

**BAMPTON PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING ON 8<sup>th</sup> February 2023 at 7.00pm**

PRESENT: Cllrs J Allinson (Chair), S Homer, D Lloyd, S Radband, A Wray

IN ATTENDANCE: J Broughton (Clerk), District Cllr A Smith

<u>022/2023</u>	<u>Apologies for Absence:</u> Cllrs R Smith, P Smith, P Foster, S McLaren, District & County Cllr T Fenton																	
<u>023/2023</u>	<u>Variation of Order of Business:</u> None																	
<u>024/2023</u>	<u>Declarations of Interest:</u> None																	
<u>025/2023</u>	<u>County and District Councillors reports &amp; questions</u> No County Councillor was present  <b>District Council:</b> A report was given at the meeting by District Cllr A Smith with the main points being: <ul style="list-style-type: none"> <li>• Update on Thames Water meeting held 3<sup>rd</sup> February. Next meeting is 3<sup>rd</sup> March.</li> <li>• No update on 5 year land supply.</li> <li>• Long Paddock - Various site visits have taken place and suggestions put forward.</li> <li>• The Paddocks – Meeting held and updated briefing note received. District Cllr A Smith will try to arrange meeting with Robert Courts.</li> </ul>																	
<u>026/2023</u>	<u>Confirmation of minutes</u> - The minutes of the meeting held on 11 <sup>th</sup> January 2023 were signed as a true record.																	
	<b>Actions Update:</b> All the following appear to be outstanding: <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>133/2022</td> <td>Financial regulations to be reviewed and then ratified at meeting following receipt of prepaid cards.</td> </tr> <tr> <td>133/2022</td> <td>Prepaid cards – Agreed at last F&amp;GP meeting to order cards for Cllr R Smith (Chair of F&amp;GP) and the Clerk. Limit of £2,000 for Cllr J Allinson’s existing card and Cllr R Smith and limit of £1,000 for the Clerk.</td> </tr> <tr> <td>137/2022</td> <td>Meet to consider noticeboard for cemetery to include litter and bench notices and advise Clerk.</td> </tr> <tr> <td>123/2022</td> <td>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 with meeting request and photos of the road.</td> </tr> <tr> <td>198/2022</td> <td>Cllr J Allinson will chase again regarding lodging objection to Notice of Landowner Deposit.</td> </tr> <tr> <td>220/2022</td> <td>Send out form for Councillors to complete about what equipment they use to access the PC system. Will be sent out by end of this week.</td> </tr> <tr> <td>242/2022</td> <td>Before end of the financial year (31<sup>st</sup> March) Cllrs S Homer and A Wray to develop a grant strategy for the Parish Council – to be adopted at April meeting.</td> </tr> </table>		116/2022	S106 form to be completed for Arts Committee.	133/2022	Financial regulations to be reviewed and then ratified at meeting following receipt of prepaid cards.	133/2022	Prepaid cards – Agreed at last F&GP meeting to order cards for Cllr R Smith (Chair of F&GP) and the Clerk. Limit of £2,000 for Cllr J Allinson’s existing card and Cllr R Smith and limit of £1,000 for the Clerk.	137/2022	Meet to consider noticeboard for cemetery to include litter and bench notices and advise Clerk.	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 with meeting request and photos of the road.	198/2022	Cllr J Allinson will chase again regarding lodging objection to Notice of Landowner Deposit.	220/2022	Send out form for Councillors to complete about what equipment they use to access the PC system. Will be sent out by end of this week.	242/2022	Before end of the financial year (31 <sup>st</sup> March) Cllrs S Homer and A Wray to develop a grant strategy for the Parish Council – to be adopted at April meeting.
116/2022	S106 form to be completed for Arts Committee.																	
133/2022	Financial regulations to be reviewed and then ratified at meeting following receipt of prepaid cards.																	
133/2022	Prepaid cards – Agreed at last F&GP meeting to order cards for Cllr R Smith (Chair of F&GP) and the Clerk. Limit of £2,000 for Cllr J Allinson’s existing card and Cllr R Smith and limit of £1,000 for the Clerk.																	
137/2022	Meet to consider noticeboard for cemetery to include litter and bench notices and advise Clerk.																	
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 with meeting request and photos of the road.																	
198/2022	Cllr J Allinson will chase again regarding lodging objection to Notice of Landowner Deposit.																	
220/2022	Send out form for Councillors to complete about what equipment they use to access the PC system. Will be sent out by end of this week.																	
242/2022	Before end of the financial year (31 <sup>st</sup> March) Cllrs S Homer and A Wray to develop a grant strategy for the Parish Council – to be adopted at April meeting.																	

	250/2022	Training and induction pack to be set up for all Councillors for new financial year.	
	252/2022	Taylor Wimpey village entrance planters - request update regarding planning permission for planters.	
	252/2022	Email from Andrew Earnshaw received 18/10/22 – Enquiry regarding traffic in Bampton. Council have tried but cannot get pedestrian crossings. Cllr J Allinson to draft response.	
	256/2022	Emergency Response Plan requires urgent update to all procedures.	
	234/2022	Cllrs T Fenton and A Smith will work together to speak to the new person in charge of enforcement. Request that Cllr T Fenton follows up meeting request with Robert Courts.	
	276/2022	Website to be ready for councillors to check by end of next week.	
<u>027/2023</u>	<b>Public participation:</b> Three members of the public participated.		
<u>028/2023</u>	<b>Planning applications:</b>		
	23/00047/S73 DEADLINE: 13/02/23	PROPOSAL: Variation of conditions 2, 3 and 4 of planning permission 18/02514/HHD to allow removal of ground floor UPVC walkway element, replace kitchen door with French doors and kitchen bi-fold doors with a window together with the addition of a further kitchen and bedroom window and the enlargement of approved bedroom window. Town and Country Planning Act. LOCATION: <b>29 Chetwynd Mead, Bampton</b>  <b>NO OBJECTION</b>	
	18/02514/HHD DEADLINE: 13/02/23	PROPOSAL: Alterations and erection of single and two storey rear extensions. Town and Country Planning Act. LOCATION: <b>29 Chetwynd Mead, Bampton</b>  <b>NO OBJECTION</b>	
<u>029/2023</u>	Finance and Accounts for Payments:		
	<ul style="list-style-type: none"> <li>The following payments were approved in accordance with the budget:</li> </ul>		
	Joanne Broughton Expenses	Expenses claim - TOSCC Facilities Manager PAT training course, 12Pay annual licence renewal, sellotape, sharpie pen, WOA planning fee	£362.75
	OALC	Allotments course for Stuart Homer	£36.00
	WEL Medical Limited	Defibrillator battery	£279.54
	Rupert Goody Plants Ltd	Plants	£45.59
	A.K. Timms	Keys for cemetery shed, red spray for bus stop	£18.52
	Community First Oxfordshire	Membership 2023/24	£70.00
	Alex Booty	Ditch clearance and greenery removal	£900.00

	123Connect Ltd	CMS Fee – Hold until new website launch date confirmed	£118.80
<u>030/2023</u>	<p><u>Post Office WC:</u> Quote from H&amp;OB Building Ltd approved for installation of Post Office WC. Noted there will be a building regulations fee once work starts. Liaise with Post Office to discuss access. Provide H&amp;OB with Cllr S Radband's contact details.</p>		
<u>031/2023</u>	<p><u>Allotment Report:</u> A report was sent out prior to the meeting and no resolutions were made.  It was noted that Cllr S Homer is now responsible for allotments and attended a training course today with the National Allotment Society. Recent burglary at allotments was discussed and post to go onto Facebook.</p>		
<u>032/2023</u>	<p><u>Town Hall Report:</u> No report was given other than to mention the Post Office WC works for which a quote has now been agreed.</p>		
<u>033/2023</u>	<p><u>The Old School Community Centre Report:</u> No report was given. It was noted that phone and broadband switchover will commence soon.</p>		
<u>034/2023</u>	<p><u>Cemetery Report:</u> A report was given at the meeting and the following resolutions were made:</p> <ul style="list-style-type: none"> <li>• Arrange meeting with Craig to discuss online mapping.</li> <li>• Speak to stonemason regarding error on cemetery plaque.</li> </ul>		
<u>035/2023</u>	<p><u>Highways, Footpaths &amp; Tree Report:</u> A report was sent out prior to the meeting and no resolutions were made.</p>		
<u>036/2023</u>	<p><u>Mercury Play Park Report:</u> Nothing to report.</p>		
<u>037/2023</u>	<p><u>Lengthsman Report:</u> A report was given at the meeting and no resolutions were made.</p>		
<u>038/2023</u>	<p><u>Committee Meeting Updates:</u> <u>IT Committee</u> Hope to share new website with councillors soon. Phone and Broadband switch is imminent. IT equipment questionnaire being sent out later.</p>		
<u>039/2023</u>	<p><u>Parish Council Social Media Communications:</u></p> <ul style="list-style-type: none"> <li>• Bampton Exhibition Foundation</li> </ul>		
<u>040/2023</u>	<p><u>Correspondence:</u></p> <ul style="list-style-type: none"> <li>• Email from Emily Rice at OCC received 30/01/23 - Annual Emergency Planning Unit Town and Parish Survey 2023. Agreed for Cllr D Lloyd to assist Cllr S Homer with Emergency Plan and completion of survey. Clerk to forward survey and to chase leavers for return of emergency plan files.</li> <li>• Email from Clean Slate received 31/01/23 - Donation request from domestic violence charity. Agreed to make a donation of £50.</li> <li>• Email from RAF Brize Norton received 01/02/23 - BZN Airspace Change Proposal (ACP). Request meeting to discuss this. Cllr S Radband to speak to Tom Buxton about the report.</li> </ul>		
<u>041/2023</u>	<p><u>Essential Village Matters:</u></p> <ul style="list-style-type: none"> <li>• Email received from member of public requesting white triangles outside Co-op. T Fenton said this isn't a formal crossing. Respond that we're taking it up with highways and trying to get signage. Cllr J Allinson to include in email to James Wright.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Bins – Cllr J Allinson met with WODC and it was agreed to pay for 7 bins going forward instead of 13. Charge was reduced to £3046.68 which the council agreed.</li> <li>• New community Librarian starting in February.</li> <li>• War memorial – Agreed to purchase 3 barrels to replace existing ones. Cllr J Allinson to send Cllr S Radband details.</li> </ul>
<u>042/2023</u>	<u>The Coronation of King Charles III:</u> <ul style="list-style-type: none"> <li>• IT to draft social media post requesting volunteers. Cllr S Homer to post extracts of official Coronation letter onto website and Facebook.</li> <li>• Bunting and flag agreed. Clerk and Cllr S Radband to liaise regarding cost, quantity of bunting and size of flag required.</li> </ul>
<u>043/2023</u>	<u>Report from Friends of St Mary's:</u> Cllr P Smith attended meeting and was made a trustee.
<u>044/2023</u>	<u>Land registration of cemetery, memorial and Town Hall:</u> Council agreed that F&GP can look into this and revert back once quote received.
<u>045/2023</u>	<u>Annual Parish Meeting Minutes 2021 and 2022:</u> Minutes were signed. It was noted that no minutes are available from 2020 as no meeting held due to covid. 2021 meeting was held online as per government guidelines and minutes were not signed at 2022 meeting as they hadn't been brought to the meeting.

With no further business to discuss the meeting finished at 10.05pm

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

The next meeting is Wednesday 8<sup>th</sup> March 2023