

Minutes of the Annual Council Meeting of Bampton Town Council held on Wednesday, 10th May 2017, 7pm in the Community Hall, Bampton.

Present: Cllr. Hicks (chairman); Cllr. Edwards; Cllr. Tanner; Cllr. Baker; Cllr. Leach; Cllr. Gregory; Cllr. A. Mares; Cllr. Weston; Penny Clapham (Clerk); 4 members of the public.

1) Election of Chairman

a) Invite nominations and elect a Chairman for the year. Cllr. Edwards nominated Cllr. Hicks, seconded by Cllr. Baker. There being no other nominations, Cllr. Hicks was elected Chairman for the year.

b) Receive the Declaration of Acceptance of Office by the Chairman.

The declaration of acceptance of office received by the Clerk.

2) Election of Vice Chairman – Cllr. Tanner proposed Cllr. Edwards, seconded by Cllr. A. Mares. Cllr. Edwards accepted the post.

3) Confirm appointment of signatories for cheque payments and authorised bank payments. Council resolved the signatories remain the same as Cllr. Hicks, Cllr. Edwards, Cllr. Tanner and Cllr. Baker.

4) Appointment/Confirmation of Committees

Planning Committee	Full Council
Finance Committee	Cllr. Edwards, Cllr. Hicks, Cllr. Baker
HR Committee	Cllr. Hicks, Cllr. Edwards, Cllr. Gregory
HR Appeals Committee	Cllr. Baker, Cllr. Tanner, Cllr. Leach
Open Spaces Committee	Cllr. Leach, Cllr. Weston, Cllr. Tanner
Bampton Fair Committee	Cllr. C. Mares, Cllr. A. Mares, Cllr. Leach

5) Appointment to Working Groups

P3 Footpath Warden	Colin and Joan Fagg
Flood Group	Charlie Beedon, Derek Webster, Alistair Peebles Chris Pestaille
Snow Warden	Tony Weiss & Cllr. A. Mares

6) Appointment of Representatives to Attend Meetings of Outside Bodies

Riverside Hall	not required
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7) General Power of Competence – per the Localism Act 2011. Council to resolve to instigate this Power

There are sufficient elected councillors and a qualified clerk, to meet the required criteria.

Council resolved to accept this power, proposed by Cllr. Hicks, seconded by Cllr. Leach.

Commencement of Council Meeting.

8) Apologies and Acceptance for Absence: Cllr. C. Mares; Cllr. Colthorpe; Cllr. Moore; Cllr. Stanley. Cllr. Hicks proposed congratulations to Cllr. Colthorpe, on her re-election to the County Council.

9) Declarations Of Interest: In accordance with the Code of Conduct, members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Mid Devon District Council within 28 days of the change. None declared.

10) Public Discussion – To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting. Representations can be made from our County Councillor, District Councillor and Community Police Officer. **The period of time designated for public participation shall not exceed 30 minutes. Standing Order c,d,e, page 3 refers.**

Herbie Cleverly; the ceiling has been pulled down in the shelter in the play park. Noted.

Alistair Peebles flooding problems from Ashleigh Park. There is action being taken on the spoil heap.

Drainage improvement works to take place in Briton St but no time-table has been advised.

Mr. Woodbine with reference to Riverside Hall. Most pressing need is proper accommodation for the players particularly minors. The immediate issue is the replacement of the lean-to on the side of the hall, to replace with a two-storey building. Talking about an excess of £250,000 for this hall.

Chairman thanked him for his presentation.

11) Minutes – to approve and sign the Minutes of the meeting held on the 5th April 2017 and the Annual Parish Meeting held on the 26th April 2017. Having been previously circulated, the minutes were agreed and signed by the Chairman as a true record.

12) Open Spaces Committee;

- i. Play area – update on works if they have been started. Deposit of £2,000 already paid. **Cllr. Tanner will check when the work is to be started.** Cllr. Leach has ordered two signs for the play area. Children playing signs (Highways). Gate into play area is often left open – should there be a closure device. This could be a finger trapment, so no agreement.
- ii. Adams & Ellicott – gate replacement estimate for consideration, £904 + VAT, at the Motte & Bailey. Further estimates should be obtained. Cllr. Gregory considers that the fencing should be included in the estimate package. June meeting for further discussion..
Cllr. Tanner suggests that more spraying of weed is needed before fencing. **Cllr. Gregory will acquire some more estimates. Cllr. Gregory proposes a shredder for a couple of days to clear all the cuttings,** seconded by Cllr. Hicks – approx. £200.
- iii. MJF Contractors. Small increase in the grass cuts quote for the summer 2017, due to additional grass cut requests, confirmation of agreement required. Confirmation proposed by Cllr. Edwards seconded by Cllr. Baker – all agreed by show of hands.
- iv. Bampton AFC – to receive a report from Cllr. Gregory: meeting attended on 26th April, circulated to councillors prior to the meeting. Cllr. Edwards proposed acceptance of the recommendations seconded by Cllr. Baker. All in favour by show of hands.

13) Toilets –

i) Further update on necessary repairs. Clerk emailed a report to councillors from the inspection made with Cllr. Hicks on 3rd May. Cllr. Tanner has asked if this work has been passed by building control. Cllr. Gregory proposes a legal letter to Mid Devon Council with the snagging list. Not agreed. Cllr. Hicks proposed a letter to Steve Densham with the snagging list and a time limit for completion, seconded by Cllr. Baker. **Cllr Edwards will do the letter.** Clerk will forward the photos taken on 3rd May.

ii) Freehold transfer – Council to decide whether to go ahead with this transfer. Cllr. Baker does not consider this should be done until the toilets are fit for purpose. Clerk will advise the legal department at Mid Devon Council.

14) PLANNING:

Planning Applications - Mid Devon District Council has asked for comments from the Town Council on the following planning applications:

- a) 17/00539/ADVERT Consent to display replacement window graphics, eco board panels, and poster frames, Costcutter, 39 Brook St., Bampton.
No comment
- b) 17/00561/FULL (Revised Scheme) Conversion of barn and associated buildings to dwelling, Land and Buildings (Higher Arthurs Hayne) Bampton.
No objection
- c) 17/00635/CAT Notification of intention to crown reduce 1 maple tree by 1m and reduce 1 holly tree by 2m within the conservation area, 10 S.Molton Rd., Bampton.
No objection
- d) 17/00335/LBC Listed building consent for internal and external alterations, 6A Castle St., Bampton.
No objection.

Planning Decisions:

- a) 17/00270?HOUSE Single storey extension, East Holcombe, Shillingford.
GRANTED
- b) 17/00306/ADVERT Non-illuminated sign, Old School, Station Rd., Bampton
GRANTED
- c) 17/00299/HOUSE Erection of an extension, Highfield, High st., Bampton
GRANTED
- d) 17/00154/FULL Replacement garage/workshop following demolition of existing, Ashdown, Lords Meadow Lane, Bampton.
GRANTED
- e) 17/00131/FULL Erection of replacement extension to rear, 13 Castle St. Bampton
GRANTED

15) Riverside Hall – request received to assist with the application and payment of a planning fee for an application to be put to the planning authority in the near future. The cost of this application is likely to be in the region of £1,540 but less if the Council are involved.

Standing orders suspended for Mr. Woodbine to comment.

Standing orders resumed.

Cllr. Tanner considers the hall must be supported for the time being in order to keep the hall going. Cllr. Edwards proposed half of the planning fee up to a maximum of £800 be agreed by Council, seconded by Cllr. Tanner. All agreed by show of hands.

16) FINANCE:

Expenditure:	Clerk's Salary April	£435.00	BACs
	MAT Electrics lights at Rec.Field	£1,064.44	BACs
	Refund to Clerk 1 & 1 domain names	£172.37	BACs
	Community work at Motte	£384.00	BACs
	SW Locums (B.Fair)	£100.00	BACs
	Five Star Security (car park box lock)	£106.80	BACs
	Wooden Workshop (bench)	£525.00	BACs
	J. Caunter toilet cleans April	£300.00	BACs
	Community Hall hire April & May	£42.00	BACs
	Came & Co. Insurance renewal	£785.30	BACs
	Parish meeting expenses	£56.12	BACs
	MJF Contractors	£928.00	BACs
	DATA protection register fee	£35.00	DD

DALC annual subscription	£377.64	off precept.
SW Water surface water car park	£32.81	DD
SW Water Church fixed charge	£118.58	DD

Total expenditure **£5,463.06**

Income:	Street Market payments recd.	£300.00
	Street Market payments recd.	£135.00
	Wayleave W.Power	£4.64
	First half precept recd.	£24,513.28

Bank Reconciliation and Statement: to be circulated to all councillors at the meeting.
Council resolved to accept the accounts. All in favour by show of hands.

17) External Audit – To resolve to agree the Governance Statement. This statement was read to Council by the Clerk – there being no adverse points in the governance statement, Council resolved to sign the document. All agreed.

18) External Audit – To resolve to agree the accounting statement and the explanation of any differences between 2016 and 2017 end of year figures. All figures circulated to councillors prior to this meeting. Council resolved to agree this statement. All in favour by show of hands.

19) Internal Audit - completed by Lee Accounting. No issues raised. Noted.

20) VAT return: Submitted to HMRC for the balance of VAT for 2016/17 £1,135.77 to be refunded. Noted.

21) Insurance & Asset Register – to discuss insurance renewal and possible changes to the policy. To agree the asset register is up to date. To add the new seat to the asset register for this financial year. No changes to the policy – insurance renewal agreed.

22) Website - 1 & 1 Web domain names transferred to the Council from Mr. Berridge, for 3 years. To be noted. Clerk has the passwords to access the site.

23) Council to resolve to agree publication of final accounts for the year 2016/2017. Circulated prior to this meeting. Resolved. Cllr. Tanner thanked the Clerk for her excellent work on the finances.

24) Car Park – to consider proposal by Cllr. Tanner for the Open Spaces Committee for a parking meter to be installed. Cllr. Baker considered the report with its reasons to be exceptionally good. There is a meter available for £1200 including VAT., from Mid Devon Council. Updating for the new pound coins will cost approx.. £200. Cllr. Hicks proposed acceptance of the recommendation of the Open Spaces Committee to purchase this parking meter, seconded by Cllr. A. Mares. All agreed by show of hands. This is not in the budget. However, rates for the car park were allowed in the budget of £1,345. This financial year, the car park has been zero rated so this budget money has been vired to purchase the meter.

A sign will be required for each end of the car park. Cllr. Tanner proposed 50p for 12 hours and £1 for 24 hours, seconded by Cllr. A. Mares. 7 in favour, 1 abstention. Motion carried. **Delegate location of machine to Open Spaces Committee. Cllr. Tanner will action the acquisition.**

25) Noticeboard – prices for a free standing noticeboard to be advised to Council. June meeting.

26) Council Meeting dates - to set the dates for Council meetings for 2017. Proposal received and agreed to keep to the first Wednesdays of the month.

27) Bampton Fair:

- i. St. John Ambulance booked for the day for a quoted price of £430 + VAT. Noted.
- ii. Road Closure application – has to be completed online. **The necessary roads to be closed will be actioned by the Clerk, on receipt of information from Cllr. Hicks.**
- iii. After the Fair activity Pennymoor Singaround, has been cancelled for 2017. Noted.
- iv. Derek Webster, Eric Woodbine and Tony Weiss are all attending Community Chapter 8 training in Tiverton on 5th May to enable signage for the Fair to be installed correctly and safely. **Clerk to check this has been completed.**

28) S106/Public Open Space funding:- Council to look into and consider this funding stream. Emailed to councillors prior to this meeting. June agenda for update.

29) Subscription renewal to SW Councils – due soon in the region of £390 + VAT. Council decided not to renew this subscription. Proposed by Cllr. Edwards, seconded by Cllr. Baker, all agreed by show of hands. .

Reports from external meetings attended – Cllr. Gregory attended website training at Mid Devon Council.

Meeting closed at 8.50pm

Items for Information

Station Road will be closed on 27th May for the Spring Fest.

The next Council meeting is on Wednesday 7th June 2017 at 7.00pm in St. Michael;s Community Hall.

Signed.....

Date.....

Position.....

Email Circulations in the past month.

DALC Newsletter

Came & Co Insurers newsletter

Flood Risk newsletter

Information Commissioner News

Citizens Advice news

April town and parish news from Mid Devon

DALC News

Healthwatch monthly.