

# MINUTES OF THE ORDINARY MEETING HELD IN THE ALBERT FOWLER ROOM OF THE RIVERSIDE HALL ON TUESDAY 2 DECEMBER 2008

## Public Forum

- Diane Holland attended to discuss the Flood Plan
- questionnaires have been distributed and replies to be collated when received.
- it was confirmed that sand bags are to be supplied by the owners.
- list of phone numbers and volunteers to be extracted from the questionnaires and from advertisements.
- Howard Collins attended to discuss the kissing gate at Barnhay
- the mesh recently removed is to be replaced. **Action PW.**
- alternative arrangement to be considered to allow access by wheelchairs and not bicycles etc.
- Colin Rowland attended to discuss School Close
- CR is prepared to grant access across his land but Exeter Diocese is not prepared to discuss the proposal.

## Meeting of the Town Council

1. **Attendance of Councillors** – T Knagg, F Collier, C Fagg., C Hicks, F Stoner, R Stanley (District) and G Symons (Clerk). Apologies were received from P West and P Colthorpe (District).

### 2. Election of a new Chairman and Vice-Chairman

**Following the recent receipt of a letter of resignation from Kevin Bristow, due to ill health, and the death of Robin Barwell, it was agreed to elect a new Chairman and Vice-Chairman**

#### Chairman

- **Cllr Terry Knagg was nominated by CH and seconded by FC. As there were no other nominations and the appointment was accepted, an acceptance form was signed by the new Chairman.**

#### Vice-Chairman

- **Cllr Fran Collier was nominated by TG and seconded by CH. As there were no other nominations and the appointment was accepted, an acceptance form was signed by the new Vice-Chairman.**

**It was agreed to send a letter to Kevin Bristow to thank him for the tremendous contribution he has given to BTC during the last 10 years.**

### 3. Minutes of the ordinary meeting of 7 October 2008

With the following additions, the minutes, having been previously circulated, were signed by the Chairman and the Clerk.

- It was agreed not to pursue the listing building status for The Swan Hotel
- A balance beam in the play area requires repair. **Action TK.**

#### 4. Matters arising from the last minutes

- MDDC to be contacted regarding collection of plastic waste. **Action CH.**
- Inspection of trees to be pursued. **Action Clerk and FC.**
- No progress has been made with lay-bys in Ford Road.
- The installation of Christmas trees was discussed. **Action All.**
- It was agreed that a small seat could be located in Bouchier Close and in Frog street with the new metal seat at the Millennium Green.
- MDDC to be contacted about the removal of the trailer. **Action FC.**
- Responses from the advertisement for toilet cleaners are awaited.
- A reply has finally been received from DCC concerning highway matters. Bob Wigley is to carryout a site visit and then provide comments.

#### 5. Matters arising from the circulation file

- None.

#### 6. Correspondence

- From Kevin Bristow – resignation as a Councillor – item 2 above refers.
- From MDDC – Allocations and Infrastructure Development Plan Document preferred option consultation was discussed. Comments to be collected and a reply formulated. **Action FC and Clerk.**
- From Mrs Howarth – concerning the kissing gate – Public Forum above refers. A reply to be sent. **Action Clerk.**
- From Mr S Bennett – a reply to a letter dated 31.10.08 was agreed. **Action Clerk.**
- From Michael Hatchett concerning the accounts and grants from Bampton Fair. As money is still to be collected, the accounts and grants will be delayed until Spring 09. A reply letter to be sent. **Action Clerk.**
- From Martin French – concerning the control of traffic on the A396. Refer MF to DCC. **Action Clerk.**
- From Peter Wood – requesting to be considered for the latest vacancy for a Councillor.

#### 7. Planning

- Application 08/02016/FULL – Formation of an ornamental pond at higher Grants Farm. **Agreed as the application will enhance the property without causing an adverse effect on others.**
- Application 08/02013/FULL – Erection of a dwelling and formation of access at Wheat Close, Morebath Road. **Agreed as the application will provide a good quality property.**

## 8. Finance

- **Credits** (not including bank interest payments)

- None.

- **Debits** – It was agreed to pay the following accounts:-

▪ G Symons, back pay - £130.50 101266	Cheque
▪ Tiv & District Comm Transport Assoc, S137 Grant - £75.00 101267	Cheque
▪ H Berridge, S137 Grant - £100.00 101268	Cheque
▪ EDF Energy, M/Green - £9.51 101269	Cheque
▪ Audit Commission, fees - £334.88 101270	Cheque
▪ N Page, P3 fencing - £300.00 101271	Cheque
▪ R White, Fair lease fee - £100.00 101272	Cheque
▪ G. Bristow, toilets etc - £310.00 101273	Cheque
▪ K Bristow, materials - £111.22 101274	Cheque

- **Balances**

- HSBC treasurers account will be £1,411.69 after the above cheques have cleared.
- Scottish Widows account will be £17,367.72.

- **Other business**

- It was agreed to use P Trick to cut the overgrowth on the footpath at Bouchier Close.
- The salary for the Clerk has been revised by NALC and a letter to HSBC authorising the change in the monthly payment was signed.
- Reports showing the likely reserve at the end of 08/09 and the likely budget for 09/10 were presented and discussed. It was agreed that,
  - the 09/10 precept should be the 08/09 precept increased by 5%.
  - cut backs would be required to avoid overspend.
  - there was no money for projects.
  - a minimum reserve of £5000 was required to provide cash flow.

## 9. Report from committees and subcommittees

### • **Bampton Fair**

- Kelly Beeston has produced details of work required to run the Fair by the new Agent to be appointed for 2009.
- Kelly to attend the BTC meeting in January to discuss the handover to the new Agent.
- Agenda item for January. **Action Clerk.**

### • **Riverside Hall**

- None.

### • **Bampton in Bloom**

- None.

### • **Footpaths and Seats**

- MDDC could be offered a seat for the play area in Shillingford. **Action FC.**
- A report on the footpaths was given by Colin Fagg.

## 10. District Council Liaison

- The Preferred Options Report of the Local Development Plan giving possible sites for development was discussed. Item 6 above refers.

## 11. Police Liaison

- Latest crime details discussed.

## 12. Millennium Green

- A site meeting has taken place with Hastnein Kanani (MDDC) whom supports the proposed scheme for a kick about area in the orchard.
- A level survey, a tree survey and an ecological report is required for planning permission. **Action Clerk.**
- MDDC will finance the surveys from S106 monies.

## 13. Flood Plan

- Public Forum above refers.

## 14. Parking in Brook Street

- No further restrictions to be considered at this time.

#### 15. Any other business

- Rubble is deposited at the stream near Scott's development.
- Alterations to the 398 bus route may occur.
- The Signpost is to be used to update residents of BTC business.

There being no other business, the Chairman closed the meeting at 10.30 p.m.

The next Ordinary meeting will be held at the Riverside Hall on Tuesday 6 January 2009 starting at 7.00 p.m.

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## MINUTES OF THE ORDINARY MEETING HELD IN THE ALBERT FOWLER ROOM OF THE RIVERSIDE HALL ON TUESDAY 4 NOVEMBER 2008

### Public Forum

- Jane Webber attended
- to request a recycle facility for plastics as provided in other towns.
- to report the high level of uncontrolled dog fouling in Bampton. Names of offenders are to be sought.
- to request a 20 mph zone in and around West Street.
- Dianne Holland attended to discuss the Flood Plan item 12 below refers.
- Jennifer Ashdown attended
- to report the success of the new no dogs sign at the Hollett Garden
- to report the high quality of the grass maintenance by S Kelland at the Hollett Garden.
- to suggest that parking lines in the car park in Station Road would increase the capacity.
- Paul Edwards attended to report on the present ideas for the refurbishment of the existing and/or construction of a new Riverside Hall.

### Meeting of the Town Council

- 1. Attendance of Councillors** – K Bristow (Chairman), T Knagg, P West, F Collier, C Fagg,, C Hicks, R Stanley (District) P Colthorpe (District) and G Symons (Clerk). Apologies were received from F Stoner.
- 2. Minutes of the ordinary meeting of 7 October 2008**  
The minutes, having been previously circulated, were signed by the Chairman and the Clerk.
- 3. Matters arising from the last minutes**
  - The inspection of the trees at the car park is still to be arranged with Bernard Shaw of Crediton. **Action Clerk.**
  - DCC have not responded to our repeated request for a site meeting to discuss highway issues. Another attempt is to be made to Bob Wigley and to [meg.booth@devon.gov.uk](mailto:meg.booth@devon.gov.uk) . **Action Clerk & KB.**
  - Mr W Weston to be contacted about increased parking in Ford Road. **Action KB.**
  - MDDC to be contacted for an update on the play area at the Millennium Green. **Action Clerk.**
- 4. Matters arising from the circulation file**
  - None.

## 5. Correspondence

- From D Woollacott – giving notice of her resignation from this Council. It is hoped that the election for a replacement can be included with the replacement for the late Robin Barwell.
- From DCC – giving P3 information. **Action CF.**
- From Mr S Bennett – concerning Bampton Fair and other issues.
- From MDDC – giving the date for planning training. **Action TG & PW.**

## 6. Planning

- Application 08/01818/FULL – Erection of an extension with balcony over; car port and conversion of garage to living accommodation at Zeal House, Shillingford. **Agreed as the application will enhance the property without causing an adverse effect on others.**
- Application 08/01872/FULL – change of use from domestic office/store to commercial office/store at 14 Brook Street. **Agreed as the application will create employment without causing an adverse effect on others.**
- Application 08/01904/FULL – erection of a conservatory at 2 Woodlands Close, Bampton. **Agreed as the application will enhance the property without causing an adverse effect on others.**
- Application 08/01890/FULL – erection of extensions at 1 Cole Cottages, Shillingford. **Agreed as the application will enhance the property without causing an adverse effect on others.**
- Application 08/01359/TELCOM – prior notification for the erection of a 9m light pole at Mary Lane, Bampton. **Not agreed as the application would damage the development of the former church.**

## 7. Finance

- **Credits** (not including bank interest payments)
- Rowland and Anderton Amusements - £1750.00
- **Debits** – It was agreed to pay the following accounts:-

▪ S Kelland, grass - £1,351.25	Cheque 101260
▪ P Trick, grounds maintenance - £12.00	Cheque 101261
▪ Mole Valley Farmers, vehicle beacons for B Fair - £68.86	Cheque 101262
▪ G. Bristow, toilets etc - £410.00	Cheque 101263
▪ Exmoor Luxury Loos Ltd, Fair toilets - £545.20	Cheque 101264
▪ S Bristow, Fair toilets - £100.00	Cheque 101265

- **Balances**

- HSBC treasurers account will be £1,495.88 after the above cheques have cleared.
- Scottish Widows account will be £17,367.72.
- The above bank statements were witnessed.

- **Other business**

- It was agreed to grant aid (£75) Tiverton & District Community Transport Association & Mid Devon Shopmobility. **Action Clerk & KB.**
- It was agreed to grant aid the Bampton website £100.00. **Action Clerk.**
- It was agreed that Nigel Payne should be employed to remove the chain-link fence from the kissing gate in Barnhay and leave a 3 foot opening on a trial basis. A quotation to install a new gate has been obtained that may be used in the future. **Action PW.**
- A letter of thanks has been received from Maureen Pope on behalf of RBL for the donation from BTC.
- 28 Christmas trees and additional replacement lamps and lights to be obtained to be ordered from "Secret Seeds". **Action KB.**
- For the signing of cheque 101265 above, Cllr Bristow registered an interest and left the meeting when it was agreed to test the market and advertise for cleaners. **Action Clerk.**

## 8. Report from committees and subcommittees

- **Bampton Fair**

- Thanks are due to Kelly Beeston and all her helpers for producing a very successful 750 anniversary Fair. **Action Clerk.**

- A letter to be sent to MDDC thanking them for the clear-up. **Action Clerk.**

- Due to the adverse weather before the Fair, parking was a considerable problem.

- **Riverside Hall**

- None.

- **Bampton in Bloom**

- None.

- **Footpaths and Seats**

- It was agreed to use the site in Frog, not to use the site at the MG at the moment and have a site visit to Station Road before deciding whether to pursue this site. **Action KB & FC.**

## 9. District Council Liaison

- The Preferred Options Report of the Local Development Plan giving possible sites for development was discussed. Cllr Stanley offered to represent BTC if required.
- The Section 106 money available for the MG has a finite time limit. Dave Scott to be contacted to update the situation. **Action Clerk.**
- The appeal decision for School Close was discussed.

## 10. Police Liaison

- None.

## 11. Millennium Green

- For allotments to be created on the site, item 4.2.6.3 of the deeds would need to be changed.

## 12. Flood Plan

- The existing system has to cope until the new plan is in operation.
- The new plan is complete (except for the names of nominated personnel, names of volunteers, a list of properties at risk and the names of persons with special needs) and is ready to send to the EA for their comments. **Action Clerk.**
- A questionnaire is available to be posted to properties in the flooded area to gain the missing above information. A copy of the questionnaire to be advertised to inform residents that a plan will soon exist and to attract volunteers to assist in times of potential or actual flooding. **Action Clerk.**
- The flood gate at the Riverside Hall needs to be inspected by EA. **Action Clerk.**
- The flood gate at the Riverside Hall should be left in place during the whole flooding season.
- When the plan is approved a training session will be required.
- It was agreed that residents should supply their own sand bags.
- Keys to the store to be arranged. **Action KB.**
- A site visit to New Buildings is arranged for 22 November at 10.00 a.m. to assess the flooding problem.

### 13. Parking in Brook Street

- As other parking and signing problems are emerging it was decided to have a new agenda item for next month. **Action Clerk.**

### 14. Any other business

- Letter to be sent to the owner of the trailer. **Action Clerk.**
- The pavement in Castle Street is being used by a shopowner to promote sales.
- Witheridge PC employ a handyman.
- Bampton Rotarians are considering whether to give assistance with Bampton Fair.
- The Clerk attended a meeting with MDDC to discuss the findings from the code of conduct investigation concerning the late Robin Barwell.

There being no other business, the Chairman closed the meeting at 11.30 p.m.

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## MINUTES OF THE ORDINARY MEETING HELD IN THE ALBERT FOWLER ROOM OF THE RIVERSIDE HALL ON TUESDAY 7 OCTOBER 2008

### Public Forum

- Lucie Moore attended to request information relating to Bampton Fair.
- Dianne Holland attended to request an update on the progress of the Flood Plan.

### Meeting of the Town Council

1. **Attendance of Councillors** – T Knagg (Chairman), P West, F Collier, C Fagg,, F Stoner, R Stanley (District) and G Symons (Clerk). Apologies were received from K Bristow (ill health), C Hicks, D Woollacott, and P Colthorpe (District). In the absence of K Bristow, T Knagg was proposed and seconded as the Chairman for the meeting.

**At the particular request of Councillor Bristow and all other members of the Council, a minutes silence was held in memory of Councillor Robin Barwell who died on Tuesday 9<sup>th</sup> September. Although Robin had been a member for only 15 months, the contribution and humour that he gave the Council and Bampton Fair was immense. During all stages of his illness he had shown great strength of character and as Vice-Chairman had become a very good friend and colleague to Councillor Bristow. His absence is also greatly regretted by Kelly Beeston our Fair Agent.**

2. **Minutes of the ordinary meeting of 2 September 2008**

The minutes, having been previously circulated, were signed by the Chairman and the Clerk.

3. **Matters arising from the last minutes**

- The inspection of the trees at the car park is still to be arranged with Bernard Shaw of Crediton. **Action Clerk.**
- Nigel Payne to be asked to alter the kissing gate at Barnhay as a trial. (Previous minute refers). **Action Clerk & PW.**
- DCC have not replied to our request for a site meeting. **Action RS.**
- Judy Shaw has vacated her allotment that is now reallocated.
- Dog fouling signs have now been fixed to the fence at The Hollett Garden.
- The Planet Aid box has now been removed from the car park.



#### 4. Matters arising from the circulation file

- None.

#### 5. Correspondence

- From J P W Ward – offering to be a candidate for co-option onto the Council.
- From J Broom – offering to be a candidate for co-option onto the Council.
- From MDDC – returning the failed application to provide a football area and youth shelter at the MG.
- From D&C Police Authority – giving dates of liaison meetings.
- From MDDC – concerning the removal of the Planet Aid skip from the car park and providing details of an approved provider.
- From MDDC – requesting names to attend future planning training. **Action TK and PW.**
- From Exe Terminators – denying any knowledge of the asbestos deposited in the car park in Station Road. MDDC to be contacted. **Action Clerk.**
- From MDDC – the report following the investigation of a complaint by Mr P Gilmour on the late Cllr Robin Barwell. It was noted that the investigation showed the complaint was completely unfounded and the items raised in the addendum were discussed and again felt to be unfounded.

#### 6. Planning

- Application 08/01744/LBC – LBC for conversion of domestic store to form ancillary accommodation at Barn adjacent to 1 Fore Street. **Agreed. An inspection of the site was attempted but failed. A judgement was made that knowing that the building is in very poor condition any refurbishment would be a benefit to the property.**
- Application 08/01736/FULL – retrospective variation of condition 8 of planning05/01593/FULL controlling the retention of site boundary hedgerows and erection of post and rail fence at Quartley View, Shillingford. **Agreed as the application will not have an adverse effect on others.**
- Application 08/01771/FULL – erection of 2 dwellings (revised scheme) at land in Old Tiverton Road. **Agreed as the application will not have an adverse effect on others.**
- Application 08/01788/FULL – installation of 8 double glazed UPVC windows to replace existing wooden framed windows at Petton Methodist Church. **Agreed as the application will not have an adverse effect on others.**

#### 7. Finance

- **Credits** (not including bank interest payments)
- MDDC planning application refund - £85.00
- Exe Terminators car park donation - £50.00
- **Debits** – It was agreed to pay the following accounts:-
  - Injured Jockey Fund, the late Robin Barwell charity - £100.00 Cheque 101252
  - G. Bristow, toilets etc - £380.00 Cheque 101253
  - K Bristow, materials - £368.12 Cheque 101254
  - Community First, Fair insurance - £156.25 Cheque 101255
  - D Pope, armistice wreath - £16.50 Cheque 101256
  - Royal British Legion, grant - £40.00 Cheque 101257
  - Ken Whites Sign, dog signs - £58.75 Cheque 101258
  - P Trick, grounds maintenance - £44.00 Cheque 101259
- **Balances**
  - HSBC treasurers account will be £659.35 after the above cheques have cleared.
  - Scottish Widows account will be £20,367.72.

- **Other business**
- Repairs to the War Memorial have not been carried out. Quotations for the work have been obtained by Cllr Collier. **Action Clerk & KB.**
- The annual returns to the Charity Commission for the recreation ground and the Millennium Green were signed by the Chairman.

#### 8. Report from committees and subcommittees

- **Bampton Fair**
- The car park to be closed on Saturday 25<sup>th</sup> October at noon.
- A spare radar key for the disabled toilets needs to be arranged.
- More volunteers are required to provide assistance with the running of the Fair.
- **Riverside Hall**
- None.
- **Bampton in Bloom**
- It was agreed that an advert should be placed in the Signpost to explain the support BTC had given to Bampton in Bloom over the years. **Action Clerk.**
- **Footpaths and Seats**
- Three possible sites for repaired or new seats are Frog Street, Millennium Green and the play area in Station Road.

#### 9. District Council Liaison

- A spot check on MDDC by The Audit Commission is likely.

#### 10. Police Liaison

- None.

#### 11. Millennium Green

- Should the demand occur, the meadow area could be a suitable site for future allotments. The deeds need to be checked. **Action Clerk.**

#### 12. Flood Plan

- See Public Forum above.

#### 13. Parking in Brook Street

- Agenda item for next month

#### 14. Any other business

- The parking problem in Ford Road was discussed at a previous meeting and not resolved.

There being no other business, the Chairman closed the meeting at 9.15 p.m.

The next Ordinary meeting will be held at the Riverside Hall on Tuesday 4 November 2008 starting at 7.00 p.m.

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## **MINUTES OF THE ORDINARY MEETING HELD IN THE ALBERT FOWLER ROOM OF THE RIVERSIDE HALL ON TUESDAY 2 SEPTEMBER 2008**

### **Public Forum**

- Flood and emergency plan
- Paul Edwards agreed to give advice on the plan and that a meeting with BTC Clerk should be arranged to progress the plan at the earliest opportunity. **Action Clerk.**
- As well as a plan, a risk assessment needs to be made.
- Hollett Garden
- Dog fouling in the garden is a problem.
- The dog signs to be repositioned. **Action PW.**
- A personal visit to the dog owners to be arranged. **Action TK.**
- Brook Street
- The condition of the leat and the carriageway is in poor condition.
- A site meeting with DCC to be arranged to discuss this and other issues – item 13 below also refers. **Action Clerk and All.**

### **Meeting of the Town Council**

- 1. Attendance** – T Knagg (Chairman), D Woollacott, , P West, , C Fagg,, F Stoner, C Hicks, P Colthorpe (District Councillor), and G Symons (Clerk).  
Cllrs Kevin Bristow and Robin Barwell were both absent due to ill health and it was agreed to provide both members with the best wishes of the Council for a speedy recovery. **Action Clerk.**  
Apologies were also received from F Collier and R Stanley (District Councillor).  
Cllr Knagg was proposed and seconded as the Chairman for the meeting.
- 2. Minutes of the ordinary meeting of 5 August 2008**  
The minutes, having been previously circulated, were signed by the Chairman and the Clerk.
- 3. Matters arising from the last minutes**
  - Add Item 9 District Council Liaison “Our thanks go to Cllr Polly Colthorpe for representing this Council on recent issues with MDCC”.
  - Add item 5 Correspondence “From MDCC – a questionnaire requesting our views on the proposed Authority boundary changes. It was agreed that the status quo should be maintained. **Action Clerk.**”
- 4. Matters arising from the circulation file**
  - None.
- 5. Correspondence**
  - From Simon Robert – regarding the “Planet Aid” skip in Bampton car park. The matter is to be referred to MDCC as they are very interested in the findings. A letter of thanks to be sent. **Action Clerk.**

- From DCC – a letter to each Councillor concerning the proposed Unitary Local Government.
- From Bampton Society – invitation to the AGM on 17<sup>th</sup> September.
- From DCC – giving details of the Parish Paths Partnership, Drop in Days 2008.

## 6. Planning

- None.

## 7. Finance

- **Credits** (not including bank interest payments)

- BT wayleave - £24.50

- **Debits** – It was agreed to pay the following accounts:-

▪ MDDC, rates - £120.00	Cheque 101248
▪ S. J Kelland, grass - £1,345.37	Cheque 101249
▪ G. Bristow, toilets etc - £310.00	Cheque 101250
▪ EDF, electricity at the MG	Cheque 101251

- **Balances**

- HSBC treasurers account will be £1,662.97 after the above cheques have cleared.
- Scottish Widows account will be £20,127.15.

- **Other business**

- It was agreed that the electricity bills for the Millennium Green (MG) should be paid by BTC and that an annual rental fee for the former pumphouse should be £120.00.
- It was agreed to purchase security fencing from Travis Perkins to protect the vandalised former lime shed at the MG. The cost of the fencing will be approximately £175 plus VAT.
- It was agreed to use Nigel Payne for the erection of the security fencing and to carry out site clearance works at the MG at a charge of £300.00 per day.
- A direct debit mandate was signed for payment of the MDDC rates for the former toilets.
- It was agreed that the Christmas trees and lights should be the same as last year, that a list of addresses should be provided to the next meeting and that the supply of the trees etc should commence on 8<sup>th</sup> December. **Action TK, DW and PW.**
- It was agreed to pay £120.00 for work to be carried out under the direction of Cllr Hicks for work on the "Hotbed". The decision was carried by a vote of 3 to 2 while Cllr Hicks had declared an interest and left the meeting.

## 8. Report from committees and subcommittees

- **Bampton Fair**

- None.

- **Riverside Hall**

- The operatives for the floodgate have been approved by the EA.

- **Bampton in Bloom**

- It was agreed to minute the thanks of BTC to the former volunteers that ran Bampton in Bloom and for their contribution to the Town.

- **Footpaths**

- Cllr Fagg reported that clearance work of the footpaths is continuing.

## 9. District Council Liaison

- Cllr Colthorpe agreed to discuss the lack of progress of the new play area at the MG with Steve Densham.

## 10. Police Liaison

- None.

## 11. Millennium Green

- The planning application for the play area, submitted by BTC, has been returned and removed from their records by MDDC. Our application fee will also be returned. The Planning Officer involved has not been able to visit the site.
- MDDC (Steve Densham) has apologised for the lack of assistance given by MDDC.
- BTC is still awaiting guidance from MDDC on the best way forward.

## 12. Flood Plan

- See Public Forum above.

## 13. Any other business

- Items to be included for discussion with DCC during the proposed site meeting,
- Brook Street leats and carriageway.
- Footpath handrail between Frog Street and Bouchier Close.
- Removal of the trailer at the M&B.
- Kerb damage at Ashleigh Park.
- Mis-use of the pavement in Castle Street.
- New entrance signs required for Shillingford.
- Overhanging hedges.
- A letter to be sent to Judy Shaw regarding her allotment. **Action Clerk.**
- Yellow lines in Brook Street to be an agenda item next month. **Action Clerk.**
- Invasion of Himalayan Balsam is approaching the outskirts of the Parish.
- No action has been taken on the kissing gate near Barnhay.

There being no other business, the Chairman closed the meeting at 9.20 p.m.

The next Ordinary meeting will be held at the Riverside Hall on Tuesday 27 October 2008 starting at 7.00 p.m.

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**MINUTES OF THE ORDINARY MEETING HELD IN THE ALBERT FOWLER  
ROOM OF THE RIVERSIDE HALL ON TUESDAY 5 AUGUST 2008**

- Colin Rowland attended to discuss the appeal to planning application 08/00064 FULL – School Close.
- It was agreed that BTC still supported the decision made by MDDC.
- A draft letter to the Planning Inspectorate reinforcing BTC’s opinion was circulated for comment.
- The letter to be sent soon as comments are gathered. **Action RB & Clerk.**

## Meeting of the Town Council

- 1. Attendance** – K Bristow (Chairman), R Barwell (Vice-Chairman), D Woollacott, F Collier, P West, T Knagg, C Fagg,, C Hicks, P Colthorpe (District Councillor), R Stanley (District Councillor)and G Symons (Clerk).
- 2. Minutes of the ordinary meeting of 1 July 2008**  
The minutes, having been previously circulated, were signed by the Chairman and the Clerk.
- 3. Matters arising from the last minutes**
  - Item 5 (correspondence) – add “From E Grosse – A copy of a letter to DCC concerning the danger caused by the narrow pavement in Castle Street. A letter to acknowledge receipt to be sent. **Action Clerk.**”
  - As Richard Lewis had not responded to our request to inspect the trees at the car park and “Stage”, Bernard Shaw from Crediton to be contacted. **Action Clerk and KB.**
- 4. Matters arising from the circulation file**
  - None.
- 5. Correspondence**
  - From Notter Bridge Training Centre – certificates to CllrsWoollacott, Bristow and Fagg and Paul Edwards confirming competency to erect of traffic signs.
  - From Bampton School – notification of the date for the official opening and inviting BTC members to a tour of the new building. Dates noted.
  - From Bampton School – drawing attention to recent vandalism and the now dangerous condition of the lime shed at the Millennium Green. It was agreed to obtain prices for either the hire or the purchase of temporary fencing as a short term solution and to obtain repairs via the Probation Service as the long term solution. **Action KB.**
  - From MDDC – requesting dates of community events to allow the opportunity to promote Tenant Involvement. **Action Clerk.**
  - From MDDC – giving dates of the Chairman’s receptions. Agreed no action.
- 6. Planning**
  - Application 08/01364/LBC – LBC for installation of stainless steel transducer and solar powered cabinet at the River Bathern Bridge. **Agreed, as the application will provide added security to the residents of Bampton without causing an adverse effect on others.**
  - Application 08/01276/FULL – erection of dwelling and garage near Bathern Close. **Agreed as the application will enhance the development without causing an adverse effect on others.**
  - Application 08/00064/FULL – improvement works to School Close. **Notice of appeal - see Public Forum above.**
- 7. Finance**

- **Credits** (not including bank interest payments)
- None
- **Debits** – It was agreed to pay the following accounts:-
 

■ C Russell, repairs to seats - £195.00	Cheque 101245
■ National Probation Service, paint bus shelters - £50.00	Cheque 101246
■ G. Bristow, toilets etc - £380.00	Cheque 101247
  
- **Balances**
  - HSBC treasurers account will be £2,130.99 after the above cheques have cleared.
  - Scottish Widows account will be £25,127.15.
  
- **Other business**
  - Christmas lights to be an agenda item for September. **Action Clerk.**
  - Community skips to be arranged for Saturday 15 November 2008. **Action Clerk.**

## 8. Report from committees and subcommittees

- **Bampton Fair**
- Road closures are being processed at a cost of £168.00.
- **Riverside Hall**
- Grants are being sought to refurbish the kitchen.
- **Bampton in Bloom**
- A meeting with MDDC is arranged to seek the cost of practical assistance.

## 9. District Council Liaison

- MDDC are in the tender period for outsourcing the maintenance of their council houses and for the management of their leisure services.

## 10. Police Liaison

- Kate Shelley attended to provide an update on local issues.
- Ways to reduce the number of cars blocking essential services were discussed.

## 11. Millennium Green

- MDDC require more information in the planning application for the new play equipment.
- BTC is awaiting guidance from MDDC on the best way forward.

## 12. Flood Plan

- The draft documents are now with Paul Edwards for completion.
- Assistance to be offered to Paul Edwards. **Action Clerk & KB.**
- Responsibility for the management of the new floodgate near the Riverside Hall rests at present with the Hall Committee, as installers. BTC might accept responsibility if the installation is approved by the EA.

## 13 Former allotment gardens

- MDDC have requested a decision from BTC as owners of the above site.

- It was agreed that the site should be considered for redevelopment subject to the needs of the Tenant being satisfied.
- A letter to be sent to MDDC. **Action Clerk**

#### 14. Any other business

- Repairs to the War Memorial to be carried out by November. **Action KB.**
- A tree is growing out of the wall in Station Road.
- Anti-Dog mess signs to be placed around the Town. **Action KB.**
- Pothole at Scott's development site is dangerous. Letter to DCC. **Action Clerk.**
- The clearance of ragwort in the 40 mph area is the responsibility of MDDC. **Action PC.**
- Maintenance works for footpaths is being planned. **Action CF.**

There being no other business, the Chairman closed the meeting at 9.45 p.m.

The next Ordinary meeting will be held at the Riverside Hall on Tuesday 2 September 2008 starting at 7.00 p.m.

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## MINUTES OF THE ORDINARY MEETING HELD IN THE ALBERT FOWLER ROOM OF THE RIVERSIDE HALL ON TUESDAY 1 JULY 2008

### Public Forum

- Diane Holland requested an update on the progress of the flood and emergency plan.
- Paul Edwards to be contacted. **Action KB.**
- The key to the sand bag store is held by KB.
- Consideration to be given to provide a key to the Fire Brigade and DH.
- Spare keys to be obtained. **Action KB.**
- The store is to be used only in times of flood.
- EA to be contacted for the supply of sand and sand bags. **Action Clerk.**

### Meeting of the Town Council

**1. Attendance** – K Bristow (Chairman), R Barwell (Vice-Chairman), D Woollacott, T Knagg, C Fagg,, C Hicks, P Colthorpe (District Councillor), R Stanley (District Councillor)and G Symons (Clerk). Apologies were received from P West.

#### **2. Minutes of the ordinary meeting of 3 June 2008**

The minutes, having been previously circulated, were signed by the Chairman and the Clerk.

#### **3. Matters arising from the last minutes**

- The responsibility for the flood gate at the Riverside Hall was discussed. It was agreed that as the Hall Committee have assumed responsibility for the



installation of the new flood gate that was supplied by the EA, the operation of the gate should also be the responsibility of the Hall Committee. **Action CH.**

- The lights from the new School have been turned off at night.
- DCC have been asked to remove the trailer from the verge at the M & B.
- The grass at the former SWEB site is now being cut.
- The inspection for the tree by Richard Lewis is to be pursued. **Action Clerk.**
- The dog signs for The Hollett Garden have been ordered.

#### 4. Matters arising from the circulation file

- None.

#### 5. Correspondence

- From MDDC – confirming that road closures are now the responsibility of DCC and required 56 days notice.
- From MDDC – concerning the appointment of Mr Philip Talbot of Probita Investigations to act for MDDC and the Standards Board. Cllr Barwell left the meeting while the way forward was discussed.
- From MDDC – consultation on proposed removal of certain payphones. No further action required.

#### 6. Planning

- Application 08/01023/FULL – conversion of redundant farm buildings to ancillary accommodation and utility area, garage and barn at Higher Barn, Bampton. **Agreed, as the application will not have an adverse affect others.**
- Application 08/01164/CAT – intention to fell 11 Cypress trees at Oakford House. **Agreed as the application will not have an adverse effect on others.**

#### 7. Finance

- **Credits** (not including bank interest payments)
- Riverside Hall refund - £2,603.50
- Anderton & Rowland Fair 2007 - £1699.50
- Bampton in Bloom refund - £897.49
- **Debits** – It was agreed to pay the following accounts:-
  - MDDC, planning fee - £85.00  
Cheque 101236
  - G Bristow, toilets etc - £310.00  
Cheque 101237
  - C Russell, repairs to seats - £849.84  
Cheque 101238
  - David Ogilvie Engineering, new seats - £1632.43 Cheque  
101239
  - Cornwall CC, training course - £352.50  
Cheque 101240
  - S Kelland, grass - £246.75  
Cheque 101241
  - Secret Seeds, B in B refund required - £1,054.55  
Cheque 101242

- Riverside Hall, room fees - £100.00  
Cheque 101243
- Richard Evans, audit fee - £25.00  
Cheque 101244

- **Balances**

- HSBC treasurers account will be £3,445.07 after the above cheques have cleared.
- Scottish Widows account will be £25,052.55.

- **Other business**

- It was agreed not to increase the frequency of the grass cutting at The Hollett Garden.
- The annual budget needs to be updated. **Action Clerk.**
- A site visit by suppliers of Christmas lights to be arranged for July/August. **Action KB and DW.**

## 8. Report from committees and subcommittees

- **Bampton Fair**

- The next meeting will be at the Swan on 2 July.

- **Riverside Hall**

- None.

- **Bampton in Bloom**

- See item 13.

- **Public seats**

- None.

- **Other**

- An update report of Barnhaven was given by Cllr Barwell.
- A site visit of the compost heaps at the allotments is required. **Action DW.**

## 9. District Council Liaison

- The decision for the future district boundaries is to be announced on 7th July.
- MDDC accounts are complete.

## 10. Police Liaison

- Exclusion orders are being operated in Tiverton.

## 11. Millennium Green

- A planning application for the new play equipment has been sent to MDDC.

## 12. Flood Plan

- See Public Forum.

## 13 Bampton in Bloom

- The future management of B in B is unclear.
- BTC cannot take responsibility for the management of the scheme albeit an important feature of the Town.

- It was suggested that a business plan would be a useful way forward. **Action CH.**

#### **14 Bampton Cemetery – Future Planning**

- Agenda item next month.

#### **15. Any other business**

- Tipping at Bampton Industrial Estate is a problem.
- Bin bags are being left at Newton Square.
- Cleaning the leats in Brook Street is an urgent job for the lengthsman. **Action Clerk.**
- Pothole in Bouchier Close – contact DCC. **Action Clerk.**

There being no other business, the Chairman closed the meeting at 9.30 p.m.

The next Ordinary meeting will be held at the Riverside Hall on Tuesday 5 August 2008 starting at 7.00 p.m.

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### **MINUTES OF THE ORDINARY MEETING HELD IN THE ALBERT FOWLER ROOM OF THE RIVERSIDE HALL ON TUESDAY 3 JUNE 2008**

#### **Public Forum**

- Paul Edwards attended to report on his vision for the future of Riverside Hall and to request that a representative from BTC should be on the Hall Committee.
- Joan Fagg attended to discuss
  - The fruit trees that will be affected by the proposed play area at the Millennium Green.
  - The lighting from the new School.
- Dianne Holland attended to discuss the emergency flood plan. Agenda item next month. **Action Clerk.**

#### **Meeting of the Town Council**

**1. Attendance** – K Bristow (Chairman), R Barwell (Vice-Chairman), C Fagg, P West, C Hicks, , P Colthorpe (District Councillor) and G Symons (Clerk). Apologies were received from F Collier, D Woollacott, T Knagg, F Stoner and R Stanley (District Councillor)

#### **2. Minutes of the ordinary meeting of 6 May 2008**

The minutes, having been previously circulated, were signed by the Chairman and the Clerk.

### 3. Matters arising from the last minutes

- DCC (Bob Wigley) to be asked to remove the trailer from Castle Lawn. **Action Clerk.** Owner also to be contacted. **Action RB.**

### 4. Matters arising from the circulation file

- None.

### 5. Correspondence

- A telephone call has been received requesting signs to restrict dogs using the Hollett Garden. **Action Clerk.**
- From Celia Hicks – regarding the future of Bampton in Bloom. Agenda item in July. **Action Clerk.**

### 6. Planning

- Application 08/00775/FULL – siting a touring caravan on a seasonal basis for a warden at Lakeside Caravan Park at Exebridge. **Agreed, as the application will not have an adverse affect others and the site is a major tourist attraction.**
- Application 08/00791/FULL – removal of condition 4 (residential accommodation) at The Spar Shop in Bampton. **Agreed as the application will not have an adverse effect on others and the need to remove the condition is justified.**
- Application 08/00916/FULL – erection of an extension at 12 Briton Street (revision). **The revision will not have an adverse effect on others and will enhance the property.**
- Application 08/00882/LBC – LBC for internal alterations at 4 Millhead Lane, Bampton. **Agreed as the application will enhance the property and will not have an adverse effect on others.**
- Application 08/00906/FULL – erection of an extension at 3 New Buildings – **Agreed as the application will enhance the property and as yet this Council has not had any indication that the application will have an adverse effect on others.**

### 7. Finance

- **Credits** (not including bank interest payments)
- MDDC, maintenance of Station Road toilets - £3,484.00
- **Debits** – It was agreed to pay the following accounts:-
  - G Bristow, toilets and play area - £310.00  
Cheque 101228
  - Riverside Hall, room fees - £10.00  
Cheque 101229
  - MDDC, rates Brook Street toilets - £55.68  
Cheque 101230
  - Not used  
Cheque 101231
  - Bampton Town Council, transfer to SW - £12,000.00  
Cheque 101232

- The Swan, materials for the toilets – £36.83  
Cheque 101233
- K Bristow, materials for bus shelters - £197.75  
Cheque 101234
- G Symons, Clerk expenses - £275.40  
Cheque 101235

- **Balances**

- HSBC treasurers account will be £187.14 after the above cheques have cleared.
- Scottish Widows account will be £25,052.55.

- **Any other business**

- The accounts to be submitted for audit were agreed and signed.
- The annual audit return for the year ended 31 March was signed.
- It was agreed to again use Richard Smith as internal auditor.
- It was agreed that starting from this year £2000 needs to be included annually in the BTC budget to provide infrastructure to run Bampton Fair and comply with additional regulations.
- It was agreed that £3000.00 be granted to the running of Bampton Fair 2008 to assist with the financing of the special celebration of the 750th anniversary. (Section 145 of LGA 1972 refers.)

## **8. Report from committees and subcommittees**

- **Bampton Fair**

- None.

- **Riverside Hall**

- A report was given by Cllr Hicks.
- It was agreed that the Hall Committee should take responsibility for the operation of the new flood gate.

- **Bampton in Bloom**

- A report was given by Celia Hicks.
- Grass cutting at the SWEB site is required. **Action Clerk.**
- Repairs to the stonework at the Stage has been carried out by the Chairman.

- **Public seats**

- Two new seats have been delivered and are ready for installation, one at the doctor's surgery and one opposite Rex Serenger's house.
- 10 other seats have been refurbished.

- **Other**

- The future of Barnhaven is unclear.
- Grass cutting of the footpaths is to commence soon.

## **9. District Council Liaison**

- MDDC's suggestion for a new concept for the district boundaries has been presented.

## **10. Police Liaison**

- None.

## **11. Millennium Green**

- It was agreed to provide replacement trees to the ones to be removed from the new play area, when suitable sites have been identified.
- MDDC have agreed to fund the proposed play area once planning permission has been obtained. **Action Clerk.**
- A letter to be sent to the chosen contractor concerning acceptance of their offer. **Action Clerk.**
- The Probation Service is carrying out ground clearance and has agreed to do similar at the M & B. Repairs to the lime kilns may also be considered.

## 12. Bampton Cemetery – Future Planning

- Agenda item next month.

### 12a Minutes

- Having circulated extracts from Standing Orders and guidance from “Local Council Administration” it was decided not to change the format of the minutes.

## 13. Any other business

- Christmas lights to be an agenda item in July. **Action Clerk.**
- Dog walking in the play area at the M & B to be restricted as a trial.
- An inspection of the parking in Ford Road is due soon. **Action RB & KB.**

There being no other business, the Chairman closed the meeting at 9.45 p.m.

The next Ordinary meeting will be held at the Riverside Hall on Tuesday 1 July 2008 starting at 7.00 p.m.

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## MINUTES OF THE ORDINARY MEETING HELD IN THE ALBERT FOWLER ROOM OF THE RIVERSIDE HALL ON TUESDAY 6 MAY 2008

### Public Forum

- Mark Grabke attended to discuss dangerous parking that is a matter for DCC and the Police.
- Bill Weston attended to discuss parking in Ford Road. A site visit by DCC to be arranged. **Action KB.**

### Meeting of the Town Council

**1. Attendance** – K Bristow (Chairman), R Barwell (Vice-Chairman), C Fagg, P West, C Hicks, F Collier, D Woollacott, T Knagg, F Stoner, P Colthorpe (District Councillor) R Stanley (District Councillor) and G Symons (Clerk).

### **2. Minutes of the ordinary meeting of 6 May 2008**

The minutes, having been previously circulated, were signed by the Chairman and the Clerk.

### 3. Matters arising from the last minutes

- Cllr Hicks wished it to be noted that she regrets she was not sent an advance copy of the reply letter to Mrs Bennett – minutes dated 5 February 2008 refer.
- In heading to the minutes delete “Public” and insert “Riverside”.
- A trailer is still present at Castle Lawn. DCC to be asked to remove it.
- Inspection of the trees at the car park and the stage is pending.

### 4. Matters arising from the circulation file

- None.

### 5. Correspondence

- From Lynne Sharpes – concerning speeding traffic between Exeter Inn and Cove between 5 and 8.30 a.m. **Action Clerk.**
- From Margaret Gold – concerning the closure of the Rex Serenger’s Garage. No action required.
- From 32 Bouchier Close (unsigned) – concerning the comments made by BTC in their planning application.
- From Mrs Bennett – concerning Bampton in Bloom. To be acknowledged with a copy to B in B. **Action Clerk.**
- From Kelly Beeston – concerning a claim. Information was given to Cllr Hicks to deal with by B in B.
- From Celia Hicks – concerning yellow lines, correspondence and signing of minutes.

### 6. Planning

- Application 08/00829/FULL – erection of replacement dwelling at Sherwood, Bampton **Agreed, as the application will not affect others and will enhance the property.**

### 7. Finance

- **Credits** (not including bank interest payments)
- Precept - £17,300.00
- **Debits** – It was agreed to pay the following accounts:-
  - K Bristow, Materials - £729.64  
Cheque 101201
  - Five Star Security, safes - £195.50  
Cheque 101202
  - Not used  
Cheque 101214
  - Not used  
Cheque 101215
  - MDDC, community skips - £734.38  
Cheque 101216
  - G L Bristow, toilets and play area - £380.00  
Cheque 101217
  - Secret Seeds, underpayment - £0.50  
Cheque 101218

- St Michael's Church, cemetery grant – £400.00  
Cheque 101219
- PCC of Petton, cemetery grant -  
£200.00 Cheque 101220
- S J Kelland, grass - £358.37  
Cheque 101221
- C Russell, repairs to public seats - £786.88  
Cheque 101222
- Community First, insurance – £633.63  
Cheque 101223
- Bampton Fair Working Group, refund - £1802.02 Cheque  
101224
- Playsafe Ltd, H&S Report - £99.88  
Cheque 101225
- P Kelland, groundworks - £400.00  
Cheque 101226
- Exmoor Luxury Loos, Fair toilets - £136.30  
Cheque 101227

#### • **Balances**

- HSBC treasurers account will be £13,336.99 after the above cheques have cleared.
- Scottish Widows account is £12,783.47.

#### • **Any other business**

- It was agreed to place the audit information on the circulation file for discussion at the next meeting. **Action Clerk.**
- A copy of an operating budget for 2008/2009 was issued for consideration.
- A grant for the Fair fireworks to be an agenda item. **Action Clerk.**
- It was agreed to accept the offer (£300 + VAT) from Notter Bridge Training to train up to 10 persons at a three hour course in Bampton on 4th July on "Highway Safety and Signing for non works". Riverside Hall booking is required. **Action Clerk.**
- It was agreed to purchase materials for the probation service to paint the bus shelters on 8th May. **Action KB.**

### **8. Report from committees and subcommittees**

#### • **Bampton Fair**

- Meeting next week.

#### • **Riverside Hall**

- Land Registry indicate that the slipway is not land owned by the Hall.
- Grants are being sought to re-equip the kitchen.

#### • **Bampton in Bloom**

- An up-date was given by Cllr Hicks.

#### • **Public seats**

- Many seats are now repaired.
- A new location is requested for the seat in South Molton Road. **Action KB & FC.**

### **9. District Council Liaison**

- Following the site meeting, the planning meeting refused permission for the changes to School Close.



- An update for 34 Brook Street was given.

#### **10. Police Liaison**

- Kate Shelley attended to discuss issues.

#### **11. Millennium Green**

- It was agreed to accept the quotation from "Lightmain" for a kick about area and shelter in the old orchard. **Action Clerk.**

#### **12. Bampton Cemetery – Future Planning**

- Agenda item next month.

#### **13. Any other business**

- Parking signs for Station Road and directional signs showing the location of the toilets are required. **Action Clerk.**
- Overhanging bushes at Wheat Close. **Action KB.**
- Following a report from Cllr Hicks and her departure from the meeting, it was agreed to reply in writing using wording agreed by all other Councillors. **Action KB & Clerk.**

There being no other business, the Chairman closed the meeting at 11.10 p.m.

The next Ordinary meeting will be held at the Riverside Hall on Tuesday 3 June 2008 starting at 7.00 p.m.

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### BAMPTON TOWN COUNCIL

#### **MINUTES OF THE ORDINARY MEETING HELD IN THE ALBERT FOWLER ROOM OF THE PUBLIC HALL ON TUESDAY 1 APRIL 2008**

**Public Forum** - None

#### **Meeting of the Town Council**

Before the meeting commenced, the Chairman spoke of the sad loss of Rex Serenger whom had been an active long serving member of this Council and the District Council and highly respected by all. It was also significant that Rex passed away during a meeting at the offices of Mid Devon District Council where he had been speaking in support of Bampton Town Council.

**1. Attendance** – K Bristow (Chairman), R Barwell (Vice-Chairman), C Fagg, P West, C Hicks, F Collier, D Woollacott, T Knagg, F Stoner, P Colthorpe (District Councillor) and G Symons (Clerk). Apologies were received from R Stanley.

## 2. Minutes of the extra and ordinary meeting of 4 March 2008

The minutes, having been previously circulated, were signed by the Chairman and the Clerk.

## 3. Matters arising from the last minutes

- Repair to the base of the War Memorial is pending better weather.
- The inspection of the trees around the car park to include an inspection of the tree at the stage. **Action Clerk.**
- Dog fouling notices had been displayed but removed by person(s) unknown. Signs that can be stuck to the pavement to be sought and a notice placed on the notice board. **Action Clerk & KB.**
- The kissing gate at Barnhay – as the gate is not wheelchair friendly, can bollards be used to replace the existing? **Action KB.**
- A meeting is planned with the Probation Service concerning the painting of the bus shelters. **Action Clerk.**
- One of the two new public seats to be purchased to include a plaque – In Memory of Rex Serenger, March 2008, Bampton Town Council. **Action Clerk.**

## 4. Matters arising from the circulation file

- None.

## 5. Correspondence

- From Roger Seward – concerning yellow lines in Bampton. A letter to be sent apologising for any misunderstanding. **Action Clerk.**
- From Notter Bridge Training Centre – giving details of a training course on "Highway Safety & Signing". It was agreed to send BTC members and others if interested in signing for Bampton Fair etc. A date to be fixed for the course. **Action KB & Clerk.**
- From DCC – giving details of meetings to discuss the future governance of Devon.
- From Mrs Bennett – concerning proposed yellow lines. To be acknowledged explaining that the scheme is the responsibility of DCC and the Police Authority. **Action Clerk.**
- From Mrs Bennett – concerning previous correspondence. Acknowledgement required with comments noted. **Action Clerk.**
- From K C Smith – concerning warning signs near Petton Cross. Letter to be acknowledged and sent to DCC. **Action Clerk.**

## 6. Planning

- Application 07/02409/FULL – erection of 3 dwellings on existing garage site at Shillingford. **Agreed, as the application will benefit Shillingford. Action Clerk.**
- Application 08/00439/FULL – erection of ..... **Agreed, after a site visit, albeit not unanimously. It is assumed that conditions will be included to prevent impact on others.**
- Application 08/00325/FULL – erection of a detached annexe at 32 Bouchier Close. **Not agreed as when looking from sliding doors you can look into the bedroom windows of adjoining properties. We would like to make sure that the entrance does not get used as a permanent entrance**

**because of its dangerous position to Morebath Road. (Cllr Woollacott declared an interest and took no part in the decision.)**

- Application 08/00364/CLU – certificate of lawfulness for the existing use of land for private leisure activities in association with residential occupation for a period in excess of 10 years having changed from an agricultural use at Westbrook Farm, Wonham Road. **Agreed as the application will not affect nearby property.**
- Application 08/00429/LBC – listed building consent for internal and external alterations including the demolition of lean to rear of Forde House, Briton Street. **Agreed as the application will not affect others but will enhance the property.**
- Application 08/00385/FULL – change of use from office to residential at 3 Brook Street. **Agreed as the application will enhance the property without causing adverse effects on others.**

## 7. Finance

- **Credits** (not including bank interest payments)
- DCC grant, for new community seats - £1000.00
- Allotments, rental - £40.00
- Riverside Hall, refund - £185.00
- Western Power Distribution, wayleave - £11.22
- MDDC, cemetery grant - £210.00
- Scouts, site rental - £55.00
- Bampton Fair Working Group, refund - £1,409.95
- **Debits** – It was agreed to pay the following accounts:-
  - Audit Commission, fees - £334.88  
Cheque 101203
  - South West Water, fees - £205.93  
Cheque 101204
  - Devon Playing Fields Association, fees - £30.00  
Cheque 101205
  - DAPC, Fees - £295.50  
Cheque 101206
  - Devon Conservation Forum, fees - £20.00  
Cheque 101207
  - Riverside Hall, fees – 330.00  
Cheque 101208
  - S Kelland, grass - £94.00  
Cheque 101209
  - G L Bristow, toilets and play area - £310.00  
Cheque 101210
  - R White, Fair lease fee - £100.00  
Cheque 101211
  - Shillingford & Petton Hall, Fair grant – £300.00  
Cheque 101212
  - C Pike, Riverside Hall (refund required) - £217.38  
Cheque 101213
- **Balances**
  - HSBC treasurers account will be £614.06 after the above cheques have cleared.
  - Scottish Widows account is £15,783.47.

- **Any other business**
- It was agreed to accept the offer prices from S. J. Kelland for the cutting of grass for 2008/09. It was also agreed to seek a price to include the SWEB site at Barnhay. **Action Clerk.**

## **8. Report from committees and subcommittees**

- **Bampton Fair**
- Meeting next week.
- **Riverside Hall**
- New officers have been elected. Details will appear in the Signpost.
- **Bampton in Bloom**
- Baskets supplied and maintained by businesses to be encouraged.
- Not entering any competitions.
- Individuals to be asked to contribute.
- Perennial plants to be used.
- **Play area**
- Signs have been removed and new signs are required. **Action KB.**

## **9. District Council Liaison**

- The planning meeting to discuss School Close will be 9 April.
- The findings from the Boundary Committee could have far reaching effects on District Councils. The consultation will commence in July.

## **10. Police Liaison**

- Kate Shelley provided an update on parking, liaison meetings and neighbourhood watch schemes.

## **11. Millennium Green**

- As agreed last month quotations are being sought for play area facilities. **Action Clerk.**
- Stone filling has been delivered to the quarry. P Kelland to be used to spread the material. **Action Clerk.**

## **12. Bampton Cemetery – Future Planning**

- Leave until the new school is complete in April.

## **13. Any other business**

- Directional signs are required showing the location of the toilets. MDDC (Nick Sanderson) to be contacted. **Action KB.**
- A visit to Global to discuss dumped material is required. **Action KB.**
- The planning training session by MDDC was useful.
- MDDC need to be contacted about the condition of Well House and the housing on the pavement. **Action PC.**
- A trailer has been left at Castle Lawn.

There being no other business, the Chairman closed the meeting at 9.30 p.m.

The next AGM & Ordinary meeting will be held at the Riverside Hall on Tuesday 6 May 2008 starting at 7.00 p.m.

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## BAMPTON TOWN COUNCIL

### **MINUTES OF THE ORDINARY MEETING HELD IN THE ALBERT FOWLER ROOM OF THE PUBLIC HALL ON TUESDAY 4 MARCH 2008**

#### **Public Forum**

Robert Byles attended to confirm that the proposed Waiting Restriction Order by DCC, that included observations from BTC, will cause dissention within Bampton and that even if implemented, resistance to the Order will continue.

Colin Rowland attended to report that planning application 08/00064 was not going in line with wishes of the residents of School Close. BTC and Colin Rowland's Agent are to make presentations at the forthcoming MDDC meeting on 12 March to ensure local feelings are considered by MDDC.

#### **Meeting of the Town Council**

**1. Attendance** – K Bristow (Chairman), R Barwell (Vice-Chairman), C Fagg, P West, F Collier, D Woollacott, T Knagg, P Colthorpe (District Councillor) and G Symons (Clerk). Apologies were received from C Hicks and R Stanley.

#### **2. Minutes of the extra and ordinary meeting of 21 January & 5 February 2008**

The minutes, having been previously circulated, were signed by the Chairman and the Clerk.

#### **3. Matters arising from the last minutes**

- In Public Forum delete "5 March" and insert "12 March".
- The painting of the three bus shelters in Shillingford and Petton and the cleaning of the bus shelter in Bamton would be suitable tasks for Community work. **Action RB and Clerk.**
- As MDDC cannot help, it was agreed that Richard Lewis from Rackenford should be used to inspect all the trees at the BTC car park. **Action Clerk.**

#### **4. Matters arising from the circulation file**

- None.

#### **5. Correspondence**

- From DCC – notification of a meeting on 12 March relating to the transfer of Barnhaven from DCC to Shaw Healthcare. **Action RB & PC.**
- From environment Agency – giving detailed maps of areas that will be affected at the different level of flood alert. A copy of the maps to be issued to Paul Edwards and to Humphrey Berridge. **Action Clerk.**
- From Ian Buchanan – giving the date for Bampton 10K race as 14th June at 6.30 p.m. and requesting the recreation ground grass to be cut. **Action Clerk.**

- From Plymouth University – requesting the completion of questionnaires relating to Quality Parish Councils. **Action All.**

## 6. Planning

- Application 07/02409/FULL – erection of 3 dwellings on existing garage site at Shillingford. **Agreed, as the application will enhance Shillingford. Action Clerk.**
- Application 08/00120/FULL – erection of 2 detached bungalows and garages and retention of existing annex at land adjoining 1A Ashleigh Park. **Agreed, as the bungalows will look a lot better than original houses and will be in keeping with surrounding properties.**
- Application 08/00064/FULL - It was agreed to attend the Planning Committee meeting and use the 3 minute allowance to voice the feelings of BTC. **Action Clerk & RB.**

## 7. Finance

- **Credits** (not including bank interest payments)
- VAT refund £2,401.60
- **Debits** – It was agreed to pay the following accounts:-
  - Caxtons, photocopying - £8.00  
Cheque 101196
  - G L Bristow, toilets and play area - £310.00  
Cheque 101197
  - Not used  
Cheque 101198
  - MDDC, Community skips 17.11.07 - £734.38  
Cheque 101199
  - P. Kelland – Bramble cutting at M & B - £400.00 Cheque  
101200
- **Balances**
  - HSBC treasurers account will be £614.06 after the above cheques have cleared.
  - Scottish Widows account is £15,783.47.
- **Any other business**
- A letter has been received from S & P Hall requesting a grant from the Fair Tolls. Decision to be made next month.
- It was agreed to purchase stone to fill the pits in the quarry at the Millennium Green. **Action KB.**
- It was agreed to purchase 2 No metal seats reference KC180 with legs to be concreted into the ground from Ogilvie Engineering at £583.00 each. **Action Clerk.**
- It was agreed to purchase two new money boxes for the car park. **Action KB.**
- It was agreed to query the South West Water charges for the tap at the Parish Church. **Action Clerk.**

## 8. Report from committees and subcommittees

- **None.**

## 9. District Council Liaison

- A review of the existing three tier system of government is taking place together with possible related changes of boundaries. Any ideas would be welcome.

## **10. Police Liaison**

- Kate Shelley and ..... attended.
- No action can be taken to remove the car parked on the pavement at 12 Fore Street until advice is gained from Land Registry.
- Burglaries have occurred locally – be on guard.
- A Neighbourhood Watch meeting is to be held on 9 April at Moorhayes Community Centre that will provide the opportunity for ideas and comment.
- Football being played in the children’s play is causing damage to property. Names to the Police would be helpful.

## **11. Millennium Green**

- A plan for a hard play area of 250 sq m with a single combined goal/basketball/netball net in steel together with a shelter, floodlighting, fencing and a litter bin located in the existing orchard was presented and approved.
- Quotations are to be sought from Sutcliffe Play, Proludic, Playline design and others if recommended by MDDC. **Action Clerk.**
- Approval to be sought from MDDC together with confirmation of funding. **Action Clerk.**

## **12. Bampton Cemetery – Future Planning**

- A plan of a possible site at the Millennium Green was discussed and approved as being worthy of discussion with John Stone.
- It was agreed to invite John Stone to a site visit. **Action KB.**
- Trial pits will be required to check the suitability of the sub-soil if the site is seen to be a possibility.

## **13. Any other business**

- The turning area at the site of the former Global is blocked – a site visit is required. **Action KB.**
- The gate between Mary Lane and Barnhay is not suitable for wheel chairs. A site visit is required. **Action KB.**
- The wall at The Stage is damaged.
- Slow signs on the road in High Street require repainting.
- A notice is to be placed in the notice board to seek names of dog owners that allow fouling in the streets. **Action Clerk.**
- An advertisement is to be placed in the notice board and the Signpost to seek a Bampton Fair Agent to shadow and then replace Kelly Beeston. **Action Clerk.**
- A course is to be found to train Councillors to set up road signs for Bampton Fair. **Action Clerk.**
- A draft reply to a letter from Mrs Bennett was discussed and agreed. After gaining advice from DAPC a letter is to be sent to the Councillor that has been criticised. **Action Clerk.**
- It was agreed that the painting of the bus shelters could be undertaken as community work. **Action Clerk.**

There being no other business, the Chairman closed the meeting at 11.10 p.m.

The next Ordinary meeting will be held at the Riverside Hall on Tuesday 1 April 2008 starting at 7.00 p.m.

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## BAMPTON TOWN COUNCIL

### **MINUTES OF THE ORDINARY MEETING HELD IN THE ALBERT FOWLER ROOM OF THE PUBLIC HALL ON TUESDAY 5 FEBRUARY 2008**

#### **Public Forum**

Colin Rowland with the following matters arising

- It was agreed by all that, School Close even with the proposed widening scheme, was not adequate to provide an access to the proposed housing development on the site of the old School.
- CR would be willing to provide land to provide a new access to the old School site via West Street.
- The planning meeting on 5 March should be used to make comments on the proposals to widen a short length of School Close.
- A petition on the above, from local residents, is to be delivered to MDDC.
- On a separate topic - CR felt that future industrial units should be sited to ensure HGV's would not need to travel through Bampton.

Rachael Gilmour and 13 others with the following matters arising

- The above Group were against DCC's proposed Waiting Restriction Order.
- The Group felt that having cars parked in Castle Street was an effective speed limiting system.
- BTC's comments to DCC, during liaison over recent years, have always been based on the overall safety of the residents of Bampton.
- The Group left a list of 4 questions on the above with a request for a response from BTC.

#### **Meeting of the Town Council**

**1. Attendance** – K Bristow (Chairman), R Barwell (Vice-Chairman), C Fagg, C Hicks, F Stoner, F Collier, D Woollacott, T Knagg, P Colthorpe (District Councillor) and G Symons (Clerk). Apologies were received from P West and R Stanley.

**2. Minutes of the ordinary meeting of 8 January 2008**

The minutes, having been previously circulated, were signed by the Chairman and the Clerk.

**3. Matters arising from the last minutes**

- Cllrs Hicks and Fagg reported that the MDDC Code of Conduct training was very useful.
- A list of local Tradesmen was presented. Z Trump to be asked to supply a quotation for the repairs to the base of the War Memorial. **Action Clerk.**



#### 4. Matters arising from the circulation file

- Public seats – comments on the catalogues to be discussed at the next meeting.

#### 5. Correspondence

- From E Clifflin – a copy of a letter to DCC expressing support to the proposed Waiting Restriction Order but giving reasons for lines to be added in Station Road to prevent cars blocking access to the main car park.
- From O Hampton – giving reasons to support the WRO for Castle Street.
- From B & R Huddleston – giving reasons to support the WRO for Newton Square and Briton Street and suggests a "Residents only" sign for the entrance to Newton Court.
- From DCC – requesting comments on a 20 mph zone in Bampton. It was agreed to invite Paul Wilson to a meeting to discuss the possible zone and other current issues. **Action Clerk.**
- From MDDC – giving details of their "Corporate Anti-Social Behaviour Policy" website. **Action CH.**
- From J Bennett – concerning alleged misconduct by BTC. Receipt of the letter has been acknowledged and assurance has been given that a further reply will be provided as soon as the issues raised have been scrutinised and assessed. **Action All.**
- From MDDC – inviting Members to a planning training session 10 am to 1 pm at The Council Chamber, Tiverton Town Hall on Saturday 29 March. **Action CH and KB.**

#### 6. Planning

**6.1** Application 08/00116/FULL – conversion of cider press building into living accommodation at Brushford Cottage, West Street. **Agreed, as the application will provide a new property without causing adverse effects on others. Action Clerk.**

**6.2** Application 08/00138/FULL – erection of extension at Wonham Lodge. **Agreed as the application will enhance the property without causing adverse effects on others.**

**6.3** Application 07/02403/FULL – conversion of redundant farm building to 2 holiday lets at Wonham Kiln. **Agreed as the application will enhance the site without causing adverse effects on others.**

**6.4** Application 08/00083/ FULL – erection of extension at 12 Briton Street. **Agreed as the application will enhance the property without causing adverse effects on others.**

**6.5** Application 08/00003/FULL – erection of stable building and formation of new access track at Three Corners Farm, Old Junction. **Agreed as the application would enhance the area generally and would not effect nearby properties.**

**6.6** Application 08/00064/FULL – widening and provision of parking bays at School Close. **Not agreed as the application would present danger to all users of the highway, will interrupt the free flow of traffic, and will create a multiplicity of accesses. Also the survey was carried out for 1 hour in November which was insufficient to get a clear picture of extra traffic at peak times. MDDC and or DCC should look at another option of a new route via Western Way which would open up the left side of the new road making it more viable for the long term needs of Bampton.** (A letter to be sent to DCC (Malcolm James) concerning this application and previous correspondence from DCC that is contrary to this application but in line with current views of BTC and most of the residents in School Close.) **Action Clerk.**

## 7. Finance

- **Credits** (not including bank interest payments)
- Allotments £10.00.
- **Debits** – It was agreed to pay the following accounts:-
  - S Kelland, grass cutting - £217.37  
Cheque 101190
  - Riverside Hall, room fees - £20.00  
Cheque 101191
  - G L Bristow, toilets and play area - £310.00  
Cheque 101192
  - Bampton Fair Working Group, Toll Grant less window - £457.80 Cheque 101193
  - Riverside Rascals, Toll Grant - £100.00  
Cheque 101194
  - Neat Ideas, notice boards - £70.46  
Cheque 101195
- **Balances**
  - HSBC treasurers account will be £297.92 after the above cheques have cleared.
  - Scottish Widows account is £15,783.47.
- **Any other business**
- It was agreed to invite S Kelland, Kings and Landscape Crew to offer rates for grass cutting in 2008/09. **Action Clerk.**
- It was agreed to apply for a cemetery grant from MDDC for £210.00 (Maximum available) and for payments for 07/08 to St Michael's and Shillingford and Petton Churches to be £400.00 and £200.00 respectively. **Action Clerk.**
- It was agreed to apply for a grant from Cllr Mary Turner to contribute towards the maintenance of our public seats. **Action Clerk.**
- An advertisement has been placed in the Signpost requesting applications for Fair Toll grants. Decisions on grants are therefore pending.

## 8. Report from committees and subcommittees

- **Riverside Hall**
- Paul Edwards is to assist with obtaining future grants.
- **Bampton in Bloom**
- A meeting has been arranged to decide future policy.
- **Play areas**
- Recent damage is estimated in excess of £500.00 that will have to be funded from the precept.
- It was agreed to purchase a new swing seat. **Action Clerk.**
- **Footpaths**
- The P3 survey is complete and the finance forms sent to DCC. Cllr Fagg was again thanked.
- **Car park**
- New money boxes are to be purchased and installed. **Action KB.**

## 9. District Council Liaison

- The budget for MDDC is due shortly.

## **10. Police Liaison**

- Cars parked on pavements will be removed.

## **11. Millennium Green**

- A site visit of a play area in South Molton to be visited as a possible option for Bampton. **Action All.**
- Tenders for construct need to be place as soon as possible.
- Agenda item for next month.

## **12. Bampton Cemetery – Future Planning**

- Colin Rowland would not be interested in providing land.
- The Millennium Green was discussed as a possible site.
- Rev John Stone to be invited to the next meeting. **Action Clerk.**

## **13. Any other business**

- Dog fouling in Newton Square and Brook Street is a problem. The assistance of MDDC to be sought. **Action Clerk.**
- A letter to be sent to MDDC seeking advice on trees in the main car park. **Action Clerk.**
- If the reference number and location of a faulty street light is provided, Cllr Barwell would assist in obtaining a repair.

There being no other business, the Chairman closed the meeting at 10.45 p.m.

The next Ordinary meeting will be held at the Riverside Hall on Tuesday 4 March 2008 starting at 7.00 p.m.

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### BAMPTON TOWN COUNCIL

## **MINUTES OF THE ORDINARY MEETING HELD IN THE ALBERT FOWLER ROOM OF THE PUBLIC HALL ON TUESDAY 8 JANUARY 2008**

### **Public Forum**

Robert Byles attended to voice concerns about the proposed parking restrictions in Bampton. It was made clear that BTC and the Police support the proposals being arranged by DCC.

### **Meeting of the Town Council**

**1. Attendance** – K Bristow (Chairman), R Barwell (Vice-Chairman), C Fagg, C Hicks, F Stoner, T Knagg, R Stanley (District Councillor) and G Symons (Clerk). Apologies were received from F Collier, D Woollacott, P West and P Colthorpe.

## 2. Minutes of the ordinary meeting of 4 December 2007

The minutes, having been previously circulated, were signed by the Chairman and the Clerk.

## 3. Matters arising from the last minutes

- Item 3 – an enforcement officer is to visit a property in Bouchier Close. **(RS)**
- Item 3 – Paul Edwards has offered to prepare the Flood and Emergency Plan. The draft plans are to be given to Paul for his use. Cllr Stoner agreed to prepare information on the behaviour and management of the Shuttern Brook. **Action KB and FS.**
- Item 4 – add "A planning application for local wind turbines is pending. Item 9 also refers." **(CH)**
- Item 13 – DCC are to repair the light between Frog Street and Bouchier Close. **(RB)**

## 4. Matters arising from the circulation file

- None.

## 5. Correspondence

- From C Ayres – concerning the registration of the land occupied by the Riverside Hall, currently being arranged and paid for by BTC. A reply letter to be sent to confirm that the Hall Management Committee will be notified of the findings from Land Registry. **Action Clerk.**
- From MDDC – inviting Councillors to attend a "Code of Conduct" training session. **Action CH and CF.**
- From DCC – inviting BTC to attend the next meeting of the Mid Devon Highways and Traffic Orders Committee to confirm support for the proposed changes to the parking restrictions in Bampton. The meeting is on Monday 17 March 2008 at 11.30 in the Mayoralty Room at the Tiverton Town Hall. **Action KB and RB.**
- From MDDC – requesting details of the current network of Post Offices in the Parish and the implications for any closures. The questionnaire was discussed so that the reply would highlight the importance of the present arrangement. **Action Clerk.**
- From Gerald Chidwick – giving notice to quit plot 7. **Action Clerk and DW/PW.**
- From EA – requesting a key to read the water gauge at Shuttern Brook. **Action KB and Clerk.**
- From G J Strong Ltd – notification of an accident in Castle Street and the lack of parking restrictions.

## 6. Planning

**6.1** Application 07/02413289/CAT – notification to fell 1 conifer and 1 silver birch tree at 19 Briton Street. **Agreed, as the application will assist with the maintenance of the property without causing adverse effects on others. Action Clerk.**

**6.2** Application 07/02409/FULL – erection of 3 dwellings on existing Garage site at Shillingford. **Agreed as the application will enhance Shillingford without causing adverse effects on others.**

**6.3** Application 07/02305/LBC – consent for retention of 1 window and installation of 6 replacement windows and lintels at Court Grove, Brook Street. **Agreed as the application will enhance the property without causing adverse effects on others. Action Clerk.**

**6.4** Application 07/02323/ FULL – erection of a storage building at Westbrook

Barn. **Agreed as the application will enhance the property without causing adverse effects on others. Action Clerk.**

## 7. Finance

- **Credits** (not including bank interest payments)
- Allotments £100.00.
- **Debits** – It was agreed to pay the following accounts:-
  - Secret Seeds, Christmas trees - £89.25  
Cheque 101180
  - MDDC, election costs - £1966.14  
Cheque 101181
  - Festive Lighting Co, Christmas lights - £200.04  
Cheque 101182
  - Riverside Hall, room fees - £25.00  
Cheque 101183
  - G L Bristow, toilets and play area - £380.00  
Cheque 101884
  - South West Highways, M/H covers - £1703.75  
Cheque 101185
  - K Bristow, materials - £101.00  
Cheque 101186
  - The Swan, Chairman's allowance - £25.00  
Cheque 101187
  - C Fagg, P3 costs - £46.60  
Cheque 101188
  - Mid Devon Glass, Fair Day costs - £49.59  
Cheque 101189
- **Balances**
  - HSBC treasurers account will be £2,006.71 after the above cheques have cleared.
  - Scottish Widows account is £15,783.47.
- **Any other business**
- Bampton Fair 2007
- The net Tolls available for distribution is £1457.00.
- It was agreed to advertise in the Signpost for Parish projects up to a maximum value of £500. **Action Clerk.**
- It was agreed to purchase three new display notice boards for the two bus shelters at Shillingford and the one bus shelter at Petton. The cost will be £59.97. **Action Clerk.**
- It was agreed that no further grants should be paid to charities this financial year as our budget had been used.
- Names of local contractors to carry out work for BTC are required. **Action CH.**

## 8. Report from committees and subcommittees

- **Riverside Hall**
- The problem with standing water in the car park is being investigated.
- The future responsibility of the flood gate, adjacent to the former toilets, now rests with the Hall Management Committee.
- The materials in the existing flood gate to be returned to BTC. **Action CH.**

- The recent letter from C Ayres to be discussed at the next meeting of the Hall Committee. Item 5 above refers. **Action CH, FS & TK.**
- **Bampton in Bloom**
- A meeting has been arranged to decide future policy.
- **Bampton Fair**
- See item 7 above.
- New road closure arrangements are being prepared.
- **Footpaths**
- The P3 survey is underway for submission to DCC. **Action CF.**
- **Other**
- A new swing seat is required at Station Road. **Action KB.**
- A working party is arranged for 19th January to fill sand bags. **Action All.**
- A working party is arranged for 11th, 12th, and 13th to take down the Christmas trees and lights. **Action All.**

## 9. District Council Liaison

- MDDC will be renting the former toilets in Brook Street to BTC. Details to be known in the near future.
- The wind turbine application is expected soon.
- The first meeting of the newly formed management structure for MDDC is imminent.

## 10. Police Liaison

- Several burglaries have taken place recently with lead, small tools and industrial units being the main targets.

## 11. Millennium Green

- A site visit of a play area in South Molton to be inspected as a possible option. **Action All.**

## 12. Bampton Cemetery – Future Planning

- Agenda item next month. **Action Clerk.**

## 13. Any other business

- A decision on the future of Barnhay is due soon.
- Phil Kelland to be reminded of the bramble cutting required at the recreation ground and at the MG along the South Molton Road. **Action RB.**
- The existing site of the Job Centre notice board in Brook Street could be used by others.
- New money boxes are required in the car park. **Action RB.**
- MDDC grants are available. **Action RS and Clerk.**
- Stone from Scott's Quarry could be used in the MG. **Action KB.**

There being no other business, the Chairman closed the meeting at 9.50 p.m.

The next Ordinary meeting will be held at the Riverside Hall on Tuesday 5 February 2008 starting at 7.00 p.m.