

ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING MINUTES

Council members attended The Full Meeting of Rotherfield Peppard Parish Council held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard on Monday 8th October 2018.

Meeting started at 7.45pm

Attendees	Cllr Wood, Cllr Crouch, Cllr Rowland, Cllr Berger, Cllr Hall, Cllr Treacher, Cllr Freeman, Cllr Bartholomew, Clerk (JA), Press (CM)																										
	Open forum: NONE																										
1.	Apologies: Cllr Nimmo Smith																										
2.	Declarations: NONE																										
3.	Minutes: The Minutes of the Council Meeting held on 10/9/18 were approved as a true and correct record of the meeting, with the exception of a typo in the open forum section. Clerk to amend and JW to sign retrospectively.																										
4.	<p>Matters relating to Oxfordshire County Council: (15mins)</p> <p>County Councillor Bartholomew shared his report prior to the meeting and highlighted a couple of the points</p> <p>1] The Oxford/Cambridge expressway, the parish will not be affected as much as originally feared as the corridor B has been chosen, however if the 3rd Reading Bridge goes ahead, it is likely there will be a link road which will affect the parish.</p> <p>2] Cabinet have approved a £120m Road and Building repair budget, this is additional money on top of the normal spend and hoping it will result in better roads across the county.</p> <p>Local issues:</p> <p>Stoke Row Road speed limit - Cllr Bartholomew advised that sometimes the Speed survey results can be counter intuitive. If cars are driving at 50-60mph and there are no reported accidents then there would be no change in the proposed limit however if cars are routinely driving at 35mph then the suggestion would be to lower the speed limit to 30mph.</p> <p>Vine Lodge - Cllr Bartholomew explained there is nothing that can be done further from OCC. SODC must now escalate and it should be refused on highways grounds.</p> <p>Okavango - Cllr Bartholomew explained the works have now been completed</p> <p>Shiplake Bottom Drainage – Unfortunately there has been contaminated water found and therefore the work has been delayed but will be completed in October.</p>																										
5.	<p>Fix my street update: Outstanding:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Ref no.</th> <th style="width: 15%;">Location</th> <th style="width: 30%;">Description</th> <th style="width: 40%;">Update</th> </tr> </thead> <tbody> <tr> <td>806734 13/9/17</td> <td>Okavango</td> <td>Flooding and Drainage</td> <td>Work Completed. FMS Closed</td> </tr> <tr> <td>811951 24/10/17</td> <td>Shiplake Bottom</td> <td>Drains blocked – Potential winter hazard</td> <td>FMS response of CLOSED No Further Action. Work will be completed in October.</td> </tr> <tr> <td>860577 4/6/18</td> <td>Stoke Row Road Junction with B481</td> <td>Sightlines reduced because of fence and overgrown weeds</td> <td>UPDATED – Despite Clerk saying sightlines are still dangerous. FMS Response “I have been informed that OCC have raised a Holding Objection and currently waiting on revised plans concerning this issue. This report will now be closed. Thank you”</td> </tr> <tr> <td>1427678 2/10/18</td> <td>Shiplake Bottom</td> <td>Verge and Grass need cutting. SC side done and RPPC not done</td> <td>DB will chase if still an issue on 12/11/18</td> </tr> <tr> <td>1427696 2/10/18</td> <td>Stoke Row Road</td> <td>Insufficient drainage and road vulnerable to flooding</td> <td>DB will chase if still an issue on 12/11/18</td> </tr> </tbody> </table>			Ref no.	Location	Description	Update	806734 13/9/17	Okavango	Flooding and Drainage	Work Completed. FMS Closed	811951 24/10/17	Shiplake Bottom	Drains blocked – Potential winter hazard	FMS response of CLOSED No Further Action. Work will be completed in October.	860577 4/6/18	Stoke Row Road Junction with B481	Sightlines reduced because of fence and overgrown weeds	UPDATED – Despite Clerk saying sightlines are still dangerous. FMS Response “I have been informed that OCC have raised a Holding Objection and currently waiting on revised plans concerning this issue. This report will now be closed. Thank you”	1427678 2/10/18	Shiplake Bottom	Verge and Grass need cutting. SC side done and RPPC not done	DB will chase if still an issue on 12/11/18	1427696 2/10/18	Stoke Row Road	Insufficient drainage and road vulnerable to flooding	DB will chase if still an issue on 12/11/18
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6.	<p>Matter relating to South Oxfordshire District Council: (15mins)</p> <p>Apologies received from District Councillor Nimmo Smith. There was a report circulated to cover September and October. Clerk to condense report and send it to Peppard news for inclusion in December issue.</p>																										

7.	<p><u>Update Planning</u> Cllr Rowland is organising a site visit to Johnson Matthey to view their proposal for the New innovation centre. It appears Longcote may receive Permitted Development and therefore RPPC Planning will not have any input. Cllr Rowland is still awaiting an answer on Daisy at the Dog Planning enforcement. Elegant Homes are proposing 27 dwellings next to the new school site. The planning team think that the target of 35 new dwellings in 10 years will be covered by infill. Elegant homes have requested a private meeting after the next Planning meeting. This was discussed and agreed that they would be able to have the last agenda point in the next Planning meeting on the 19th November, this will be a PUBLIC meeting.</p>
8.	<p><u>Update SPF and Pavilion Project:</u> Proposal to accept in block points 1,2,3,6,7&8 already agreed in the SPF Meeting 8/10/18. These were accepted unanimously.</p> <ol style="list-style-type: none"> 1. To retrospectively approve the proposal to instruct Hewetts solicitors for the legalities for the verbally approved loan of £50,000 as per previous email. AGREED 2. Proposal to agree the funding letter (type2) to be sent out to potential donors. AGREED 3. Proposal to agree Clerks Gift Aid letter in order to claim Gift Aid where appropriate AGREED 4. Update to confirm the Email letter to Parishioners offering a donation has been sent out, as agreed on email. WILL GO OUT W/C 8/10/18 5. Proposal to accept the SPF Charity Constitution MOVED TO NEXT MEETING 6. Proposal to install CCTV system – estimate cost £1500 AGREED 7. Proposal to confirm installation and procurement of a Defibrillator – estimated cost £1000 AGREES 8. Proposal for Clerk to sign approvals and paperwork for Loans and Grants. AGREED 9. Proposal to send Letter of Intent to selected Contractor Bill Wakefield – advise of an intended start date and authorise expenditure of up to £10,000 on pre-contract work. This will allow preliminary work and mobilisation work to commence from 19th October AGREED AS £10,000 CAN BE COVERED BY SPF BANK ACCOUNT 10. Proposal to assign a delegated authority to Simon Crouch and Joe Berger of £50,000 plus VAT per month (Cumulative) paid against invoice for building work (against contract). AGREED UNANIMOUSLY 11. Insurance update – status whilst building works are in progress - Cllr Crouch is working on this. Update in next meeting 12. Proposal to use the Springwater Chapel meeting room for Council meetings in November, December, February, March and April. £15 per hour has been quoted and for Clerk to book accordingly if approved. AGREED 13. Proposal to use same facility for Planning and Finance meetings and for Clerk to book accordingly if approved. AGREED
9.	<p><u>Update – Finance and Staffing</u> Cllr Berger updated on Finance and Staffing There was a discussion on a retainer for the Pavilion project. This was confirmed as being the standard 5% and also that the works are paid against invoice. Cllr Berger will be reclaiming VAT from 1/4/18 and Clerk provided all invoices. If both Grant and Loan are paid by end November 2019 then the accounts should remain cash positive. Cllr Wood would like to thank all involved with gaining the monies, and also extending thanks to Gerry Bacon and PSRCC. Work on the Pavilion starts on Monday 5th November 2018. Clerk has advised Pavilion cleaner that for October the 3 hours cleaning has been cut to 1hour and from November there will be no cleaning responsibilities from RPCC.</p>
10.	<p><u>Update on Community Speed-watch</u> Speed-watch – Cllr Freeman has contacted Mark Bell for dates and is awaiting confirmation. This will start at 8am which will hopefully catch commuters. He will escalate this to get some dates. Stoke Row Road speed limit – this followed the presentation on 10/9/18 by Mr M Woods. The proposal to instruct and RPPC to pay for 3 traffic surveys costing £100 each and to act accordingly based on the results once known was agreed unanimously.</p>

11.	<p><u>Update from Councillors</u></p> <p>Cllr Treacher updated Councillors on the Townlands Steering group. There was not a meeting in September. The proposals from the last meeting were that Sue Ryder wanted to have hubs across the county and their service more spread out. Cllr Treacher will attend the next meeting where this matter will be discussed further. There is an empty top floor at Townlands which is unlikely to be used for “beds” but will most likely the space will be used for clinics. Currently the rent proposed is too high and therefore the floor is not being used.</p> <p>The workhouse which was supposed to become housing for key worker appears to being used for building luxury homes for ‘over 55’s’ which is against what was planned. Cllr Berger and the Clerk updated on the Emergency Planning meeting they attended because there were concerns about travellers going onto the unfenced Cricket field. Cllr Crouch confirmed that if this was the case the eviction costs were covered by the Councils insurance to £15,000. The meeting discussed a hurricanes etc in which case the Pavilion could be used as an emergency shelter incase of a hurricane/bad weather but the risks to the parish for other events were small.</p> <p>There was discussion on whether an ‘Emergency’ Committee was required and it was agreed if there was an incident then we would attempt to contact all Councillors by phone and if the phone lines were down then we would meet at the Pavilion to see in which way help could be given to the Parish.</p> <p>Cllrs updated on whom they have asked to become new councillors, there was positivity from 2 Councillors of 2 potential Councillors who were considering the role. It was agreed the village would be covered if a new Councillor came from Top Common and another from the Blounts Court Road area.</p> <p>Update on date of Annual Spring Clean. This will take place on 30th March.</p> <p>Proposal to accept circulated Meeting dates for 2019 from Clerk – accepted unanimously. APM booked for the 6th April. Clerk to send out dates</p>
	<p><u>12. Village Information:</u></p> <ul style="list-style-type: none"> i. Cllr Wood to update on Greys Green Golf Course permissive footpaths being closed – STILL AWAITING AN ANSWER. ii. Clerk confirmed all Minutes and agenda are on the website. Discussion is required on what information should be on the website for the future. To allow the Clerk to advise costings for a new platform carried to the next meeting.
	<p><u>13. Expenditure:</u></p> <p>October expenditure was agreed and the on-line signatories for October are Cllr Berger and Cllr Crouch.</p>
	<p><u>14. Chair Update and Correspondence:</u> NO FURTHER UPDATES</p>
	<p><u>15. Matters for future meetings:</u> Speed on Stoke Row Road. New RPPC Website. Greys Green Golf Course Footpath.</p>

Meeting finished at 10:35pm.