

sBampton Town Council

DRAFT MINUTES

These minutes will be agreed at the BTC meeting on 6th May 2025 and might be subject to slight amendment

The Minutes of the Meeting of Bampton Town Council held in the LARC building on Monday 7th April 2025 at 7.00 pm.

Members Present – Cllr S Fouracre (Chair); Cllr R White; Cllr L Brock; Cllr R Brooker; Cllr R Grabke and Cllr D Whiteway.

In attendance: District Cllr C Adcock, 3 members of the public and Mrs J Larcombe (Clerk).

1. Apologies and Acceptance for Absence: Apologies were accepted from Cllr's B Boyles, L Bull and N Bull.

2. Declarations Of Interest: None.

3. Public Discussion. Judi Thomas reported that there has been a delay in reopening the UK Shared Prosperity Fund for applications until after the County Council Elections on May 1st. Once the fund reopens an application will be made for funding towards the cost of the fingerposts. BHVC has received letters of support for the project.

At the Volunteer Event held in March two groups gained six volunteers. Six people said they were willing to help with one off events. In order to comply with GDPR Judi Thomas asked if BTC could help by holding the register with the contact details of volunteers who were available on a one off basis. The Clerk will liaise with Judi Thomas on this.

As Cllr L Bull had given her apologies and would not be able to give an update on the Emergency Plan Judi Thomas asked if there were any plans to discuss this at the Annual Parish Meeting. This will be one of the topics discussed at the Annual Parish Meeting and it was suggested that people could be asked what their needs are.

Catherine Barlow thanked the Council on behalf of Bampton in Bloom for arranging for the work on the tree beside the Riverside carpark to be completed without any damage to the flower beds. She asked if all the toilets in the Station Road toilet block could be open on the last weekend in June for the Open Garden Event. She also asked if the railway seat could be refurbished before the last weekend in June. Funding from Defra will pay for one way valve to be put in the sluice gate to protect the east side of Brook Street from flooding.

4. To agree the appointment of Jill Larcombe as the Clerk and Responsible Financial Officer. The appointment was agreed.

5. Idling engines. Despite the request for further information no reports have been received. While this is illegal Bampton Town Council has no powers to act. Support would have been given to anyone that had provided evidence. Posters have been found that people can use if they wish. It was agreed that this item would be removed from the agenda.

6. Chairman's Report (for information only). Cllr Fouracre paid tribute to Rodney Baker, a former Bampton Town Councillor who died on 4th April. Mr Baker lived in Bampton his entire life. There will be a temporary road closure of Castle Street from Monday 14th April to Wednesday 16th April from 7.30am to 6pm for DCC to undertake trial pits. A temporary road closure notice has been received for the road from Bampton to the Exeter Inn for the period 26th April to 1st May, 7pm to 6am for resurfacing work. Councillors could not understand why this

piece of road is being resurfaced as there are other roads in a far worse condition.

7. Reports

7.1. District Councillor. A written report from Cllr Adcock was circulated by email prior to the meeting. The report included updates on 4 Bampton planning matters.

Discharge of Planning Obligations 24/01294/DPO, Quarryman Close, Bampton: The developer (Fortbury Homes) seeks to be released from a S106 agreement to build 4 affordable homes and to contribute £83,643, before completing those last 4 homes. The Independent Appraisal is underway and expected to complete soon. Once the report is received, the Ward Councillors will be informed of the findings and the Council should be in a position to make a decision.

Frog Street, Bampton 23/00209/FULL: John Millar, Area East Team Leader, is dealing with this. The developer needs to find alternative solutions for drainage and there are other issues regarding one of the plots. New drainage proposals have not yet been received.

New Park, Bampton 23/00696/FULL: There is still concern that the use of the buildings falls short of a high quality tourism offer and their use for non-tourism accommodation. An onsite meeting with representatives from the Planning, Enforcement and Revenues teams took place in the week ending 21st March. Planning officers are proceeding with discussions to ensure removal of the unauthorised caravans and to ensure that any approved accommodation is only occupied in accordance with the permission granted (holiday lets). Ideally, formal enforcement action will be avoided but will be taken if the discussions fail to succeed.

Pixton Woods, Bampton, alleged planning breach: Enforcement officers visited on 27th March but were only able to access the enlarged entrance gate. A Planning Contravention Notice will be issued, which will request information needed to determine whether a breach has taken place against the Consent in this area.

Bampton Community Speedwatch Group were told well done for holding five, one-hour long events in March during which fourteen speeding vehicles were reported.

- 8. To approve the minutes of the meeting held on the 3rd March 2025 as an accurate record of the meeting.** The minutes were approved as an accurate record and were duly signed by the Chair.
- 9. Report from Cllr White on the Charter Fair Committee meeting held on 7th April 2025.** Cllr White reported that the Fair Committee have been looking at how to secure the long term future and legacy of the fair and has recommended that the Council investigate how a Charitable Incorporated Organisation (CIO) could be formed to take the fair forward. The CIO would have trustees and they would work with the Fair Committee to organise and run the fair. This would give access to bigger pots of community funding. Local businesses have been very generous but more funding is needed. It will take twelve months plus to form a CIO and the fair will run as usual for 2025. It was unanimously agreed to investigate forming a CIO.
- 10. Christmas Events Committee.** The committee will be elected at the Annual Parish Council Meeting on 6th May.
- 11. Open Spaces Report:**
- 11.1. To receive a report from the Open Spaces Working Party Meeting.** The Open Spaces Working Party met on 19th March. Play area inspections, grass cutting and the clearance of the leat were amongst the items discussed.
- 11.2. To agree the purchase of Bleed Control Kits (To be kept in the defibrillator cabinets).** The Open Spaces Working Party recommended that Bleed Control Kits should be purchased and added to the defibrillator cabinets. It was agreed to purchase a Bleed Control Kit for each of the installed defibrillators.

Cllr Grabke asked if a defibrillator could be purchased for the Millenium Green. This will be looked at once the defibrillator has been installed at Shillingford.

11.3. To receive an update on discussions about finger posts as signage within the town. This was covered in item 3. Public Discussion.

11.4. To receive an update on proposed changes to the toilets. An initial quote of £5,000 to provide a new door with a contactless payment system for the disabled toilet has been received. A pre-installation survey will cost £375 + VAT. There will be a monthly charge of £10 plus 2p per transaction and 2.4% of the fee. It was agreed to go ahead with the survey.

11.5. To receive an update on repairs to the bus shelter at Petton Cross and the provision of a bus stop sign on the opposite side of the road. BTC's handyman will repair the bus shelter. A stop sign cannot be installed on the opposite side of the road because Highways has concerns for the safety of riders as this is in a national speed limit zone and there is no pull in layby for the bus, plus the visibility of the junction users may be impaired to the east.

11.6. To receive an update on the ordering of the Pickleball equipment and the cleaning of the MUGA

11.7. Update on delivery of sand for pétanque court. The pickleball equipment has been delivered. A part was missing but after this was reported it was soon supplied. The cleaning of the MUGA is being chased.

11.8. To receive details of a quote to clear vegetation from the leat and weeds from the pavement on 3 occasions during the growing season. It would cost £360 each time the leat was cleared. Councillors agreed they did not wish to pay for this.

11.9. Grass cutting contract for 2025. As recommended by the Open Spaces Working Party it was agreed to award the grass cutting contract for 2025 to Four Seasons Tree Services Ltd.

12. To receive an update on a site for the defibrillator in Shillingford. It had been planned to install the defibrillator on the bus shelter but this is not ideal. Cllr Boyles is looking for alternatives.

13. To review and update the Councils actions and proposals on projects identified in 2023/24 regarding improvements in accessibility in the town to be paid from the Sheila Howells Legacy. The traffic island has been installed opposite the Spar Shop. Marking out a disabled parking bay in the Station Road carpark is still being investigated. Approximately £5,000 is left and it was suggested that this could be used for the purchase of a Vehicle Activated Sign. The project was about improving accessibility. Cllr Fouracre will find out whether the money could be used for a VAS.

14. Planning

14.1. Planning applications - Mid Devon District Council has asked for observations from the Town Council on the following planning application:

25/00137/CAT Notification of intention to fell 1 Conifer tree within the Conservation. Location: Mellow Mead, Mary Lane, Bampton. No response required.

25/00230/Full Change of use of agricultural land to domestic garden and erection of single storey extensions to side and rear Location: Land at NGR 296051 122700 & Court Grove, Bampton. Comment: no objection.

25/00403/LBC Listed Building Consent for the removal of existing conservatory and replace with loggia; replacement of casement window with sash window; replace pvc fascia and gable cheek. Location: 6 Brook Street, Bampton. Comment: no objection.

25/00407/Full Erection of self build dwelling and triple garage with room over following demolition of existing bungalow; removal and replacement of existing double garage with garden room Location: Hazelhurst, Tiverton Road, Bampton. Comment: no objection. Cllr Grabke declared a personal interest as the applicant's child is in her class at school.

25/00458/Full Erection of timber BBQ cabin Location: Land at NGR 294036 120394, Duval Barn, Bampton. Comment: no objection

25/00467/Full Erection of timber barbecue cabin. Location: Land at NGR 294558 120576, Duval

Barton, Bampton. Comment: no objection

14.2. Planning Decisions: to note the following decisions made by MDDC. The following decisions were noted:

25/00179/RPPS Removal of public payphone service: Telephone Number 01398 331390

Location: K6 Kiosk at NGR 295695 122282 Newton Square, Bampton. Decision: Consent subject to further consultation.

25/00180/RPPS Removal of public payphone service: Telephone Number 01398 331399

Location: K6 Telephone Kiosk at NGR 296018 122111 Briton Street, Bampton. Decision: Consent subject to further consultation.

25/00265/CAT Notification of intention to crown reduce by 2m 1 Maple tree in a Conservation Area.

Location: Riverside Hall Car Park, Brook Street, Bampton. Decision: no objection.

25/00281/CAT Notification of intention to reduce crown of silver birch by 2-2.5mtrs within the conservation area. Location: Castle Lodge, Castle Street, Bampton. Decision: No objection.

14.3. Any other planning matters. None.

15. Emergency Plan update: Cllr L Bull had sent her apologies. Cllr Brooker reported that he is updating the plan.

16. FINANCE:

16.1. Payments to be approved. It was resolved to make the following payments:

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| Mrs J Larcombe - interim clerking and printing | £910.00 |
| MDDC – litter bin emptying | £468.00 |
| Travis Perkins – sand etc | £148.36 |
| Scribe accounts software | £1065.60 |
| Edge IT termination of agreed for accounts software | £463.00 |
| Devon Association of Local Councils | £643.09 |
| Andrew Deptford prep kit for defib | £29.94 |

It was agreed to purchase a replacement defibrillator battery.

16.2. Payments made since the last meeting. The following payments were noted:

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| Janice Caunter – toilet cleaning | £350.00 |
| P D Moore repairs to toilet flushing system | £462.00 |
| UK Pickleball Shop – pickleball equipment | £189.00 |
| Amazon - Eco Walker Court Marker Set | £29.99 |
| Amazon – court marking tape | £7.09 |
| Riverside Hall – hire of hall for Christmas event | £90.00 |
| MDDC - box of litter pickers | £143.71 |
| Pests Off - Treatment of wasp nest in apex of pump house roof | £72.00 |
| Countrywide (Grounds maintenance) - February | £637.82 |
| Countrywide (Grounds maintenance) – March | £637.82 |
| South West Hygiene Ltd (Direct Debit 31 st March) | £437.76 |
| EDF (Direct Debit 25 th March) electricity | £17.02 |
| EDF (Direct Debit 3 rd March) electricity | £20.95 |
| IONOS (Charge to card) Charter Fair domain name | £11.99 |
| IONOS (Charge to card) SSL starter kit | £36.00 |

16.3. Bank reconciliation. Further problems with the Edge Finance Software but support now provided which will enable completion.

16.4. Risk Review 2024-25. Agreed as recommended by the working party.

16.5. Review of the effectiveness of internal controls and internal audit. Agreed as recommended by the working party.

17. Request for Bampton Town Council involvement in the compliance for the volunteer database. It was agreed that BTC would hold the database as it is registered with the ICO and pays an annual charge. The database could be stored on Teams with access granted to Judi Thomas and another volunteer

18. Arrangements for Annual Parish Meeting on 25th April. The hall has been booked from 6pm to 8pm and the meeting will start at 6.15pm. Tea, coffee and biscuits will be provided. Topics to be discussed: Emergency Planning; update on building of hall; Charter Fair; Volunteer Database; Apple Day; Pétanque and Pickleball. The meeting will be advertised on Facebook, the website and noticeboards to encourage people to attend. Cllr Grabke gave her apologies.

19. Clerks Report. The phone boxes are reported to be in a terrible state. It has been suggested the Council should purchase the phone boxes from BT for a nominal sum of £1 each. If the Council purchases them it will be responsible for their maintenance. An item will be added to the agenda for the next meeting. A report was received, with photos, that there had been a landslide beside the pump track and a tree had fallen down. This was investigated. A tree had fallen down but is not causing an issue. There had not been a landslide and the bare area of earth on the high bank to the side of the pump track has been caused by children climbing the bank over a period of time.

20. Date of the next Council meeting – Tuesday 6th May 2025 at 7.00pm in the LARC building. Cllr Grabke her apologies.

The meeting closed at 7.55pm.