

Minutes of the Annual Council Meeting of Bampton Town Council held on Wednesday 2nd May, 2018, 7pm in the LARCS building, Bampton.

Present: Cllr. Hicks (Chairman); Cllr. Gregory; Cllr. Edwards; Cllr. Leach; Cllr. Tanner; Cllr. C. Mares; Cllr. A. Mares; County Cllr. Colthorpe; Penny Clapham (Clerk).

1) Election of Chairman

- a) Invite nominations and elect a Chairman for the year. Cllr. Tanner proposed Cllr. Hicks, seconded by Cllr. A. Mares. No other nominations. Cllr. Hicks accepted the office of Chairman.
- b) Receive the Declaration of Acceptance of Office by the Chairman. Received by the Clerk.

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

3) Confirm appointment of signatories for cheque payments and authorised bank payments. Confirmed as Cllr. Edwards, Cllr. Hicks, Cllr. Baker and Cllr. Tanner.

4) Appointment/Confirmation of Committees

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

5) Appointment to Working Groups

P3 Footpath Warden	Mr. and Mrs. Fagg
Flood Group	Mr. Webster, Mr. Beedon, Mr. Pestaille.
Snow Warden	Mr. Webster, Mr. Weiss.

Commencement of Council Meeting.

6) Apologies and Acceptance for Absence: Cllr. Baker, District Cllr. Stanley, District Cllr. Moore.

7) Cllr. Baker – to grant a dispensation for 6 months for Cllr. Baker. Currently unable to attend meetings due to poor health. Dispensation granted, proposed by Cllr. Hicks, sec Cllr. Leach. All agreed.

8) 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.** No members of the public were present.

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) Chairman's Report (for information only) – read by the Chairman and attached to these minutes.

Cllr. Weston arrived at 7.12pm.

11) County & District Councillor reports:-

Cllr. Stanley/Cllr. Moore – report read by the Chairman. The removal of the mountain of soil at Ashleigh Park is imminent..

County Cllr. Colthorpe – spoken with Cllr. Hicks about Highways issues. Some changes in the portfolio holders at County Hall. New chairman is Caroline Chugg. Somerset CC is looking into unitary status over the 6 districts in the county. This could affect some issues relevant to Devon. Other County matters were briefly outlined to Council.

Cllr. Hicks brought forward agenda item 17.

17) PLANNING:

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

- a) 18/00594/OUT Outline for the erection of 5 dwellings; parking/turning area; formation of new access and footpath connection to 'Scotts Quarry'.
Council's observations are as follows:-
 - i) This proposed development is outside the boundary of the Town as in the emerging Local Plan.
 - ii) The proposed access onto the highway has poor visibility.
 - iii) There is no Environmental Agency report to hand.
 - iv) Council consider there should be a site visit by Planning Services before any decisions are made.
 - v) The geo-technical report raises some issues
 - vi) The site used to be covered by trees.
- b) 18/00549/HOUSE Erection of an extension to garage and change of use to annex to main dwelling, 1 Primrose Court, Ashleigh Park, Bampton.
No comment.

Planning Decisions:

- a) 18/00219/LBC Replacement of 1 window, Castle House, Bampton.
GRANTED
- b) 18/00240/HOUSE Erection of sun room and installation of dormer window, Barricane Stables, Shillingford.
GRANTED
- c) 18/00262/FULL Erection of single storey rear extension, Exeter Inn, Bampton
GRANT

12) Request for Road Paint – from the war memorial down to the Spar Shop: SLOW and 20mph signs. Council to discuss. A petition has been drawn up and has attracted well over 100 signatures for a reduction in speed at this point. Cllr. Hicks has discussed this with Cllr. Colthorpe – 20mph signage is not enforceable; however it is being further looked at by County. This has been brought up before and speeds have been monitored at this site. Cllr. Gregory considers that the poor parking issues should also be addressed at this site.

Cllr. Colthorpe will ask the question of Highways. There is the opportunity for a formal presentation of the petition. Cllr. Hicks proposed she pursue this issue with the aid of the petition, seconded by Cllr. C. Mares, all in favour by show of hands.

13) Minutes – to approve and sign the Minutes of the meeting held on the 4th April 2018 and the Annual Parish Meeting held on the 25th April 2018. Approved and signed by the Chairman as a true record.

14) Open Spaces Committee –

a) To receive an update from Cllr. Leach.

Committee has met – Wooden Workshop will commence the work already agreed, and for which a deposit has been paid, the middle of May.

Grass mats at the Motte: an estimate coming soon. Some of the steps (wooden) are rotting and need repairing. Considers the nettles should be cut and sprayed. It is a steep area and difficult to control.

Millennium Green: the orchard needs cutting and tidying. Could be used for grazing to keep the weed down. Improvements to the play area were discussed.

Cllr. Edwards left the meeting at 7.52pm for another appointment.

b) Football Club – to consider amendments to the previously agreed contract. Circulated with the agenda. Cllr. Tanner proposed the contract not be altered in any way and that it should be signed by the Football Club by the end of this month. Cllr. A. Mares seconded. 6 in favour, 1 abstention. Motion passed. **Clerk to action.**

15) Privacy Policy – Council to resolve to adopt the Privacy Policy circulated prior to this meeting. Adopted.

16) Mission Statement – to agree to adopt the mission statement circulated prior to this meeting (as below). Adoption proposed by Cllr. C. Mares, seconded by Cllr. Gregory, all agreed by show of hands.

- To work for the benefit of Bampton people irrespective of party politics.
- To encourage expertise within the Council where possible.
- To employ *authorised* volunteer expertise when required.
- To build, sustain and appreciate volunteer initiatives.
- To build a network of expertise which includes fostering a positive relationship with MDDC/DCC
- To renew, repair and conserve Bampton Town Council property and facilities.
- To support Bampton businesses’.
- To employ suitable, committed people to support Council work.
- To foster youth participation.

18) FINANCE:

Expenditure:	Lee Accounting Internal Audit	240.00	BACs
	SW Hygiene annual charge – toilets	375.60	BACs
	Employment April (inc. 1 wk holiday pay)	648.20	BACs
	Clerk’s expenses for April inc. travel	117.71	BACs
	J. Caunter toilet cleans April	300.00	BACs
	Hall Hire for APM	14.00	BACs
	LARCS room hire	20.00	BACs
	C. Hicks for parish meeting expenses	31.10	BACs
	Data Protection annual registration fee	35.00	DD
	SW Water Half year charge Church	119.87	DD
	SW Water half year charge Car Park	32.01	DD
	MDDC Rates Fair	60.96	DD
	MDDC Rates Old Store	32.01	DD
	IBIS UK failure of computer back-up – fixed	20.00	BACs

	Visonict hosted emails annual charge	178.20	BACs
Income:	MDDC First half precept	£27,754.61	BACs
	Two payments in toilets	£198.50	CASH
	Fair/Wayleave banking	£442.64	CQ's
	Flood Resilience Grant	£937.00	BACs

Council resolved to accept the receipts and payments account – all agreed by show of hands.

Bank Reconciliation and Statement: not available as yet.

19) External Audit – To resolve to agree the Governance Statement. The statement was read out by the Clerk – all items agreed and the form signed by the Chairman.

20) External Audit – To resolve to agree the accounting statement and the explanation of any differences between 2017 and 2018 end of year figures. Council resolved to agree the accounting statements as presented by the Clerk.

21) Internal Audit - completed by Lee Accounting. No issues raised. Cllr. Hicks thanked the Clerk for the work involved in preparing the annual audit figures.

22) VAT return: Submitted to HMRC for VAT for 2017/18 £4,008.39 to be refunded.

23) Insurance & Asset Register – to discuss insurance renewal. Insurance documents not yet to hand. Council resolved that the Finance Committee discuss and agree insurers for the coming year, due 1st June. To agree the asset register is up to date. Agreed.

24) Morebath Cricket Club – thanks received for the grant given to the Cricket Club, and for the invitation to the official opening of the newly furnished cricket pavilion, 26th May at 1.30pm. Certainly 2 councillors and may be more will attend.

25) Benches and Planters– deferred from April meeting. To agree the purchase of a bench to commemorate the armistice of 1918. Cllr. A. Mares proposed council purchase 2 metal benches, one with the soldiers and one plain. Clerk to action.

26) Car Park and white lines – to consider the quote received from LMS Highways to white line the car park. Cllr. Hicks proposed the white lining should go ahead. She and Cllr. A. Mares will supervise as requested by the company; to be arranged as soon as possible Cllr. Colthorpe will enquire the price of hiring a scarab from Mid Devon Council. Cllr. Weston will also source a scarab/sweeper. Seconded by Cllr. Weston, 6 in favour, 1 abstention. Motion passed.

27) Store for flood equipment centre of town – for discussion. Report received from Derek Webster. Cllr. Tanner proposed seconded by Cllr. Leach to make further research, in conjunction with Mr. Webster..

28) Council Meeting dates - dates set for Council meetings for 2018/19.

29) Defibrillator training – dates to be advised. Last week of May/first week of June.

Items for Information

LARCS AGM, Thursday 10th May, 7.30pm. All are welcome to attend.

The next Council meeting is on Wednesday 30th May 2018 at 7.00pm in the LARCS Building.

Meeting closed at 9.02pm

Signed..... Date.....Position.....

Email Circulations in the past month.

DALC Newsletter

Further DALC updates April 16th

Flood Risk Management Strategy news

SLCC News

Recycle Devon info for residents poster

BTC Chairman's Report for 2nd May 2018

I am pleased to report that Highways have responded to the need for potholes to be repaired in Station Road and Mary Lane. There is now one pothole at the Station Road junction with the car park which is our responsibility.

Herbie Cleverly and Janice Caunter are interested in being our official handypersons.

Adverts for the opportunity to have hands on a defibrillator have been spread throughout the town. At the moment there are 11 applicants for the free session.

Two petitions regarding traffic in Bampton have been placed in local stores. An immediate and very large response has been made for a safer crossing ability at the site of Spar.

The Chairman has drafted a letter of support for the Heritage Centre Lottery bid.

The clerk arranged the informal meeting with tea and cake held at Shillingford on the afternoon of 25th April for those parishioners from Shillingford and Petton who could not make the evening Annual Parish Meeting here in Bampton.

DRAFT