

**BAMPTON PARISH COUNCIL**  
**Ordinary meeting of the council held on**  
**9<sup>th</sup> July 2014 at 7.30pm in the Town Hall**

PRESENT: Cllrs J Allinson, in the Chair, R Wilkins, P Smith, H Rainey, J Downing, S Taylor, D Hussell  
APOLOGIES: Cllrs R McBrien, D Clarke, S Betty, D Cllr M Barrett.  
IN ATTENDANCE: Mrs C Street, Clerk to the Parish Council.  
ABSENT: 0  
PUBLIC: 4

14/97     To approve the agenda  
The agenda was approved.

14/98     Declarations of interest  
None were declared.

14/99     Members of the public questions  
Copies of the plans for the proposed development of 17 houses at Weald Manor were given to the Councillors by the developers before the Parish Council received the Planning Application from West Oxfordshire District Council so that any questions could be answered.  
It was asked what the differences were between this new planning application and the previous one that was withdrawn in 2008.

- Last time the application (for 16 houses) did not receive enough support locally in Weald so it was withdrawn.
- There is still a need for affordable housing in Bampton and priority will go to Bampton residents under the 106 agreement that will be written into the contract with the housing association.
- High quality design and build.
- Any surplus rental will go back into the Colville Trust fund towards the restoration and maintenance of Weald Manor grade 2\* listed building.
- A water balancing system has been installed in the grounds of Weald Manor since the floods in 2007 to help alleviate any future flood risk.

14/100     Confirmation of minutes  
The minutes of the Annual meeting held on 4<sup>th</sup> June 2014 were signed as a true record.

14/101     Matters arising

**West Oxfordshire Arts (WOA)** – A survey on the insulation of the building is to be requested. **ACTION SB**  
On-going

**Sand Bunker** – Has been installed on the access land to the side of the fire station behind a gate. Cllr Smith to check what kind of lock is/will be on the gate and make sure there is a key for the Parish Council, The Fire Station and West Oxfordshire District Council. **ACTION PS**

**Purchase of additional land for the cemetery** is priced at £12,000 per acre. Cllr Allinson to consult Ordinance Survey map to ascertain how much land we require. **ACTION JA**  
On-going

**Plan of Cemetery** - Cllr Allinson to draw up a grid map of the burial plots in the more recent section of the cemetery. **ACTION JA**  
On-going

**Installation of Post Office WC** - Two quotes have been received for the installation of a WC, which are subject to further investigation on the drainage. Cllr Allinson will investigate the quotes further before a decision is made. **ACTION JA**  
On-going

**Defibrillator** - A4 sheets advertising the defibrillator are to be located on noticeboards within the village. **ACTION SB**  
On-going

14/102 District & County Councillors' Reports  
No report was received as there was no District or County Councillor available.

14/103 Co-option of Parish Councillor  
There is still one vacancy, for a Parish Councillor, to be filled. No letters of interest were received so it **was resolved** to advertise the vacancy on the noticeboard and the Parish Council website. Clerk to put notice on board and ask Cllr Clarke to update website. **ACTION CLERK/DC**

14/104 Councillor roles and responsibilities  
The following roles and responsibilities were agreed:  
**Bampton Community Shop Disbursement Committee:** Clerk to check with Martin Barrett how many Parish Council representatives are needed. Cllr Smith is the current remaining representative. **ACTION CLERK**  
**Bampton Welfare Trust:** Cllr Downing is the Parish Council Representative.  
**Bampton Exhibition Foundation:** Cllr Taylor has agreed to be the Representative.  
**The Old School Community Centre** representative to remain Cllr Smith for the time being.

14/105 HSBC Signatories Mandate.  
It was agreed that payments be made by any three signatories listed on the new mandate. It was signed by the Proper Office and the Chairman. Cllrs Taylor and Hussell to take ID and proof of residence into the branch. **ACTION CLERK, ST,DH**

14/106 Finance and Accounts for Payment  
The following cheques were signed:

Mr G Lennon (Xtra Hands)	Cleaning and gardening	£60
Margaret Johnson	Stationery and printer ink	£81.26
Oxfordshire County Council	Rent for Old School Community Centre 1.6.14-31.8.14	£500
AK Timms	DIY items	£16.54
Securipol	Active witness alarm monitoring for 12 months starting 26 <sup>th</sup> July 14	£576
Cathy Street	Reimbursement of stamps (£55.20), broadband contribution Mar, April, May June, July 2014 (£50), batteries, other postage, new keyboard (£24.20)	£131.89

Mr Bajwa (PO Ltd)	Cleaning supplies for Old School Comm Ctre	£22
OALC	Training course	£68
Wileman & Sons	Window Cleaning Town Hall & Old School Community Centre	£60
HMRC	PAYE & NI quarter 1	£635.51
Gordon Wheldon	Mower & Strimmer fuel	£14.19
Goodwood	Visual Tree Assessment	£180
Chris Smith	Mowing Services for June	£1806
Sarah Jepson Jones	Reimbursement of key deposit for Old School Community Centre hire (she paid it in cash)	£20
Vodafone	Caretaker mobile phone June	£12.99
Exec Fire Protection Ltd	Fire Extinguisher service for Town Hall (£ 13.89) & Old School Community Centre (£73.23)	£87.12
Visual-q Ltd	Lap top riser	£34.74

14/107 Planning applications

14/0864/P/FP	Retention of pre-school building (retrospective). <b>Bampton C of E Primary School</b> , Bowling Green Close. NO OBJECTIONS
14/0929/P/FP	Erection of two storey extension and detached carport/store. <b>Fishers Bridge Cottage, Buckland Road.</b>  NO GENERAL OBJECTIONS to the principal of the extension but there are reservations about the design as it is not sympathetic to the building and the local area. There was also no Design & Access Statement therefore no information available about the external wall building material.
14/0938/P/FP	Conversion of loft to self-contained flat with new external staircase. <b>Duttons Courtyard, Cheyne Lane.</b>  OBJECTION on the following grounds: 1) There is insufficient parking for the current use therefore adding another flat will increase this problem. 2) There is no public transport in the evenings or Sundays. 3) Over development of the site. 4) We consider this to be an important building in Bampton.

14/108 Mercury Court Playing field Report

A complaint was received about dog/cat fouling, broken glass and litter this month. Lengthsman being instructed to rake through play bark regularly.

The play bark is looking sparse in some areas and may require supplementing. The ROSPA inspection is scheduled this month and so we will see what findings/recommendations are made.

14/109 The Old School Community Centre update & approval of expenditure

See attached report for update. **It was resolved** to approve the following expenditure:

1. One electric insulated flask with taps (approx. £70) to facilitate provision of basic refreshments without excessive use of the kitchen.
2. Approximately £520 (or less) for releasing windows to increase ventilation.
3. Up to £50 to treat the paved areas with weedkiller.
4. A quote of £139 was accepted to clear the gutters and flat roof
5. £865 + VAT for the following fire risk assessment works:
  - Install 8watt non maintained emergency luminaire to boiler room
  - Install overhead electromagnetic door holder/closer to meeting room door adjacent to the fire alarm panel.
  - Install 'FIRE EXIT' photo luminescent sign over door weight room lobby.
  - Install 5 x 'Fire Exit Keep Clear' signs to external fire exit doors.

14/110 Allotment Report July 2014

- A general introduction letter has been sent to all allotment holders together with individual letters as necessary to highlight things like approval of trees, notice of maintenance required etc. It should be noted that several plot holders are currently in breach of the terms and conditions of their agreement and if these informal letters do not generate the relevant actions the Council may need to escalate matters.
- A committee meeting is to be held next week to discuss the scope of the committee etc.
- It is suggested that the next Beam Entry concentrates on the allotments with the aim of increasing the waiting list.
- A breach in the hedge to the field at the rear of the allotments has been found so permission to make relevant repairs has been sought and granted from the owner.
- Any buildings on the allotment plots should be approved by the Council. However, as no evidence of permission can be found for the multitude that already exist **it was resolved** to ratify the decision to grant formal permission to all current buildings (unless unsafe). All new buildings will then need permission as documented in the agreement form.

14/111 Traffic Calming, Signage and Road Markings

This discussion is to be postponed until Cllr Smith has formally handed over Highways responsibilities to Cllrs Rainey and Hussell. It was noted that the signs for the chicanes into the village are covered with overhanging foliage.

14/112 Bampton Beam rota

The next Bampton Beam article will be written by Cllr Hussell about highways with a section on the allotments from Cllr Smith and for subsequent articles **it was resolved** that the clerk would choose a name at random out of a hat.

**ACTION  
CLERK**

14/113    ERP Responsibilities  
Councillor ERP responsibilities were agreed.

14/114    Cemetery update  
Following receipt of 2 quotes, **it was resolved** for the clerk to initially purchase 10  
“Reserved” stones, and then order more as we need them.

**ACTION  
CLERK**

14/115    Correspondence

- A copy of the plans for the proposed housing development at Weald was received and passed onto all available councillors. These plans were from the developers and not received from WODC Planning Department.
- A letter was received from the Morris Men thanking the Parish Council for use of the Pavilion.

14/116    Any other matters for consideration

- The salt bins are still full so we do not need to order more Salt for the winter.
- The Spajers have requested use of the Old School Community Centre toilets and the use of the lounge to store cakes on Donkey Derby day. It was agreed to give permission to use the toilets on condition that someone supervises the building when unlocked, that they bring their own spare paper and they are cleaned afterwards. The hall can be hired out at the usual hourly rate through the clerk.
- It was reported that one of the flower tubs in the Market Square has been damaged. Cllr Wilkins to investigate.

**ACTION RW**

With no further business to discuss the meeting finished at 9.53pm.

Signed.....

Dated.....

## TOSCC Report July 2014

- The major maintenance issues with TOSCC e.g. boilers etc. have been successfully addressed although OCC have not yet made the relevant arrangements for us to 'piggy back' onto their Carillion support contract.
- The relevant safety checks for gas, electricity and fire have been researched and relevant quotes are being sought.
- Regular lettings are now running quite smoothly although there are always some day to day issues that arise.
- Potential hire categories have been discussed as the boxing area cannot be hired out which means that access to the kitchen evenings and weekends is very limited. Parties where catering is involved have to be excluded and ideal lettings would use the Lounge and lavatories only e.g. meetings (where refreshments are limited to water and perhaps coffee and biscuits), exercise classes (where people bring their own water) and perhaps sales where refreshments are not expected.
- The Weightlifter's Lease and Club Licenses are still outstanding – JA to pursue.
- Any HR issues have now been addressed and appraisals are planned.
- The refund for the rates on the Horsa building is still being sought but OCC have not responded to WODC about their demand. However, it has been established that Hannick Homes (HH) bought the site before the period concerned and an email to this affect from OCCs agents (Mouchel) has been forwarded to WODC so they can pursue HH.
- An attempt has been made to be represented on the Youth Centre Management Committee but this has been rejected. A formal letter is to be sent.
- The path to Sandford Field is now open.
- Five parking spaces have been supplied by HH but they are marked as Visitors spaces so negotiation with the County is required and consideration of lockable parking bollards may be required.
- There has been discussion between HH and OCC about the state of the paving outside TOSCC here lorries etc. have used it to turn and park. As the Parish Council have a full-repairing lease the state of the area should be recorded to ensure that at the end of this lease we are not asked to repair what others have caused.
- The gardener reports that the paved areas to the back and side of TOSCC need to be treated with weedkiller.