

**BAMPTON PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING ON 26<sup>th</sup> September 2022 AT 7PM**

PRESENT: Cllrs J Allinson, D Clarke, S Dunning, S Radband, A Wray, P Smith  
 IN ATTENDANCE: J Broughton (Clerk), District Cllr A Smith  
 APOLOGIES: Cllrs S Homer, S McLaren, P Foster, R Smith, D Lloyd, District and County Cllr T Fenton

169/2022	<u>Apologies for absence:</u> Cllrs S Homer, S McLaren, P Foster, R Smith, D Lloyd, District and County Cllr T Fenton										
170/2022	<u>Co-option:</u> Alistair Wray was co-opted as a councillor and then joined the meeting. All councillor posts are now filled. Will re-visit RPC responsibilities at next meeting.										
	<u>Meeting suspended 7.10pm in order to change venue.</u> <u>Meeting re-started 7.20pm at Bampton Town Hall.</u>										
171/2022	<u>Variation of order of business:</u> Allowed.										
172/2022	<u>Declarations of interest:</u> None.										
173/2022	<u>District &amp; County Councillors' reports and questions:</u>  <b>District Council:</b> <ul style="list-style-type: none"> <li>• District Cllr A Smith met with Phil Measures (Environmental Health Manager), Helen Moore (Environmental and Regulatory Services Senior Officer) and Lidia Arciszewska (Cabinet Member for Environment) to discuss The Paddocks traveller site. Several issues were discussed at the meeting including plot ownership, electrical arrangements, drainage and refuse.</li> <li>• Continuing to press for action on Thames Water waste discharges and infrastructure issues.</li> <li>• Demonstrability of the 5 year land supply has been called into question and WODC is updating its Land Supply calculations for the next period covering 1/4/22 to 31/3/27. A review of the Local Plan is underway and due for completion by September 2023.</li> </ul>										
174/2022	<u>Confirmation of minutes:</u> The minutes of the meeting held on 13 <sup>th</sup> July 2022 were signed as a true record.										
175/2022	<u>Actions update:</u> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">116/2022</td> <td>S106 form to be completed for Arts Committee.</td> </tr> <tr> <td>109/2022</td> <td>Following up with a builder who has expressed an interest in installing a toilet in the post office.</td> </tr> <tr> <td>147/2022</td> <td>Produce case study of recent Freedom of Information request so that we can agree a procedure at the November council meeting for dealing with future enquiries.</td> </tr> <tr> <td>135/2022</td> <td>Letters of thanks for those involved with the Jubilee clock – Jenny Chaundy, Sir Martin Landray, Christopher Compston and Gareth Pursey.</td> </tr> <tr> <td>107/2022</td> <td>Bank mandates to be updated now that all councillor posts are filled.</td> </tr> </table>	116/2022	S106 form to be completed for Arts Committee.	109/2022	Following up with a builder who has expressed an interest in installing a toilet in the post office.	147/2022	Produce case study of recent Freedom of Information request so that we can agree a procedure at the November council meeting for dealing with future enquiries.	135/2022	Letters of thanks for those involved with the Jubilee clock – Jenny Chaundy, Sir Martin Landray, Christopher Compston and Gareth Pursey.	107/2022	Bank mandates to be updated now that all councillor posts are filled.
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	105/2022	Amendments to insurance policy to be agreed. Send dates out to see when people are available for another meeting.	
	133/2022	Standing orders to be amended and ratified.	
	133/2022	Prepaid cards - Increase Clerk's limit on Parish Council card to £1,000. Request Recreation Ground card for Clerk with limit of £1,000.	
	137/2022	Cllrs S Radband and J Allinson to consider noticeboard for cemetery to include litter and bench notices and advise Clerk.	
	137/2022	Cllrs S Radband and J Allinson to conduct review of cemetery benches and to provide Clerk with details to check for permission granted.	
	123/2022	Cllr T Fenton waiting to hear back from James Wright regarding request for triangular sign warning of people crossing the road.	
	143/2022	Post a summary of the Parish Council's responsibilities on Facebook and website.	
	159/2022	Two evicted allotment tenants to be invoiced for cost of plot clearance.	
	160/2022	West Ox Arts have requested new boards for which planning permission will need to be re-applied for.	
	161/2022	Obtain quotes for high level clean in main hall at TOSCC.	
	161/2022	Investigate why PH of water in TOSCC boiler system requires annual adjustment.	
	153/2022	Cllr T Fenton advised that Planning Enforcement Officer, Kim Smith, has now retired. At the next planning meeting he will try to find out what enforcement arrangements are in place.	
	165/2022	Quotes to be obtained for works to Ampney Orchard ditch.	
	165/2022	All trees, hedges and planted areas we are responsible for to be listed and put on Sharepoint.	
176/2022	<u>Public participation:</u> None.		
177/2022	<u>Planning applications:</u> Planning decisions were emailed to all councillors but not reported at this meeting.		
	22/02264/HHD	Proposed replacement outbuilding and demolition of existing outbuilding. Town and Country Planning Act. <b>The Deanery, Church Close, Bampton.</b> <b>NO OBJECTION</b>	
	22/02225/HHD	Insertion of 2 traditional gable roof dormers to front elevation. Town and Country Planning Act. <b>The Old House, 8 High Street, Bampton</b> <b>NO OBJECTION</b>	
	22/02226/LBC	Internal and external alterations to include removal of existing single storey rear store, insertion of 2 traditional gable roof dormers to front elevation and changes to internal layout. Planning (Listed Building and Conservation Areas) Act. <b>The Old House, 8 High Street, Bampton.</b> <b>NO OBJECTION</b>	
	21/00020/HHD	Single storey rear infill extension – Internal alterations including the removal of load bearing walls. Internal and external works to	

21/00021/LBC	<p>existing outbuildings. New perimeter fence and addition of two number car parking spaces. Town and Country Planning Act.  <b>Grayshott House, High Street, Bampton</b>  <b>NO OBJECTION</b></p>
21/00025/HHD	<p>Internal and external alterations to include changes to internal layout, remove existing conservatory and conversion of loft space above kitchen to create first floor en-suite to bedroom 1 together with internal and external alterations to existing outbuildings. (Amended). Planning (Listed Building and Conservation Areas) Act.  <b>Grayshott House, High Street, Bampton</b>  <b>NO OBJECTION</b></p> <p>Internal and external alterations to include changes to internal layout, remove existing conservatory and conversion of loft space above kitchen to create first floor en-suite to bedroom 1 together with alterations to existing outbuildings and provision of gated car parking area. (Amended). Town and Country Planning Act.  <b>Grayshott House, High Street, Bampton</b>  <b>NO OBJECTION</b></p>
22/02482/HHD	<p>Conversion of loft together with the addition of dormer windows to front and rear. Town and Country Planning Act.  <b>Grove Cottage, Broad Street, Bampton</b>  <b>NO OBJECTION</b>  <b>No objection in principle to loft conversion but our preference is to have dormer windows only at the back.</b></p>

178/2022

**Finance and Accounts for Payment:**

- The following payments were approved in accordance with the budget:

F.G. Alden Limited	TOSCC Boiler Maintenance	£562.50
Signway Supplies (Datchet) Ltd	Vehicle Activated Sign	£5,676.60
Chris Smith	Work for August 2022	£1,676.00
The National Allotment Society	Membership Renewal	£66.00
George Murray Carpentry	Works to Town Hall Notice Board	£525.00
123Connect Limited	Domain Name Renewal	£15.59
John Welch & Stammers	TOSCC Lease Renewal	£1,050.00
The Wychwood Gardener	TOSCC Gardening Services	£200.00
WODC	Waste Collection 01/10/22-31/03/23	£291.20
Ubico Limited	Empty Dog & Litter Bins 01/04/22-30/09/22	£251.32

- The following pre-paid debit card transactions were approved:

Nisbets	Fridge and Ice Maker for Recreation Ground	£1,079.97
Microsoft	Monthly Licences	£33.84
Microsoft	Monthly Licences	£33.84

- Queried why there are two Microsoft bills and it was clarified that they are for different months. Agreed for IT to look into the Microsoft contracts to see if it would be cheaper to pay annually.

179/2022	<p><u>Purchase Order System:</u></p> <ul style="list-style-type: none"> <li>PO terms and conditions discussed and agreed. PO format/system to be agreed once Clerk has researched Scribe's options in order to try and keep all financial actions in one place to maintain a good audit trail.</li> </ul>
180/2022	<p><u>Debit Card Limits:</u></p> <ul style="list-style-type: none"> <li>Increases in debit card limits approved. Chairman £2,000, Vice-Chairman £2,000 and F&amp;GP Chairman £2,000. Cards to be ordered.</li> </ul>
181/2022	<p><u>Allotment report:</u> A report was sent prior to the meeting and no resolutions were made.</p>
182/2022	<p><u>Town Hall report:</u> A report was sent prior to the meeting and the following resolution was made:</p> <ul style="list-style-type: none"> <li>Two quotes were obtained for the 5 year electrical inspection of the Town Hall. It was agreed to proceed with Wiring Solutions who provided the lowest quote at £405.</li> </ul>
183/2022	<p><u>Old School Community Centre (TOSCC) report:</u> A report was sent prior to the meeting and no resolutions were made.</p> <ul style="list-style-type: none"> <li>It was noted that the lease has now been signed and a two year fixed contract for gas has also been signed.</li> </ul>
184/2022	<p><u>Cemetery report:</u> A report was given at the meeting and no resolutions were made.</p>
185/2022	<p><u>Highways, footpaths and tree report:</u> A report was sent prior to the meeting and no resolutions were made.</p> <ul style="list-style-type: none"> <li>It was noted there is currently no PCSO and we are waiting for a new one to be appointed.</li> </ul>
186/2022	<p><u>Mercury Play Park:</u> A report was sent out prior to the meeting and the following resolutions were made:</p> <ul style="list-style-type: none"> <li>Quote from Playgroundworks was discussed and it was agreed to proceed with just the timber repairs at this stage.</li> <li>F&amp;GP to look at \$106 money for playground surface.</li> </ul>
187/2022	<p><u>Lengthsman report:</u> A report was sent prior to the meeting and the following resolutions were made:</p> <ul style="list-style-type: none"> <li>Council accepted recommendations of HR committee to re-structure the role of the Lengthsman, who will be employed for 10 hours per week.</li> <li>Role to be offered to council employee already covering the work.</li> </ul>
188/2022	<p><u>Committee meeting updates:</u></p> <p><u>HR:</u></p> <ul style="list-style-type: none"> <li>A new policy entitled Use of Email, Internet and Social Media was agreed. This builds on and replaces the former Media Policy and Email Use Guidance.</li> <li>Recent training course attended by Cllr P Smith and the Clerk has highlighted that everyone requires training on our policies.</li> <li>Communication target response times and flowchart agreed.</li> </ul> <p><u>IT:</u></p> <ul style="list-style-type: none"> <li>IT have access to new development website. Hope to have this live by end of October and councillors will be sent a link.</li> </ul>
189/2022	<p><u>Parish council social media communications:</u></p> <ul style="list-style-type: none"> <li>Agreed to publish discussion report on 20mph Survey on Parish Council website.</li> </ul>
190/2022	<p><u>Correspondence:</u></p>

	<ul style="list-style-type: none"> <li>Letter from RAF Brize Norton dated 19/09/22 - Major Accident Emergency Instructions. Agreed to display on Town Hall noticeboard.</li> <li>Letter from Diana Alcock dated 19/08/22 - Will no longer plant up market place tubs after the Autumn planting. To be included in new Lengthsman's job description. Send thank you letter to Diana Alcock.</li> <li>Email from Charlotte Cartwright, Clerk &amp; RFO for Black Bourton Parish Council, received 31/08/22 - Vehicle noise caused by speeding motorists and motorcycles. Respond that we're not in a position to support this complaint at the present time.</li> <li>Email from Mr Parker received 07/09/22 - Traffic volume and speed in Bampton. Respond that we cannot do anything apart from support 20mph.</li> <li>Email from OCC received 20/09/22 - Notice of footpath closure from Mill Green to Primrose Lane 28/11/22-10/12/22. Post on Facebook nearer the time.</li> </ul>
191/2022	<p><u>Report on essential village matters (received after agenda was set):</u></p> <ul style="list-style-type: none"> <li>Council have been approached to present a Long Service Award to a member of the Bampton Fire Brigade who is about to retire. Cllr D Clarke has a copy of the certificate and Cllr J Allinson will present it in a frame.</li> <li>Blue Cedar have approached the council to request a meeting to discuss a development proposal. Council agreed to meet with developer and a suitable date will be arranged.</li> </ul>
192/2022	<u>Code of Conduct:</u> Deferred adoption to October agenda to allow councillors time to read this.
193/2022	<u>Civility &amp; Respect Pledge:</u> Deferred adoption to October agenda.
194/2022	<u>Dignity at Work Policy:</u> As the Council already has policies relating to this it was agreed to delegate to HR Committee.
195/2022	<u>Option to opt out of SAAA:</u> Agreed not to opt out of SAAA Central External Auditor Appointment Arrangements. No action required.
196/2022	<u>Grant request from MyVision:</u> Agreed to provide a grant for £50.
197/2022	<u>Grant request from WestOxArts:</u> WOA have requested a grant for new signage and to cover the cost of electricity for the Town Hall clocks. Agreed to respond and ask if this is the only request for a grant this year. Agreed to reimburse electricity.
198/2022	<u>Notice of Landowner Deposit:</u> Discussed and agreed to lodge an objection. There are other well established footpaths.
199/2022	<u>Community First Oxfordshire Survey:</u> Discussed and Cllr J Allinson will try to complete.
200/2022	<u>South Central UPW Consultation Survey:</u> Discussed and Cllr P Smith will try to complete.
201/2022	<u>Grant request from Bampton Classical Opera:</u> Deferred to October agenda.

With no further business to discuss the meeting finished at 10.36pm.

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

Next meeting is Wednesday 12<sup>th</sup> October 2022.