

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday August 8th 2011 19:30 to 21:30

Present:

David Hammond (Vice-Chairman)	(DH)	Helen Lewis (Clerk/RFO)
	(HL)	
Tony Cotton	(TC)	Paul Harrison (SODC)
Clive Mills	(CM)	Phil Simms (Press)
Linda Collison	(LC)	(PS)
Fiona Berry	(FB)	
Leeanne Flett	(LF)	

Members of the public/parishioners in attendance for all or part of the meeting:

None

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1 Apologies:

Nick Launders (Chairman)	On holiday
Terry Ryan	On holiday
Carol Viney	Absent

2 Members Declaration of Personal and Prejudicial Interests:

TC confirmed his personal interest in the Commons (item 6)

3 Minutes:

a) Minute taking.

On Tuesday 12th July 2011 HL resigned as Clerk/RFO. LC agreed to take minutes at this meeting allowing HL time to complete her actions before leaving the Council on Saturday 13th August 2011

b) Approval of minutes.

It was resolved that the minutes of the meeting held on Monday July 11th 2011 be amended as below and that subject to these changes the minutes be signed off as a true and accurate record:

1. Section 5 a) Commons Update. Para 3 before final sentence.
Insert "SODC also have the right to nominate one further District Councillor"
2. Section 5 a) Commons Update. Para 3 final sentence.
Remove word "currently"
3. Section 5 a) Commons Update.
Change "There are also holes in the ground at the salt dump." to "There are also holes in the ground near the salt dump."
4. Section 6 b) Salt bins.
Add "at no cost for a minimum of two years" after "It was agreed that if OCC can confirm that salt bins will be filled"
5. Section 8 Peppard War Memorial Hall. Para 4.
Change "before and order" to "before an order".

It was resolved that the minutes of the extraordinary meeting held on Monday 25th July 2011 be adopted as a true and accurate record.

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It was resolved that the amended version of the minutes of the meeting held on Monday the 13th June 2011 be adopted as a true and accurate record.

It was reported that the signed approved minutes for meetings held on Monday 14th February 2011 and Monday 14th March 2011 were missing. It was resolved to sign duplicate copies of these minutes and accept these are a true and accurate record of the meetings.

c) Page numbering.

It was resolved that the minutes for each meeting should start from 1 and that each page should show (at minimum) the page number, page count and meeting date.

4 Oxfordshire County Council (OCC) Matters:

a) **County Councillor's Report.** None

b) **Salt Bins.**

- CM gave update referencing an email from Cllr Rodney Rose on Monday 1st August 2011 . New salt bins will now cost £250 each (including first fill). Existing salt bins will be filled free of charge in advance of this year's winter period with a 1 tonne bag of salt. After this time, additional 1 tonne bags can be purchased at £100.

Action: CM to respond to Cllr Rodney Rose's email explaining that Rotherfield Peppard does not have the facilities to store or manage 1 tonne of salt

- It was resolved that in light of the increase in cost of salt bins RPPC will reduce their order of salt bins from 6 to 4 :
 - Peppard School
 - Unicorn Pub/Bus shelter;
 - Gallowstree Cross Roads (nr Peppard Stores);
 - Junction of Blounts Court Road/Priory Copse)

Action: Clerk to change order with OCC

- It was resolved that RPPC accepts potential ongoing costs of maintaining these salt bins, and that the bin outside the school should be relocated if the school move to the new site.

5 South Oxfordshire District Council (SODC) Matters:

a) **District Councillor's Report.**

- On Wednesday July 27th 2011 there was a special meeting of the Scrutiny Committee to discuss the independent report into the election voting issues in May 2011. The main failings were attributed to the printing company, who failed to send out the paperwork as requested. Another key factor was that voters did not realise they each had 2 votes. These issues did not affect the Rotherfield Parish/Sonning Common Ward results.
- Officers at SODC expressed their high praise to the RPPC representative (DH) for his objective involvement in the Manor Farm application.
- Planning permission has been given to Grey Golf Course for a bunker.
- Plans for Mulberry House were rejected.

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6 Commons:

Report by representative – PH.

- There has been no response from Legal and Demographic regarding the selection criteria for the Conservators (action 4 last month)
- Nick Lauanders is to meet with Jeremy Simons in the next few weeks.

TC advised that Rhona Ash one of the Conservators had confirmed that Nettlebed Estates are not prepared to repair their part of Stevens Lane. However, the local residents can do this for themselves, at their own cost, but are not to use tarmac.

Action: PH to ask Conservators to respond.

7 Carlings Orchard

Activity this month:

- Grass and hedges have been cut, grass removed from base of smaller trees, and 2 underground wasp nests destroyed.
- Local resident offered to help with watering small trees during dry spells

It was proposed and agreed that the tree planting event on Saturday 26th November 2011 should go ahead, inviting between 50 and 70 people connected with the Orchard.

Action: LC to update all sponsors and confirm planting date

Action: LC to write article for Peppard News about the tree planting event and forward to CM. (before Tuesday 16th August 2011)

Action: LC to estimate costs of the planting event before next council meeting

8 Peppard War Memorial Hall

90th Birthday Party - It was resolved that RPPC will donate up to £100 for the purchase of individual gifts from RPPC for each of the guests. The gifts are to be purchased and prepared by CM.

9 Finance and Staffing: Expenditure Authorisation and Cheque signing

See end of these minutes

10 Sports Pavilion and Field

It was proposed and agreed that the next full council meeting (Monday September 12th 2011) would end at 9pm, when the first Sports Pavilion and Field Trustee Meeting would be held. The SP&F meeting will last for no more than 30 minutes and will be open to public.

11 Committee updates

a) Planning Committee.

It was confirmed that Planning minutes must be signed at a Planning meeting.

b) Finance and Staffing Committee

2011/12 Finance update

- Spend to date for 2011/12 was slightly less than target spend.

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- April bank statement is missing. It was agreed that £5 should be spent sourcing a copy statement
- Action:** HL to order new April Statement

BDO Audit response

BDO have raised 4 minor points with 2010/2011 Accounts, which will result in a £30 charge:

- Failed to provide a bank reconciliation
- Failed to provide variances document
- £1 rounding error in submission
- Failed to prove that we completed a Risk Assessment in 2010/11

Action: LC and HL to respond this week.

Clerk/RFO Resignation

- Council expressed their sadness at seeing Helen leave but understand her reasons.
- There have been 6 applicants for the vacancy. A shortlist of 3 will be interviewed on Wednesday 10th August 2011.
- HL confirmed she will complete as many of her outstanding tasks as possible before she leaves, including the outstanding HMRC actions.
- Council agreed for HL to keep the "Note-Pad" and mobile phone. The phone contract is with HL (not RPPC) and she will continue payments. The Note-Pad was part of the phone contract.

Action: TC to manage the hand-over of files, computer, actions from HL to new Clerk.

12 Miscellaneous

a) Action Log

- Outstanding actions for HL will transfer to new Clerk/RFO

b) Correspondence

- Details of correspondence received prior to the agenda being posted had been circulated

c) Minutes process review

- Adjourned for new Clerk

13 Verges, Footpaths and Open Spaces

Action: LF to contact OCC and Sonning Common Clerk regarding the fallen footpath signpost on the Sonning Common/Rotherfield Peppard border.

14 Matters arising for information

Community Survey:

- Completed surveys still being processed. Completion date is unknown.
- Raffle ticket winning numbers are 623 (Blue) and 306 (Green) for adult and child respectively.
- Winners have not yet come forward.

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Meeting Closed at 21:31

15 Expenditure Authorisation and Cheque signing

<i>Cheque</i>	<i>Payee</i>	<i>£</i>	<i>Description/Notes</i>
1953	SODC	£46.64	Dog bin emptying
1954	Helen Lewis	£883.86	Clerk wages, holiday, overtime – NI and pension
1955	Post Office Ltd	£81.30	NI and PAYE contributions
1957	OCC Pension Fund	£102.55	Clerk Pension (employee and employer)
1958	OALC	£60.00	Training Course TC
1959	BD Willis	£950.00	Grass mowing and hedge cutting Carlings Orchard
1960	M Bowles	£82.33	August Wages
1961	T Parisi	£61.75	August Wages
1962	Linda Collison	£42.00	Reimbursement for Wasp nest in Carlings Orchard

End of minutes