

ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING MINUTES

Council members attended The Annual meeting and the Full Meeting of Rotherfield Peppard Parish Council held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard on Monday 14th May 2018.

Attendees:	Cllr Crouch, Cllr Rancombe, Cllr Rowland, Cllr Wood, Cllr Freeman, Cllr Berger, Cllr Hall, Cllr Treacher
	Agenda item
	<p>Open forum: Mr B Willis addressed the Council to ask why the grass had not been collected with the change of contract. He suggests both Carlings Orchard and Top Common look a mess. Cllr Rancombe explained both areas were rural and he was the first person who had complained. Cllr Rancombe informed Mr Willis that advice had been taken about the contract and it was deemed that it was not about money saving but a conservation responsibility. Cllr Rancombe agreed to write to Mr Willis with more information.</p> <p>Mr R Llewellyn from Okavango reported that he was frustrated about the lack of progress that has been made. The property driveway once again flooded over the weekend. This was reported and action was proposed in 2014 however there has not been any action taken by the Drainage Engineer. He informed the Council that the gully was cleaned Mon 14th May 2018 but as the out-pipe is still under a considerable amount of mud this will not resolve the problem. A discussion followed about whose responsibility it was and whether it was highways or NDCC who own the land where the exit to the pipe is. The matter is being referred to Cllr Bartholomew and Mr Llewellyn remained in the meeting to understand his views on it.</p>
1.	<p><u>Election of Chairman and Vice-Chairman:</u></p> <p>Both Chair Cllr Crouch and Vice-Chair Cllr Rancombe have stepped down from Chair and Vice Chair positions. Cllr Rancombe is leaving the Council but will remain on the PIWP whilst Cllr Crouch is happy to remain on the Council and dedicate more time to other committees. Both Councillors were thanked for the sterling work and dedication they have committed in their roles.</p> <p>Cllr Rancombe reminded Councillors that when he had agreed to Vice Chair it was not as a stepping stone to Chair.</p> <p>There followed a discussion and there was one clear nomination for Cllr Wood to become Chair. <i>Proposed Cllr Crouch, seconded Cllr Treacher. in favour unanimous</i> Clerk to find out if there is a possibility to have 2 vice chairs, both Cllr Crouch and Cllr Berger showed interest in supporting the chair.</p> <p><i>Cllr Treacher proposed Cllr Berger for Vice Chair with equal standing, Seconded Cllr Rowland. Cllr Treacher proposed Cllr Crouch, Seconded Cllr Freeman. Both nominations were unanimous.</i></p> <p>Councillor Crouch reminded Councillors that we still had vacancies and to prevent a lack of Chair or Vice chair in the future, all Councillors should personally approach one person individually.</p>
2.	Apologies: Cllr Nimmo Smith therefore no agenda point 6.
3.	Declarations: None.
4.	Minutes of 9th April 2018 – It was confirmed that the minutes were approved in APM on Saturday 21 st April 2018.
5.	<p><u>Matters relating to Oxfordshire County Council: (15mins)</u></p> <p>County Councillor Bartholomew congratulated the new Chair on her position and shared his report.</p> <p>There was a reminder that he was offering to match fund up to £3,000 so a total of £6,000 paid equally by the Council and his County fund. This could be used for Street cleaning, highways improvements, sign cleaning, pot holes etc.</p> <p>If the work to be carried out was by highways they would file the quote however if using a 3rd party to TR to send the invoice for tree cutting to ensure the Double Decker Bus could continue on the route.</p> <p>complete an application form.</p> <p>Cllr Bartholomew confirmed the improvement scheme for Okavango (FMS 806734) was scheduled for this financial year. Mr Llewellyn agreed to send a photo of the exit</p>

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	to the pipe so more work could be scheduled to provide a temporary fix before the improvement scheme could be implemented.
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	Cllr Bartholomew updated the Councillors on CAGE. There was a recent planning enquiry and SODC declared they had a 5.4yr land supply, this has meant the next steps are postponed until at least August. Cllr Bartholomew will continue to update Councillors			
7.	<u>Fix My Street</u> Update on:			
	Ref no.	Location	Description	Update
	806734 13/9/17	Okavango	Flooding and Drainage	As per Cllr Bartholomew comments above. He will further escalate this once the photo from the resident has been shown as the work to date will not resolve the problem.
	811951 24/10/17	Shiplake Bottom	Drains blocked – Potential winter hazard	Cllr Bartholomew to escalate as this has not been resolved to date
	824376 19/1/18	Stoke Row Road	Mud and Debris on pavement in same location as parishioner slipped last year	Cllr Crouch thanked Cllr Bartholomew for his help in getting it escalated and resolved.
	829333 6/2/18	Peppard Hill	Mud being pushed onto Pavement by vehicles making it narrow and impassable again	Clerk to check if this is still outstanding.
	Clerk to add on: Sign missing on Peppard Hill/ Difficulty in seeing at the Road junction of B481 and Stoke Row road due to the Vine Lodge Fence and increase in wild flowers/weeds.			
8.	<u>Update on Planning on fence at Vine Lodge and Broadlands: P18/S1399/FUL and P18/S1397/FUL</u> The Developer has resubmitted an application, after being asked to by the enforcement officer. The new application does improve the sightline at the junction slightly by reducing the fence and replacing part of it with post and rail. The majority of the fence remains on the plans and therefore it is still not ascetically pleasing. The application has improved but it is far from ideal and therefore unless there are strong views the Planning committee will raise an objection. Sue Nickson is attending the planning meeting and has organised a petition in the locality. The Enforcement Officer has informed both the Estate agent and Vendor solicitors.			

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9.	<p><u>Consideration of Official documentation:</u></p> <p>(a) Confirmation that the Standing orders 2018-19 were approved in the Full Council Meeting on 12th March 2018. Clerk to amend the Standing orders and ensure the legal parts are typed in bold.</p> <p>(b) Clerk proposed the remainder of the legislation is viewed by the Councillors and discussed and approved in the June meeting. This includes</p> <ul style="list-style-type: none"> (i) Proposal to accept the draft 2018-19 Financial Regulations (Appendix 5) (ii) Proposal to accept the draft 2018-19 (iii) Complaints procedure (Appendix 6) (iv) Risk Assessment (Appendix 7) (v) Publication scheme (Appendix 8) (vi) Policy for Press/Media (Appendix 9)
10.	<p><u>Pavilion Update:</u></p> <p>To review and propose acceptance of the Trustee annual meeting earlier</p>
	<ul style="list-style-type: none"> (i) Grant and Loan applications – A grant of £169,000 from SODC has been applied for. There is £800,000 in total available so it will depend on other grant applications being applied for. Cllr Crouch thanked fellow Councillors for supporting him with the application and the uploading of c.70files which were required. The surveyor from War Memorial Trust has taken place and confirmed that the roof does need replacing. The bricks used for construction are from a local kiln. He agreed that it was overall well-constructed but shared his concerns on the energy efficiency. A point was raised by the WMT surveyor to contact mobile phone companies, as there are allowances of up to £30,000p/a available for places where it is appropriate to put a mast. Clerk to chase whether the loan paperwork has been received. application to secretary of state Cllr Crouch to review . £50,000 has been requested over 15yrs. (ii) Progress on refurbishment and associated surveys. The tender invitation has been sent out and the response to tenders need to be submitted to the clerk by Monday 21st May. (iii) Legal advice findings on the ownership and effect on the lease with PSRCC Blandy and Blandy have proposed but not confirmed who owns the Pavilion. There have asked the Charity Commission for further information however this could take some time and may require further information at the end of this investigation. The lease is not written in a user-friendly way and further work is needed on this lease agreement before all parties are happy. (iv) Proposal to move PIWP into a committee. Cllr Crouch to issue terms of reference (Appendix 10) The name of the Committee would become PIC (Pavilion Improvement Committee) as opposed to the Working party as it currently is. The committee would hold public meetings and need to advertise to the public with 3 clear working days as per the Council meetings. The committee would be able to sign off £7,500 for each item without having to resort to the Council. The committee would then ask the Clerk to submit the payment onto the bank system and it would remain under triple authority. <i>Proposed Cllr Crouch, seconded Cllr Wood, in favour Unanimous</i>
11.	<p><u>APM:</u></p> <p>It was agreed to pay a charity donation of £100 to The Chiltern Society for Alison Barraclough's talk at the APM. Clerk to pay £100 to The Chiltern Society M Rancombe will find out the fees associated with affiliation and report back.</p>

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12.	<p><u>Update from Councillor Hall on Beating the Bounds</u> Councillor Hall updated the Councillors on the annual Beating of the Bounds. He stated that it was a well organised fantastic event which 40 people attended. Rev James gave a blessing. Cllr Hall would like a huge thank you to both Mr and Mrs Brooker who organised it to form part of the minutes. Clerk to send a thank you note from the Council.</p>
13.	<p>Clerk to send asset list and map to all Councillors to agree to the Asset list divided up and each take on a responsibility. <u>Update on Assets:</u> Proposal of inspection of Assets to be done by the end of August 2018.</p>
14.	<p><u>Update on Rotherfield Peppard Spring Clean:</u> Councillor Wood updated Councillors on the Village Spring clean. First a thank you was given to Simon and Mary Crouch for looking after Sir Hugo Brunner. After judging the event Sir Hugo Brunner went to speak to the students at Peppard primary school to report his decision and entertained the children with stories of his youth spent locally in Greys Court. Top Common won a successful litter pick but Cllr Wood was disappointed with both public and Councillor numbers. It was echoed that the Village cleaners are doing a good job as there was not a large amount of litter to collect however there was an</p>
	<p>indication that there is drug use in the Pavilion car park, potential to install a CCTV as part of the Pavilion refurbishment.</p>
15.	<p><u>County Councillor Grant ideas:</u> There was a discussion of ideas for both the County and District Councillor grants to be best used in Rotherfield Peppard. There was no movement to agree the ideas so Clerk to remind Councillors to all present 1-2 ideas for the June agenda and to vote in the June meeting.</p>
16.	<p><u>Expenditure:</u> (a) Expenditure for May 2018 was agreed. (b) The agreed on-line signatories for May 2018 are Cllr Crouch and Cllr Freeman (c) Cllr Berger and Clerk showed the Audit findings from 2016/17. Cllr Berger confirmed that with 2 changes of Clerk in 2016/17 we are in a stronger position and have already undertaken all suggestions. (d) There will be an increase in hourly rate for the Clerk in line with the new salary scales agreed with the National Association of Local Councils from 1st April 2018. Actual hourly rate change shared on email with Councillors. (e) Clerk confirmed the change in hours from 1hr to 3hrs as previously agreed from April to September for the Pavilion cleaner and an increase from 1st May 2018 for both cleaners as discussed. (f) Discussion and proposal for which charities RPPC will support for 2018-19 and listed against the Budget. Charities were NDCC £1300 APM speaker £100 All Saints £1050 Peppard News £250 Club Sonning Common £250 Rapid response £100 FISH £300 Sue Ryder £300 PRIN £300 Peppard Primary School £250 Maintain £4000 in budget for Junior playground. Clerk to chase Unity for status of Cllr Wood and Cllr Berger. Clerk to resend email to</p>

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	Cllr Treacher with account details to gain a new password.
17.	Matters for future meetings: Cllr Crouch wanted all Councillors to approach someone to become a Councillor to fill the vacancies. Cllr Rowland would like discuss planning and will send out correspondence toto before the June meeting.
18.	Correspondence: None

Meeting finished at 9:50pm.

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