

**BAMPTON PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING**  
**ON 14<sup>TH</sup> FEBRUARY 2024 AT 7.45pm**

PRESENT: Cllrs R Smith (in the chair), G Attar (left at 8.15pm), D Clarke, S McLaren, S Radband & A Cutler.

IN ATTENDANCE: C Street (Clerk), District Cllr A Smith.

25/2024	<u>Apologies for absence:</u> Cllrs P Foster, J Allinson, C Foley, District Cllr A Wray, County Cllr T Fenton.
26/2024	<u>Variation of order of business:</u> County and District Council reports to be given later than advertised on agenda due to meeting start time change.
27/2024	<u>Co-option:</u> The declaration was signed and Andy Cutler was co-opted onto the parish council.
28/2024	<u>Declarations of interest:</u> None.
29/2024	<u>Confirmation of minutes:</u> The minutes of the meeting held on 10 <sup>th</sup> January 2024 were signed as a true record.
30/2024	<u>Actions Update:</u> See attached list for outstanding actions from previous meeting/s.
31/2024	<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>• Approval of the Council Tax Base proposals for 24/25 and an increase of Council Tax Support.</li> <li>• Update on sewage dumping in rivers by Thames Water.</li> <li>• Westhive match-funding grants available up to £20,000 for qualifying projects.</li> <li>• Endorsed Safer Streets update.</li> <li>• WODC Nature Recovery Plan 2024-30.</li> <li>• Botley West Solar Farm Pre-Application Consultation.</li> <li>• Update on water related matters.</li> <li>• Missed waste collections.</li> <li>• Primrose Lane planning application is now subject to a site visit on 4 March.</li> <li>• Drainage issues at Long Paddock and The Paddocks.</li> </ul> <u>Questions/comments from parish councillors:</u> <ul style="list-style-type: none"> <li>• Primrose Lane planning application.</li> <li>• Update requested re. issues at The Paddocks. Cllr Radband offered to attend WODC meeting.</li> <li>• 60mph limit at end of Weald Road needs lowering. Cllr A Smith to talk to WODC chief exec.</li> <li>• Recreation Ground development planning application updates given to Cllr A Smith to chase up why the delay is so lengthy. Parish council to write with concerns to Charlie Maynard, the new leader for executive planning.</li> </ul>
	<u>Public participation:</u> None.
33/2024	<u>Planning applications:</u>

23/03379/HHD	Replacement of Existing Dormers on West elevation with new repositioned dormers with vertical hanging tile cladding between. To allow increased headroom in two bedrooms Town and at Coopers Lodge, Aston Road, Bampton. NO OBJECTION
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34/2024

Finance and Accounts for Payments:

The following payments were approved in accordance with the budget:

Chris Smith	Mowing for Dec	£65
Ambassador	Carpet cleaning at Old School Community Centre	£140
ASA Landscape Architects	Biodiversity Net Gain Calculation for Bampton Recreation Ground development.	£780
HMRC	PAYE	£807.85 (PAID)
Community First	Annual Membership	£70
OALC	Training course – Finance for Councillors (paid for with previous credit)	£36 paid
OALC	Training course – Year end & Audit	£36
123Connect	Website hosting	£140.16

The following pre-paid debit card transactions were approved:

B&Q	Paint for Rec Ground (to be reimbursed)	£128
Amazon	Recycling bins for Rec Ground (to be reimbursed)	£53.58
Amazon	Printer ink	£33.95

The following direct debits and standing orders were noted:

SSE	Town Hall electricity	£16
Vodafone	Broadband at Old School Community Centre (TOSCC)	£39
BT	Phoneline at TOSCC	£46.54
Opus Energy	Gas at TOSCC	£1549.15
SSE	Electricity at TOSCC	£482.56
Vodafone	Mobiles	£51.14
Castle Water	Water at TOSCC	£34.72
Castle Water	Water at allotments	£46.35
Castle Water	Water at town hall	£17.80
OCC	Rent for TOSCC	£750
Rec Ground	Reimbursement for BT broadband	£35.88
Staff costs	Including Nest pension contributions	£3125.03

35/2024

Allotments:

- Carpark – the quote for £2400 for carpark groundworks was agreed.
- A quote of £1875 for trimming of all hedges (and clearing up) was agreed. It was noted that this hasn't been done since 2015.
- Proposed rent increase – it was agreed to increase rent more in line with other allotments in two phases.

36/2024	<p><u>Town Hall:</u></p> <ul style="list-style-type: none"> <li>• Christmas lights have now been removed.</li> </ul>
37/2024	<p><u>The Old School Community Centre:</u></p> <ul style="list-style-type: none"> <li>• New electricity contract with has started.</li> <li>• Gas contract ends in August 2025 and we can't change suppliers until then.</li> <li>• Rent increase proposals from 1<sup>st</sup> April for all users were agreed, including standard hire fee to increase from £12 to £13p/h.</li> <li>• Flat roof over changing rooms has a leak and is being investigated.</li> </ul>
38/2024	<p><u>Cemetery:</u></p> <ul style="list-style-type: none"> <li>• Noticeboard quote for £1094 was agreed. Clerk to place order.</li> <li>• Cllr Radband to get quotes for new gate with increased width for machinery access.</li> <li>• Bench request was agreed as this is in an area we can't bury in.</li> <li>• It was then agreed that no more requests for memorial benches on burial plots will be granted for the foreseeable future due to lack of available space.</li> </ul>
39/2024	<p><u>Highways, Trees, Footpaths and Floods:</u></p> <ul style="list-style-type: none"> <li>• Update was given on all outstanding tree issues. Cllr McLaren is chasing.</li> </ul>
40/2024	<p><u>Mercury Play Park:</u></p> <ul style="list-style-type: none"> <li>• All works have now been completed.</li> <li>• Quote for rubber matting and repainting the slide to be put on next agenda for consideration.</li> </ul>
41/2024	<p><u>Lengthsman update:</u></p> <ul style="list-style-type: none"> <li>• Changes to the lengthsman's hours, as proposed by the HR committee, were approved.</li> </ul>
42/2024	<p><u>Committee meeting updates:</u>  F&amp;GP meeting update was given, budgets are on track.  IT committee – a brief update was given about the new website which will go live after a few outstanding items have been finalised.  HR - a councillor asked if the HR committee checked worktime directives? HR to check and report back.</p>
43/2024	<p><u>Correspondence:</u> none other than routine emails.</p>
44/2024	<p><u>Essential village matters (received after agenda was set):</u> None</p>
45/2024	<p><u>Recreation Ground Development Project update:</u></p> <ul style="list-style-type: none"> <li>• We have still not got planning permission.</li> <li>• The BIAC report has now been submitted but the Environment Agency are awaiting missing info from Antony Stiff Associates.</li> <li>• Section 106 money for storage containers has been granted and will be given when planning permission has been approved.</li> </ul>
46/2024	<p><u>Suggestion for pedestrian crossing from Manor View to Landells (to the surgery):</u> A meeting has been held with James Wright of Oxfordshire County Council, Cllr Ted Fenton and Cllr J Allinson – J Wright to get feasibility study and price.</p>
47/2024	<p><u>Grant Strategy</u> was agreed and adopted.</p>
48/2024	<p><u>Emergency Response Plan (ERP):</u> Printing quote of £430 was agreed.</p>
49/2024	<p><u>Risk Assessment updates:</u> Cllrs to update their own responsibility sections, any areas without a Responsible Parish Councillor to then be assigned. Clerk to forward risk assessment to all.</p>

50/2024	<u>Charity Shop grant application:</u> It was decided to apply for a grant for the allotments to complete extension of water supply to the second half of the allotment.
51/2024	<u>Grant to Bush Club:</u> A further grant of £500 was agreed.
52/2024	<u>New payroll software:</u> It was agreed to change payroll software from 12pay (which is becoming obsolete) to Moneysoft, as recommended by accountant. Clerk to request references from other parish councils where possible before purchasing.

The meeting closed at 9.35pm. The next meeting is Wednesday 13<sup>th</sup> March 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/CF
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 to order a sign	SM
252/2022	Taylor Wimpey village entrance planters - request update regarding planning permission for planters. TW are not responding. Clerk to send official letter as this was promised.	SM Clerk
034/2023	Cllr Radband to meet Banbury Memorials in the new year regarding error on cemetery plaque. ONGOING Online cemetery mapping finished. Names to be checked on site.	SR SR JA
157/2023	Get quote for tap from water main at cemetery. Need to get new quote from Thames Water.	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. Pass on contact info for James Wildman	GA, DC Clerk
207/2023	Photos of town hall to solicitor for registering land.	JA, RS
229/2023	4 x ID badges to be ordered once website photos have been taken	CF
245/2023	Cemetery back access gate to be replaced. Padlock is now broken - contact Banbury Memorials due to ongoing damage to gate. Benches to be checked – suggested we need terms and conditions for upkeep of benches.	SR Clerk SR
14/2024	Contact Speed Watch Group re. moving portable speed sign.	GA
21/2024	FB post for ERP volunteers	CF
23/2024	Re-quote for parks maintenance contract.	SR

**NEW ACTIONS FROM THIS MEETING:**

31/2024	Write with concerns re. rec planning application to Charlie Maynard, the new leader for executive planning.	Clerk/ RS
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38/2024	Cemetery noticeboard - place order. Get quotes for new cemetery gate.	Clerk SR
42/2024	check worktime directives	HR C'ttee
49/2024	Forward risk assessment to councillors with responsibility for each area	Clerk
50/2024	Charity shop grant application for allotments	DC
52/2024	Order Moneysoft payroll software & request references	Clerk