

BAMPTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING ON 10th May 2023 at 7.00pm

PRESENT: Cllrs J Allinson (Chair), R Smith (Vice Chair), S Homer, P Foster, S Radband, A Wray, C Foley, S McLaren

IN ATTENDANCE:

090/2023	<u>Chairperson election:</u> Cllr J Allinson was re-elected as Chairman.	
091/2023	<u>Vice Chair:</u> Cllr R Smith was re-elected as Vice Chair.	
092/2023	<u>Chair and Vice Chair declaration of acceptance:</u> Cllrs J Allinson and R Smith signed during the meeting.	
093/2023	<u>Apologies for Absence:</u> Joanne Broughton (Clerk), District Cllr A Smith, Cllr D Lloyd	
094/2023	<u>Variation of Order of Business:</u> None	
095/2023	<u>Declarations of Interest:</u> None	
096/2023	<p><u>County and District Councillors reports & questions:</u> A report was sent from District Cllr A Smith prior to the meeting and read out by Cllr A Wray with the main points being:</p> <p><u>District Council</u></p> <ul style="list-style-type: none"> • Thames Water – Update on waste discharges and infrastructure issues. • Planning – Designation of The Moors, Ducklington as Flood Zone 1, having previously been Flood Zone 3. Environment Agency meeting with WODC in June. • Long Paddock – Ditch clearing has taken place. Water leak on road is not from The Paddocks or Long Paddock. Kevin Jack has asked Thames Water to investigate. • Paddocks – Project Officer has been appointed and project brief is currently being worked on. Cllrs S Radband and A Wray to meet on site. <p><u>County Council</u> No report</p>	
097/2023	<u>Confirmation of minutes:</u> The minutes of the meeting held on 12 th April 2023 were signed as a true record.	
	<u>Actions Update:</u> All the following appear to be outstanding:	
	116/2022	S106 form to be completed for Arts Committee. JA
	133/2022	Financial regulations to be reviewed and then ratified at meeting following receipt of prepaid cards. JA
	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. Clerk
	137/2022	Cllrs S Radband and J Allinson met to consider noticeboard for cemetery. Obtain quote. JA SR
	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. Cllr J Allinson to email. JA

	242/2022	Grant strategy circulated to councillors for comments. For further discussion at June meeting.	SH AW
	250/2022	Training and induction pack to be set up for all Councillors for new financial year.	Clerk
	252/2022	Taylor Wimpey village entrance planters - request update regarding planning permission for planters. Cllr S McLaren to follow up.	SM
	256/2022	Emergency Response Plan requires urgent update to all procedures. Cllrs S Homer and D Lloyd to meet and update policy and send information out to village. Ongoing.	SH DL
	234/2022	Cllrs T Fenton and A Smith will work together to speak to the new person in charge of enforcement. Cllr T Fenton to follow up meeting request with Robert Courts.	AW TF AS
	276/2022	New website – Completion agreed for end April, liaise with Cllr P Foster.	Clerk PF
	039/2023	Bampton Exhibition Foundation – Post to go on social media to advise that funding is available.	SH
	034/2023	Cemetery: <ul style="list-style-type: none"> • Speak to stonemason regarding error on cemetery plaque. • Online cemetery mapping almost finished. Names to be checked. Check with IT about Parish Online. 	JA SR Clerk
	040/2023	BZN Airspace Chance Proposal (ACP) – Face to face meeting with RAF requested.	JA
	060/2023	Complete S106 form for Mercury Park.	Clerk RS
	077/2023	Cemetery online mapping - Names to be checked.	Clerk SR
	089/2023	SPAJERS have shown an interest in running the Xmas Fair. Response has been drafted, to be sent from the Clerk or Cllr P Foster.	Clerk PF
	085/2023	Coronation Bench – Discussed purchasing two 6ft benches rather than one 8ft bench.	JA Clerk
	086/2023	Cllrs S Radband and D Lloyd to show new Cllr C Foley the different areas the council are responsible for cutting.	CF SR DL
	079/2023	Obtain updated quotes for replacing all bark with rubber for Mercury Park.	SR
098/2023	<u>Public participation:</u> None		
099/2023	<u>Committees:</u> The committees members were agreed for the ensuing year and the spreadsheet updated.		
100/2023	<u>Calendar of meetings:</u> It was agreed to meeting days of the second Wednesday of the month at 7pm for the ensuing year apart from in August when there will be no meeting.		

101/2023	<u>Planning applications:</u> None																																											
102/2023	Finance and Accounts for Payments: <ul style="list-style-type: none"> The following payments were approved in accordance with the budget: <table border="1"> <tr> <td>H&OB Building Ltd</td> <td>1st stage payment for Post Office WC</td> <td>£5,399.40 PAID</td> </tr> <tr> <td>Ubico Limited</td> <td>Empty dog bins at Bowling Green Close and litter bin Sandfield Road for period 01/10/22-31/03/23</td> <td>£251.32 PAID</td> </tr> <tr> <td>WODC</td> <td>Dog bin emptying at Mercury and Church View</td> <td>£202.43 PAID</td> </tr> <tr> <td>WODC</td> <td>Empty bin at Cemetery for period 01/04/23-30/09/23</td> <td>£312.00 PAID</td> </tr> <tr> <td>Oxford Diocesan Board of Finance</td> <td>Rent for allotments – half yearly</td> <td>£32.50</td> </tr> <tr> <td>OALC</td> <td>Essentials of Employing People 23/05/23 for J Allinson and A Wray</td> <td>£72.00</td> </tr> <tr> <td>OALC</td> <td>Property Law for Town and Parish Councils 18/05/23 for J Allinson</td> <td>£48.00</td> </tr> <tr> <td>Rupert Goody Plants Limited</td> <td>Plant food for War Memorial flowers</td> <td>£56.00</td> </tr> <tr> <td>Rupert Goody Plants Limited</td> <td>Plants for Market Square tubs</td> <td>£184.49</td> </tr> <tr> <td>Recreation Ground</td> <td>First half of annual grant</td> <td>£12,500</td> </tr> <tr> <td>Chris Smith</td> <td>April mowing</td> <td>£1,706.00</td> </tr> <tr> <td>J Wright Plumbing and Heating</td> <td>Repairs at The Old School Community Centre</td> <td>£230.00</td> </tr> <tr> <td>Joanne Broughton</td> <td>Drawing pins, kettle and matting for Rec Ground</td> <td>£128.55</td> </tr> </table> <ul style="list-style-type: none"> The following pre-paid debit card transactions were approved: <table border="1"> <tr> <td>WODC</td> <td>Building control fee for Post Office WC</td> <td>£537.60</td> </tr> </table>		H&OB Building Ltd	1 st stage payment for Post Office WC	£5,399.40 PAID	Ubico Limited	Empty dog bins at Bowling Green Close and litter bin Sandfield Road for period 01/10/22-31/03/23	£251.32 PAID	WODC	Dog bin emptying at Mercury and Church View	£202.43 PAID	WODC	Empty bin at Cemetery for period 01/04/23-30/09/23	£312.00 PAID	Oxford Diocesan Board of Finance	Rent for allotments – half yearly	£32.50	OALC	Essentials of Employing People 23/05/23 for J Allinson and A Wray	£72.00	OALC	Property Law for Town and Parish Councils 18/05/23 for J Allinson	£48.00	Rupert Goody Plants Limited	Plant food for War Memorial flowers	£56.00	Rupert Goody Plants Limited	Plants for Market Square tubs	£184.49	Recreation Ground	First half of annual grant	£12,500	Chris Smith	April mowing	£1,706.00	J Wright Plumbing and Heating	Repairs at The Old School Community Centre	£230.00	Joanne Broughton	Drawing pins, kettle and matting for Rec Ground	£128.55	WODC	Building control fee for Post Office WC	£537.60
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103/2023	<u>Insurance:</u> Renewal fee is £9,304.70 with BHIB. Awaiting quotes from Zurich and Abbeystone. Consent given to Clerk to pay maximum of £9,304.70.	Clerk																																										
104/2023	<u>Appointment of auditor:</u> It was agreed to continue with Shilton Accounting Services for the forthcoming year.																																											
105/2023	<u>Banking Signatories:</u> Follow up access for Cllrs A Wray and C Foley. Remove Cllr P Smith.	Clerk																																										
106/2023	<u>Allotment Report:</u> A report was sent out prior to the meeting and no resolutions were made.																																											
107/2023	<u>Town Hall Report:</u> Nothing to report other than Post Office WC works should be finished next week.																																											
108/2023	<u>The Old School Community Centre Report:</u> A report was sent out prior to the meeting and no resolutions were made.																																											
109/2023	<u>Cemetery Report:</u> A report was given at the meeting and no resolutions were made.																																											
110/2023	<u>Highways, Trees, Footpaths and Floods Report:</u> A report was sent out prior to the meeting and no resolutions were made.																																											

111/2023	<u>Mercury Play Park Report</u> : A report was given at the meeting and no resolutions were made.	
112/2023	<u>Lengthsman Report</u> : A report was given at the meeting and no resolutions were made.	
113/2023	<u>Committee Meeting Updates</u> : <u>HR</u> : Lengthsman and Facilities Manager salaries have been reviewed. <u>IT</u> : Website update. Councillor photos for new website to be taken by James Wildman. It was noted that unauthorised log in attempts have been made to the parish council IT system.	PF IT
114/2023	<u>Social Media Communications</u> : None.	
115/2023	<u>Correspondence</u> : Email from Nicky Paris at Volunteer Link Up received 19/04/23 - Good Neighbour Schemes Questionnaire. Email from Andrew Brown, Monitoring Officer at WODC received 03/05/23 - An email was passed on from the interim monitoring officer at WODC regarding complaints he had received from 2 residents in Bampton. The monitoring officer did not feel that the complaints were related to conduct and had therefore passed them to the parish council to reply. It was agreed to direct residents to the parish council complaint procedure on our web-site. Email from Ruth Swift at Volunteer Link Up received 06/05/23 - Invitation to 40 th Anniversary Celebration of Volunteer Link Up. Cllr J Allinson to respond.	JA Clerk JA
116/2023	<u>Report on essential village matters (received after agenda was set)</u> : The Chair informed the council that Cllr P Smith has resigned from Bampton Parish Council.	

With no further business to discuss the meeting finished at 9.40pm.

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

The next meeting is Wednesday 14th June 2023.