. Cllr J Allinson will reply to email. Ongoing.

- **Offer of salt bag from Oxfordshire County Council** - 2 new salt bins have been ordered. Clerk to accept offer of salt once they have been delivered and sited. One is to be placed in front of Village Hall. The location of the second is still to be decided.
- **Bampton Beam funding** - £600 funding for the Bampton Beam was agreed in a unanimous vote.
- **New IT hardware and software** are needed. On going.

13/463 County and District Councillors' Report

CLlr M Barrett received a response from Sir Jonathan Michael (CEO OUH Trust) regarding the South and Central Ambulance Services (SCAS) delayed response times, but no solution was put forward.

13/464 Finance and Accounts for Payment

The following cheques were signed:

AK Timms	£40.25
Margaret Johnson (£267.07 + £64.92)	£331.99
Seltek	£359.98
Cathy Street (expenses)	£25
HMRC PAYE	£411.03
BT	£20.40
Rupert Goody Plants Ltd	£36.84
Playsafety Ltd	£270
Shaw & Sons	£117.88
Chris Smith	£1536

The following invoices were paid in between the July and August Parish Council meetings, due to their urgency and couldn't wait until the next Parish Council meeting:

- HMRC overdue payment of £76.30 due to an underpayment during 11-12 tax year.
- HMRC late payment fine of £500 (£100 and £400) incurred from above non-payment.
- BT bill for £69.86 for Broadband for The Old School Community Centre. Due to a missing invoice, we received a notice of pending broadband suspension dated 24th July and had 7 days to pay.
- HMRC PAYE from month 3 of this tax year 13-14 for £589.59. Payment of PAYE was a month in arrears on handover from previous clerk.

13/465 Planning applications

13/1098/P/S73	Wheelgate House, Market Square, Bampton. Non compliance of condition 9 of planning permission 12/0237/P/FP to allow use of patio area from 8am-11pm seven days a week.
	Objection. 5 votes against, 2 votes for. Noise and disturbance may affect local area.
13/1101/P/FP	10 Southby, Bampton. Construction of new front porch.

	No objection
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Notices of Decisions:

13/0749/P/LB	Cobb House, Church Close, Bampton Alterations to replace windows and doors	Grant, subject to conditions
13/0712/P/FP	Bushey House, New Road, Bampton. Conversion of garage to form self-contained accommodation (retrospective) and conversion of carport to store and erection of timber framed carport.	Grant, subject to conditions
13/0849/P/FP	Bampton CoFE Primary School. Erection of single storey extension to form additional classroom.	Grant, subject to conditions
13/0650/P/FP	New House, Moonraker Lane, Bampton. Erection of one dwelling with associated parking and bin/cycle storage.	Grant, subject to conditions
13/0829/P/FP	Aston Stud, Aston Road, Bampton. Construction of a ménage and erection of lean-to building.	Grant, subject to conditions

13/466 Revised allotment rents

- Rent has not been increased in 6 years. Cllr M Dowding to investigate further before decision is made on increasing rent.
- Clerk to confirm allotment waiting list.
- A meeting is to be arranged with allotment committee members.

13/467 Mercury Court Playing field Report.

- RoSPA Report showed a medium risk.
- Some re-raking of the bark needed under the swings. This would also deal with the exposed geotextile under the basket swing and other swings.
- The bolts on the bench have been cut back but the graffiti remains on the main piece of equipment.
- The deeds for the playground are needed so we can check the boundary. On going.
- Wooden post fencing was recommended (similar to the fencing along the front boundary) rather than just replacing the wire fence. Cllr J Downing to get quotes.

13/468 Aston Road & New Road Development Proposal

- A meeting was had with Richborough Estates (New Road Development Proposal) on Wed 24th July. This was for gathering information only.

13/469 Emergency Response Plan (ERP)

- Cllr D Clarke is responsible for Volunteers and People Intelligence.
- There is not enough space in the office at The Old School Community Centre to set up the ERP. Cllrs J Allinson and P Smith to look into this.
- The full version of the ERP needs finalising before being sent out to all Councillors.

- Clerk to order copy of Electoral Role.

13/470 The Old School Community Centre

- The lease was signed on 5th July 2013 however the land still needs to be registered with the Land Registry. On going.
- The lights have been fixed.
- Lease to be negotiated with Boxing Club and Weight Lifters. Ongoing.

13/471 Fire Risk Assessments

- We need to carry out a fire risk assessment to fulfil our legal obligation under the Regulatory Reform (Fire Safety) Order 2005. A quote from an independent assessor for £350 per site was agreed.
- The Town Hall fire risk assessment has already been done.

13/472 Fire/Security Alarm Procedures

- The fire alarm in the Weight Lifting room has sounded on two occasions in the last week. Clerk to contact Pyrotech to arrange a service.
- The Burglar alarm is not always being set by users of the hall. Clerk to contact Securipol re. a possible upgrade and contact hall users to remind them about alarm settings.

13/473 First Aid

- A letter is to be sent out to all organisations that regularly use our venues asking them to put in place adequate procedures for emergencies and to maintain a basic first aid kit for their own use, as the Parish Council is not responsible for this.
- First Aid Procedures poster is to be displayed in the Old School Community Centre.

13/474 Cemetery

- A new path has been precepted for. Cllrs H Rainey and J Allinson to get quotes. On going.
- Request for a cherry tree sapling to be planted round the edge of the cemetery was approved.
- A sub meeting was held and the following points were raised:
- The current Exclusive Rights of Burial book was not passed onto the new clerk. The book we have only goes up to May 2004. A new book has been purchased.
- A photo copy of the newer cemetery map was made so that the original can be held at the County Archives. The older map was unable to be photocopied at this time due to a wooden bar at the end. This needs to be copied and archived. Oxfordshire County Archives are interested in seeing the map. Cllr H Rainey to take it to show them.

13/475 Documentation

- Councillors were reminded to copy the clerk into everything where a commitment is made, and to put a disclaimer on such emails. Clerk to email this to cllrs.
- Cllr P Smith and C Street have made a start on organising the filing in the Town Hall, following standard procedures on retention and destruction of files.

13/476 Correspondence

- A letter was received from Bampton Gardening Club asking for sponsorship. Unanimous voting in favour of £20 was agreed.

- An email was received suggesting proposed changes to parking restrictions in Market Square. It was noted that at least £1500 would be needed for any changes to be made therefore it was agreed to consult residents via a questionnaire in the Bampton Beam before any changes are discussed.
- A letter was received from Oxfordshire County Council re. Improving access to information and advice. This was for information only.
- A letter was received seeking permission for a memorial in Market Square. It was agreed in principal that a flower urn in the square or a bench near Weald would be acceptable.

13/477 Any other matters for consideration

- A letter was received from West Oxfordshire Arts (WOA) asking for permission to use the Town Hall as a ticket office during the Downton Abbey Costume Exhibition. Cllr R Wilkins to reply saying the Parish Council would need to see a risk assessment, and would need to impose set times it could be used, and that preference would be for a booth outside the Town Hall.
- A complaint was made that the Charter Fair arrived a day early and that access through Queen Street was obstructed. The Parish Council have no influence over the fair dates or location as this is held in the terms of the charter. Cllr G Pursey to look into Fire Engine access.
- A complaint was made regarding parking on the Aston Road/Buckland Road junction. The police were contacted and any further complaints are to be directed to them.
- Hannick Homes are starting the demolition of the Horsa Buildings by The Old School Community Centre on 2nd September 2013. Users of the Hall to be advised that parking will be restricted during this time.

With no further business to discuss the meeting finished at 10.10pm

Signed.....

Dated.....