

BAMPTON TOWN COUNCIL

Clerk: Mrs. P. Clapham, Penton Chapel, Christow, Exeter, EX6 7NP

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2nd May 2024

To all Councillors.

You are hereby summoned to attend the Annual Council Meeting of Bampton Town Council to be held on Monday 13th May 2024 at 7.00 pm for the purpose of transacting the following business.

Members of the public and press are welcome to all council meetings.

Penny Clapham

**Penny Clapham, BA (Hons) PSLCC
Clerk to the Council**

ANNUAL COUNCIL MEETING AGENDA

- 1) Election of Chairman**
 - a) Invite nominations and elect a Chairman for the year.
 - b) Receive the Declaration of Acceptance of Office by the Chairman.
- 2) Election of Vice Chairman**
- 3) Appointment** of signatories for cheque payments and authorised internet bank payments. To confirm the current signatories are Cllr. Fouracres/Cllr. N. Bull/Cllr. Brooker/Cllr. White.
- 4) Appointment/Confirmation of Committees**
 - i. Planning Committee
 - ii. Finance Committee
 - iii. HR Committee
 - iv. Open Spaces Committee
 - v. Bampton Fair Committee
 - vi. Bampton Hall Committee
- 5) Appointment to Working Groups**

P3 Footpath Wardens
Flood Group

6) General Power of Competence – to resolve to confirm the General Power of Competence. Council are qualified (Localism Act 2011) having two-thirds councillors elected and a qualified clerk (CiLCA or above).

7) Apologies and Acceptance for Absence:

8) Declarations Of Interest: In accordance with the Code of Conduct, members are required 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.

9) Public Discussion – To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting or any matters the public would like the Council to consider on a future agenda. The period of time designated for public participation shall not exceed 30 minutes. Standing Order 3 (e,f.) refers.

A reminder that members of the public are not allowed to raise issues when Council is in committee.

10) Speed Limit Radar Signage – for discussion. To agree actions.

11) Chairman's Report (for information only) -

12)) County & District Councillor reports-

13) Minutes – to approve and sign the Minutes of the meeting held on the 8th April 2024.

14) Internal Audit Report – to note no issues raised by the internal auditor.

15) Annual Governance Statement – to resolve to agree the Annual Governance Statement is accurate.

16) Annual Accounting Statement – to resolve to agree the Annual Accounting Statement is accurate.

17) Notice of Public Rights and Publication of Council's Accounts – to resolve to agree the dates of publication from 3rd June to 12th July 2024 thus including the first 14 days of July as required by law.

18) Bampton Charter Fair – to receive an update from Cllr. White.

19) Insurance renewal – to consider Council's insurance with Clear Councils is up to date and that Council wish to renew under the 3 year contract. To resolve actions and expenditure.

20) Open Spaces –

- i. To receive quotes for the fence between the Recreation Field and the neighbouring field in which there is a public footpath. Cllr. White.
- ii. Parish maintenance person
- iii. Regular checking of the play areas, at least monthly. For discussion.

21) PLANNING:

Planning Applications - Mid Devon District Council has asked for observations from the Town Council on the following planning applications. Applications will be lodged in Teams for councillor viewing.

- a) 24/00474/FULL Erection of mixed use agricultural/domestic storage building, land at Mount Lodge, Bampton.

- b) 24/00583/HOUSE Erection of storage barn and installation of sewage treatment plant, Chainbridge Lodge, Bampton.

Planning Decisions:

21) FINANCE:

Expenditure:	DALC Subscription	£542.00	off precept
	Tozers Client Account – purchase	£86,418.60	BACs 22/04
	KG & SA Middleton – toilet repairs	£140.52	BACs
	Clear-Flow – clear out leat	£979.68	BACs
	Bampton Com Hub – hire car park space	£50.00	BACs
	Clear Councils – annual insurance premium	£1119.21	BACs
	Employment May	£840.40	BACs
	Lee Accounting – internal audit fee	£240.00	BACs
	DALC – owed VAT (to be re-claimed)	£78.82	BACs
	J. Caunter – toilet cleans April	£350.00	BACs
	Tozers – insurance policy	£105.00	BACs
	Countrywide – grass cuts	£620.64	BACs

All the above paid by bank transfer on 1st May 2024

Income:	First half precept less subscription	£39,038.00	transfer
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Bank Reconciliation circulated to all councillors prior to the meeting.

Council to resolve to accept the receipts and payments account as listed above and make the payments.

22) Bampton Hall – to receive an update from the Hall Committee; Cllr. White to report.

23) 80th Anniversary of D Day – to consider a beacon on the 6th June to coincide with the national event.

24) Agendas & Emails – it is required that Councillors give their permission to receive their agendas and meeting papers by email rather than by post. To agree actions.

25) Documents updated – to resolve to agree the documents listed below are accurate and fit for purpose

- i. Standing Orders
- ii. Financial Regulations
- iii. Asset Register
- iv. Terms of reference for five committees; Finance, HR, Open Spaces, Fair, Hall.

26) Website updates – to receive updates on both the Fair and Council websites.

27) Clerk's report

- i. Clerk's holiday request – w/c 5th August for 2 weeks.
- ii. The Road Safety Team, Devon Highways has responded regarding the possibility of a zebra crossing in Brook Street. There have been no collision data reported in the last 5 years/flashing beacons and zig zags would change the look of the street/budget and costs would be an issue.
- iii. Reminder that if councillors wish to access the DALC website for information – you have to register individually.
- iv. Annual Parish Meeting – to consider when best to hold this meeting and where.

Items for Information

The next Council meeting is on 3rd June 2024 at 7.00pm in the LARC. Meetings are then on 1st July, 2nd September, 7th October, 4th November and 2nd December 2024

Emailed Information

DALC Bulletin 15 (sent 17/04)

ConnectMe Devon Family Hubs (sent 29/04)

Fixtures List from Morebath Cricket Club

Devon Community Resilience Spring Newsletter (sent 29/04)