

BAMPTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING ON 12th October 2022 AT 8.30pm

PRESENT: Cllrs J Allinson (Chair), R Smith (Vice-Chair), S Homer, S McLaren, D Clarke, S Dunning, S Radband, A Wray, P Smith, P Foster, D Lloyd, County and District Cllr Ted Fenton

IN ATTENDANCE: J Broughton (Clerk)

202/2022	<u>Apologies for absence:</u> None																		
203/2022	<u>Variation of order of business:</u> Allowed.																		
204/2022	<u>Declarations of interest:</u> Location interest from Cllr A Wray regarding Sandford House planning applications.																		
205/2022	<p><u>County and District Councillors' reports and questions:</u></p> <p>County Council</p> <ul style="list-style-type: none"> • Cabinet Member for Highways Management decision 13th October on lowering 30mph limit to 20mph. 68 respondents to consultation - 35 (52%) objected, 5 (7%) had concerns, 27 (40%) in favour & 1 had no opinion. • Applications to the Councillor's Priority Fund must be made by 31st January 2023. • Consultation open for more traffic restrictions in Oxford. • Work on the new Park & Ride at Eynsham should begin soon. • A budget briefing on Tuesday indicated that OCC is probably going to have to find savings of £50 million for next year's budget. <p>District Council:</p> <ul style="list-style-type: none"> • WODC currently unable to demonstrate a five year housing land supply. Until evidence is produced, the NPPF (National Planning Policy Framework) requires that proposals will be approved unless the impact of development can be shown to "significantly and demonstrably outweigh the benefits". • Kelly Murray has taken over as Planning Enforcement Officer from Kim Smith. 																		
206/2022	<u>Confirmation of minutes:</u> The minutes of the meeting held on 26 th September 2022 were signed as a true record.																		
207/2022	<p><u>Actions update:</u></p> <table border="1"> <tr> <td>116/2022</td> <td>S106 form to be completed for Arts Committee.</td> </tr> <tr> <td>109/2022</td> <td>Following up with builder who has expressed interest in installing toilet in 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>107/2022</td> <td>Bank mandates to be updated.</td> </tr> <tr> <td>105/2022</td> <td>Amendments to insurance policy to be agreed. Send dates out to see when people are available for another meeting.</td> </tr> <tr> <td>133/2022</td> <td>Financial regulations to be amended and ratified.</td> </tr> <tr> <td>133/2022</td> <td>Prepaid cards - Increase Clerk's limit on Parish Council card to £1,000. Request Recreation Ground card for Clerk with limit of £1,000.</td> </tr> <tr> <td>137/2022</td> <td>Cllrs S Radband and J Allinson to consider noticeboard for cemetery to include litter and bench notices and advise Clerk.</td> </tr> <tr> <td>137/2022</td> <td>Review of cemetery benches has been carried out. Clerk to check if permission has been granted once details have been provided.</td> </tr> </table>	116/2022	S106 form to be completed for Arts Committee.	109/2022	Following up with builder who has expressed interest in installing toilet in 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.	107/2022	Bank mandates to be updated.	105/2022	Amendments to insurance policy to be agreed. Send dates out to see when people are available for another meeting.	133/2022	Financial regulations 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	Review of cemetery benches has been carried out. Clerk to check if permission has been granted once details have been provided.
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	123/2022	Cllr T Fenton to chase James Wright regarding request for triangular sign warning of people crossing the road.	
	143/2022	Draft graphics portraying what the council is and isn't responsible for have been sent to IT to view. Work on these is ongoing.	
	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	Obtaining quotes from window cleaners and seeking clarification of existing cleaning services for The Old School Community Centre.	
	161/2022	Investigate why PH of water in TOSCC boiler system requires annual adjustment.	
	165/2022	Quote for £750 accepted for works to Ampney Orchard ditch.	
	198/2022	Lodge objection to Notice of Landowner Deposit.	
	178/2022	Pay Microsoft contract annually instead of monthly as cheaper.	
	180/2022	Increases in debit card limits approved. Chairman £2,000, Vice-Chairman £2,000 and F&GP Chairman £2,000. Cards to be ordered.	
	186/2022	F&GP to look at S106 money for playground surface.	
	189/2022	Agreed to publish discussion report on 20mph Survey on Parish Council website.	
	190/2022	Consider email from Mr Parker regarding damage to buildings from lorries.	
	194/2022	Delegate Dignity at Work Policy to HR Committee for review.	
208/2022	<u>Public participation:</u> None.		
209/2022	<u>Planning applications:</u>		
	22/02536/HHD	Timber Garden Gazebo. Town & Country Planning Act. Evelyne Cottage, Landells, Bampton NO OBJECTION Comment – It would be nice to have the measurements on the plan.	
	22/02567/HHD & 22/02560/LBC	Alterations and Raised Roof over existing Workshop/Garage (resubmission of 21/01019/HHD). Town & Country Planning Act. Sandford House, Church View, Bampton Alterations and Re-built walls and Raised Roof over existing Workshop/Garage (re-submission of 21/01020/LBC). Planning (Listed Building and Conservation Areas) Act. Sandford House, Church View, Bampton NO OBJECTION Comment – These are actually retrospective applications as the building has already been removed without listed building consent.	
210/2022	<u>Finance and Accounts for Payment:</u>		
	<ul style="list-style-type: none"> The following payments were approved in accordance with the budget: 		
	The Wychwood Gardener	September Gardening Services at Town Hall	£115.00

	Oxford Diocesan Board of Finance	Rent half year ended 29/09/22	£32.50		
	A.C.S Bower Ltd	Replace wooden post on Broad Street	£144.00		
	A.C.S Bower Ltd	Renew sand bunker gate post	£579.85		
	Lyreco	Office chair for Clerk	£128.68		
	OALC	Councillor Fundamentals course for Cllrs A Wray and S Dunning	£132.00		
	Mick's Skips Limited	Skip for allotments	£264.00		
	Moore	2021/22 External Auditor's limited assurance review	£720.00		
	Chris Smith	September grass cutting	£1,676.00		
	Medlar Consultancy Ltd	Professional advice relating to final tree works for 2022 following survey	£270.00		
	<ul style="list-style-type: none"> The following pre-paid debit card transactions were approved: 				
	Microsoft	Licences	£33.84		
211/2022	<u>Internal and external audits:</u> The results of both audits from the AGAR form for 2021-22 were reviewed and all comments were noted.				
212/2022	<u>Purchase Order System:</u> <ul style="list-style-type: none"> Agreed to delegate new purchase order system to F&GP for agreement Investigate if purchase order template in Scribe can be amended. 				
213/2022	<u>Allotment report:</u> Nothing to report.				
214/2022	<u>Town Hall report:</u> A report was sent prior to the meeting and the following resolutions were made: <ul style="list-style-type: none"> Quote for asbestos tile removal costing £2,348 was accepted. Agreed to grant WestOxArts £660 for new signage and £25 towards the cost of electric for the jubilee clock. 				
215/2022	<u>Old School Community Centre (TOSCC) report:</u> A report was sent prior to the meeting and no resolutions were made.				
216/2022	<u>Cemetery report:</u> A report was given at the meeting and no resolutions were made.				
217/2022	<u>Highways, footpaths and tree report:</u> A report was sent prior to the meeting and the following resolutions were made: <ul style="list-style-type: none"> Discussion regarding two suggestions put forward by Cllr S McLaren. Purchase of CCTV system overlooking pavement and double yellow lines on High Street at the Town Hall to record illegal and dangerous parking. Not agreed by councillors. Agreed to purchase solar panel for VAS sign to obviate the need for frequent battery changes. Check with Cllr T Fenton if this can be funded from Councillor Priority Fund. 				
218/2022	<u>Mercury Play Park:</u> A report was given at the meeting and the following resolutions were made: <ul style="list-style-type: none"> Play bark continues to be stolen. Agreed to purchase more play bark with cost not exceeding £1,000. Agreed to accept quote for £345 from Playgroundworks for timber repairs. 				
219/2022	<u>Lengthsman report:</u> Nothing to report.				
220/2022	<u>Committee meeting updates:</u> <u>IT:</u>				

	<ul style="list-style-type: none"> • Councillors to advise IT on which devices they use to access email and files so that IT can ensure they are fully supported. • Development website under construction and link to be shared with councillors ahead of November meeting. • Broadband and telephone options have been reviewed and it was agreed that IT can proceed with changing providers. • Agreed for IT to instruct Pyrotec to upgrade the Pavilion fire alarm monitoring service to an internet and/or 4G mobile connection. One off cost of £800-£1,000 to install this facility followed by an annual fee. <p><u>Christmas Committee:</u></p> <ul style="list-style-type: none"> • Will be meeting shortly to proceed with plans for the Christmas Fair.
221/2022	<u>Parish council social media communications:</u> Nothing to report.
222/2022	<p><u>Correspondence:</u></p> <ul style="list-style-type: none"> • Email from Publica Group (WODC) received 22/09/22 – Revised bin emptying charges for 2022-23. Check emails from when bins were purchased as council were informed that new bins wouldn't cost more to empty. • Email from Lynda Scott, Clerk for Clanfield, received 25/09/22 – Increase in bin emptying charges for 2022-23. Respond that we are looking into this. • Email from James Jamieson received 5/10/22 – Verges around Beam Paddock. Respond that we have reported this as fly tipping and the tree cuttings need to be cleared. • Email from Cornerstone received 6/10/22 – Proposed upgrade of existing base station in Witney.
223/2022	<p><u>Report on essential village matters (received after agenda was set):</u></p> <ul style="list-style-type: none"> • Cllr J Allinson attended meeting to discuss setting up a 'Warm Hub' in Bampton. It was discussed that this would be a good cause for the council to provide a grant to, dependent on sufficient funds being available.
224/2022	<u>Code of Conduct:</u> It was agreed to adopt the new Code of Conduct which is being recommended for all Councils.
225/2022	<u>Civility & Respect Pledge:</u> All councils have been asked to sign the Civility & Respect Pledge to promote better working relationships. This requires a council to have an Equality and Diversity policy. Agreement of the pledge deferred until November meeting once HR have drafted the policy.
226/2022	<u>Grant request from Bampton Classical Opera:</u> Agreed to provide a grant for £900.
227/2022	<u>Grant request from St Mary's Church:</u> Agreed to provide a grant for £1,000.
228/2022	<u>Request for new Ukraine flag:</u> Agreed to purchase new flag with cost not exceeding £50.
229/2022	<u>Long Service Award:</u> Agreed to purchase framed certificate to be presented to Bampton Fireman who is now retiring. Cost not to exceed £50.
230/2022	<u>Review RPC allocations:</u> Deferred until November meeting.

With no further business to discuss the meeting finished at 10.20pm

Signed..... Dated.....
The next meeting is Wednesday 9th November 2022