

# BAMPTON TOWN COUNCIL

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

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**10<sup>th</sup> May 2023**

**To all Councillors.**

**You are hereby summoned to attend the Annual Council Meeting of Bampton Town Council to be held on Thursday 18<sup>th</sup> May 2023 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.
- 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 – to elect a Chairman for this committee as per Terms of Reference.
- 5) Appointment to Working Groups**

P3 Footpath Warden  
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) Chairman's Report (for information only) -**

**11) County & District Councillor reports-**

**12) Minutes** – to approve and sign the Minutes of the meeting held on the 5<sup>th</sup> April 2023 and the Planning Meeting held on the 12<sup>th</sup> April 2023.

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

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

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

**16) Notice of Public Rights and Publication of Council's Accounts** – to resolve to agree the dates of publication from 5<sup>th</sup> June to 14<sup>th</sup> July 2023 thus including the first 14 days of July as required by law.

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

**18) Town Crier** – Simon Bartlett, Bampton's town crier has applied to join the Ancient and Honourable Guild of Town Criers. For this application he has to be formally elected and the Town Council has to indicate this in his application.

**19) Pump Track at the Millennium Green** – to receive an update if available.

**20) PLANNING:**

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

- i. 23/00650/CAT Notification of intention to remove 1 willow, 1 plum and 1 crab apple trees within a conservation area, 11 Castle Street, Bampton.
- ii. 23/00676/FULL Erection of an agricultural shed land at 295691/122465 (Allotments) Frog Street, Bampton

**Planning Decisions:**

- a) 22/02377/HOUSE Erection of a granny annexe for ancillary residential use associated with the main dwelling following demolition of the existing outbuilding. Little Hedge Meadow, Shillingford.  
APPROVED

## 21) FINANCE:

### Expenditure: Payments List April 28<sup>th</sup> 2023

Visionict biennial fee for .gov.uk 16426	£78.00	BACs 27/04
Employment April	£813.64	BACs 27/04
J. Caunter – toilet cleans April	£300.00	BACs 27/04
Lee Accounting – internal audit fee 7074	£240.00	BACs 27/04
Community Hall – annual parish meeting 617	£30.00	BACs 27/04
Nick Page P3 works	£150.00	BACs 27/04
DALC Annual subscription off precept	£459.12	off precept
IONOS – town website	£129.60	DD

### Payments List May 18<sup>th</sup> 2023

Lee Ecology	£690.00	BACs 09/05
Mid Devon DC – litter bins	£390.00	BACs
Countrywide – grass cuts	tba	
Coronation to Riverside Hall	£143.76	BACs
BHIB – annual insurance premium	£1029.88	BACs
Heaver Bros – new container purchase	£4002.00	BACs
Ionos – Heritage Centre domain name	£12.00	Card

<b>Income:</b>	First half precept less subscription	£36,387.37	transfer
	CCLA Deposit Fund interest to 31/3/23	£255.03	transfer
	CCLA Deposit Fund interest to 30/04/23	£293.09	transfer

Bank Reconciliation circulated to all councillors before meeting.  
Council to resolve to accept the receipts and payments account.

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

**Memorial bench** – Amended wording for the memorial bench to be sited at the recreation field, now to be “greatly loved, deeply missed, Rodney Jackson, 19-12-1966 – 18-07-2022”; three lines. To be discussed and agreed.

## 22) Clerk’s report

- i. Clerk’s holiday from 31st July to 11<sup>th</sup> August inclusive.
- ii. Terms of Reference Hall Committee updated to reflect set-up at the Annual Council Meeting, not the Annual Parish Meeting.
- iii. P3 request invoice sent to County Hall for the agreed amount of £700.00 dated 9<sup>th</sup> May.
- iv. Attendance at virtual Climate Action Summit – report circulated with the agenda.

**EXTERNAL MEETINGS ATTENDED:** reports from Councillors

## Items for Information

The next Council meeting is on Wednesday 7<sup>th</sup> June 2023 at 7.00pm in the LARC.