

FINAL MINUTES

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of meeting held at The Sports Pavilion, Stoke Row Road,
Rotherfield Peppard
Monday 11th July 2011 - 19:30 to 21:30

PRESENT:

Cllr N Launders (Chairman)
Cllr D Hammond (Vice Chairman)
Cllr F Berry
Cllr L Collison
Cllr T Cotton
Cllr L Flett
Cllr C Mills

District Cllr: P Harrison

Clerk/Responsible Financial Officer: H Lewis
Press: Phil Simms
Police: Tim Forrest

Members of the Public: 1 member of the public was present

1) Apologies

Apologies for absence were received from Cllr Ryan and County Cllr Viney. Apologies were given by the Chairman for the next meeting.

2) Members' Declaration of Personal and Prejudicial Interests:

Cllr Cotton confirmed that he has a personal interest in the Commons. Cllr Collison confirmed that she knows R. Butler who has been invited to quote for work at Carlings Orchard.

There were no other members' declarations of personal and prejudicial interests.

3) Minutes of previous meetings:

It was resolved that the minutes of the 9th May be amended to show "postponed" instead of "adopted" in paragraph 2 of agenda item 3 and "was" is deleted in paragraph 2 under item 6b) and that subject to these changes the minutes be signed off as a true and accurate record.

It was resolved that the minutes of the 13th June are amended to show "SODC" instead of OCC under Action5 on page 5 and that subject to this change, the minutes be signed off as a true and accurate record.

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4) South Oxfordshire D.C. (SODC) Matters:

At this point Tim Forrest provided the council with a police update:

Tim is aiming to attend Rotherfield Peppard Parish Council meetings on alternate months. It has been a busy time recently because of the Henley Regatta and normal duties will resume shortly. RPPC is the quietest parish with the fewest reports of crime and very few calls.

Patrols in the Henley area have been increased and Tim has been providing crime prevention advice and working on "Police Aware".

Off-road motorbike riders from Sonning Common and other areas are still an issue. Police policy involves issuing the rider with a Section 59. If the rider then re-offends, the bike is taken away and crushed.

Tim attended the Peppard Fair and was pleased to report that the children enjoyed the event.

Action1: Tim requested that he be informed of any future events as the police are keen to attend.

Tim confirmed that the Police Open Day at Sulhampstead on Saturday 3rd September will be an excellent day out with lots of entertainment for the children.

Action2: It was agreed that Cllr Flett would take a flyer advertising the fête to Peppard School tomorrow.

a) District Councillor's Report:

The council welcomed District Cllr Harrison who provided a full report on South Oxfordshire District Council matters.

i) Manor Farm

A Planning Application has been received for a change of use from light industrial to general industrial for a unit at Manor Farm to be used as an MOT test station.

ii) Core Strategy

Under the revised Core Strategy the number of new dwellings allocated to the larger villages needs to increase to 1,154 and Sonning Common will receive its share. 60% of new dwellings will be allocated to the towns and 40% to the larger villages. Building of the new developments will commence in 9-15 years time.

District Cllr Harrison went on to explain that a 5 year land bank must be in place within the Core Strategy, as without this a developer can approach the inspectorate and ask for the land he proposes, to be developed. The Secretary of State has to sign off the Core Strategy by September 2012.

Henley has been allocated 400 new properties.

District Cllr Harrison confirmed that the need for village plans are crucial in the evidence stream to be able to say where abouts in the community people want development to take place. The nearest potential development site to Rotherfield Peppard is at the back of Orchard Avenue.

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b) Other Business

There was no other business to report.

5) The Commons

a) Update

The Conservators have confirmed that they are not prepared to make copies of minutes public as they feel that the annual report made at the Rotherfield Parish Council Annual General Meeting is sufficient.

The Conservators will be discussing the next stage with regards to Kingwood Common in a meeting to be held shortly. They are looking to get more information about temporary fencing and will pick up on these ideas and discuss further at this meeting.

District Cllr Harrison confirmed that two Conservators are nominated by SODC and that if anyone on RPPC is interested they should contact Steve Corrigan at SODC on 01491 823000 by Thursday next week. The appointees could be existing members should they request to be nominated again. In addition to the two SODC nominated Conservators, the SODC Ward Members for Sonning Common & Peppard (Paul Harrison), Chiltern Woods (Judith Nimmo-Smith) and Watlington & Nettlebed (Angie Paterson) are also Conservators.¹ SODC ~~currently~~² pay 25% of the costs of the Conservators.

Action3: District Cllr Paul Harrison will re-examine the green book and Cllr Harrison will provide an update the next council meeting of the 8th August.

(At this point Tim Forrest left the meeting)

Action4: As several members of the council raised concerns about the selection process the Chairman agreed to speak to Margaret Reed at Legal and Democratic, SODC.

Photographs taken by Mark Saunders of hazards on the Common were circulated to all members of the council.

The Chairman asked District Cllr Harrison if there were any comments from the Conservators about the hazards near Kingwood Common raised last month and the road off the Stoke Row Road. The piece of road that leads from the Stoke Row road for about 50 yards is common land. If someone does have an accident on this stretch of the road, the Conservators would probably be liable. The Chairman speculated that the Conservators might wish to tarmac their roads in the parish as the initial expense may prevent more expense in the future.

There are also holes in the ground at³ the salt dump.

Action5: District Cllr Harrison will liaise with the other Conservators about the reported hazards and Conservators Roads that are in poor condition and will provide an update at the next council meeting of the 8th August.

¹ Manual Correction made at August meeting : Insert SODC also have the right to nominate one further District Councillor

² Manual Correction made at August meeting : remove word currently.

³ Manual Correction made at August meeting : change at to near.

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The Chairman also raised concerns that ragwort might also become an issue. At the moment it is being pulled up by volunteers.

The Chairman confirmed that RPPC need to discuss means by which they can have an improved dialogue with the Conservators and suggested that it might be helpful to have an informal meeting.

Action6: District Cllr Harrison will ask the Chairman of the Conservators to attend the next RPPC meeting.

It was proposed and agreed that District Cllr Harrison express to the Conservators how disappointed RPPC are that we have two commons in our parish, that we help fund them and that they are not prepared to share their minutes with RPPC or publish their accounts, especially as volunteering to help on the Commons is the second most popular volunteering activity in our parish.

An enquiry was made about the responsibility for hazards on public bridleways and District Cllr Harrison confirmed that the landowner is responsible.

As the new school site is not on, near or adjacent to the common, the Conservators believe it is not necessary to comment on the plans. The transport assessors ATKINS report that any parking problems will be experienced in areas closer to the new school so again, the Conservators will make no comment.

The request to allow a former resident to camp on the Top Common has been turned down by the Conservators. Concern was expressed that the Conservators had not communicated this back to the Parish Council who received the original request.

6) Oxfordshire County Council (OCC) Matters:

a) County Councillors' Report

No report was available.

b) Other business

Salt bins

It was agreed that if OCC can confirm that salt bins will be filled⁴ a proposal to purchase salt bins will be put forward. Should the school be successful in its relocation the salt bin pertaining to the school will need to be relocated.

Potholes

More potholes have appeared. It was advised that new potholes are reported individually and that County Councillor Viney be notified when each one is reported.

Library

There is a meeting being held in the Sonning Common Village Hall on the future of the library on 12th September at 7:30pm. This clashes with the RPPC meeting.

Action7: It was agreed that the Clerk would report back to Councillors on the meeting about the future of the Sonning Common Library as her husband is attending that meeting.

Action8: Clerk to record Cllr Mill's apologies for the RPPC meeting on Monday 12th September.

⁴ Manual Correction made at August meeting: insert at no cost for a minimum of two years

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7) Standing Orders

a) Review of policy for dealing with the press/media

It was proposed and agreed that the policy for dealing with the press/media circulated by Cllr Hammond be adopted.

Action9: Clerk will circulate the policy for dealing with the press/media, with the minutes.

8) Peppard War Memorial Hall

Cllr Mills confirmed that the AGM for Peppard War Memorial Hall is being held tomorrow evening.

The committee for the hall has now entered into a contract for redecoration and some external painting of windows. A group of volunteers is being gathered in order to complete the remainder of the painting and to order new curtains which will be put up next month.

The committee is currently investigating methods for replacing the roof by contacting different organisations, however commencement of this work may not start for 2 years, because of the required fund-raising.

As RPPC will be paying for some of the work on behalf of the Peppard War Memorial Hall for the purposes of reclaiming VAT, it was made clear that quotes, orders and invoices must be addressed to RPPC before and⁵ order is placed.

Action10: We should have a resolution that we ask for quotes at the right time and feed into the agenda.

9) Finance and Staffing:

The Clerk has worked over 40 hours more than the contracted 9 hours per week (including holiday) since starting in March. March and April were busy periods and this was also a learning period. August and September are quieter times.

It was proposed and agreed that the Clerk be paid 20 additional hours and that 20.5 hours be carried forward with the potential that this is recouped.

The Clerk confirmed that the pension has not been amended but an e-mail has been sent to Angela Boyd advising of the increased hours in preparation for next month's calculations.

The expenditure for Cllr Cotton to attend a course entitled "How to be a Better Councillor" has been approved.

A discussion about the process for identifying training courses followed and it was confirmed that the Clerk should continue to e-mail notification of training courses to all Councillors but that from time to time Councillors should also check what training courses are available. Councillors can attend courses in different counties and claim expenses in connection with their attendance.

⁵ Manual Correction made at August meeting : change and to an

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Expenditure Authorisation

Payee	Description	Amount	Cheque Number	Other Information
Helen Lewis	Wages and Expenses for June		1946	This was changed from the schedule amount of £489.85 to include 20 hours of extra work authorised in 5 th July Finance and Staffing Meeting.
Oxfordshire County Council Pension Fund	Employee and Employer Pension Contributions	£102.55	1947	
Mr Parisi	July Wages		1948	Clerk to issue after 1 st August
Mr Bowles	July Wages		1949	Clerk to issue after 1 st August
Mr Bowles	Cleaning products	£8.50	1950	Receipt left for Clerk at the Pavilion

10) Sports Pavilion and Field:

a) Update

The Chairman confirmed that we are letting the sports pavilion and field during the daytime in August. He further confirmed that the hall was not large enough for the proposed pre-school but that he is still keeping in touch with the people who were interested.

Action11: Chairman to pass the Clerk and Cllr Flett contact details for the Summer School.

The Vice Chairman confirmed that there was a clash with the use of the Sports Pavilion by the Cricket Club and by the Planning Committee on the 25th June and that in order to prevent future clashes we need a booking system whereby bookings are displayed and the cricket club are aware of all council meetings.

Action12: Chairman to look into and propose an effective booking process for the Sports Pavilion and Field.

LC is waiting to hear from Mathew Davis regarding the revaluation of the Sports Pavilion for the purposes of recording this correctly on the Insurance Policy and Asset Register.

It was proposed and agreed that the proposal to set up a committee for the sports pavilion and field that was circulated by the Vice Chairman prior to the meeting, be amended to include the Groundsman as a committee member and accepted.

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The Vice Chairman confirmed that one of the purposes of the committee is to come up with proposals that would be brought to RPPC councillors, as the sole trustee.

The committee would need to meet with the council at least once a year and the council will need to ensure that the appropriate paperwork and financial details are correct.

Action13: Clerk to circulate the updated version of Terms of Reference for Pavilion and Sports and Field Management Committee with the minutes.

11) Committee Updates

a) Planning Committee

It was agreed that the minutes of the Planning Committee meetings be accepted at the full council meetings.

The Manor Farm enquiry will hinge on whether or not the batching facility and storage racks are visible to the public. The enquiry takes place on the 19th and 20th July at SODC.

Council agreed that DH would attend the Inquiry and represent the strong views of the Council and local people opposed to the appeal.

b) Finance and Staffing Committee

Cllr Cotton confirmed that the minutes will be circulated to all councillors for approval at the next full council meeting on Monday 8th August.

The new bank mandate and change of address has been processed and is in place.

The 2010/11 internal audit has been completed and all the external audit documentation has been sent off.

The asset register and risks will be re-examined by October.

The problems that we have been experiencing with the 2010/11 HMRC returns derive from the previous Clerk reporting tax returns for 2 parishes jointly. The Clerk has been in touch with HMRC but sadly we will be served with an automatic penalty notice. HMRC did advise the Clerk that we should appeal in writing as it can be rescinded.

c) Carlings Orchard Working Group:

i) Review of quotes and selection of person/company to cut grass in Carlings Orchard

The Clerk reported that 5 gardeners had been invited to provide a quote for grass cutting and hedge trimming in Carlings Orchard but that only 2 quotes have been received. 1 did not have the required indemnity insurance, 1 advised that the job was too big and 1 did not return a call.

The Clerk and Chairman opened the tenders in the presence of the council:

R. Butler

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£600 to cut the grass, strim around the trees and remove all cuttings
£700 to cut the hedges and remove all the cuttings

B. D. Willis

£900 for two cuts, strimming around the trees and removing all cuttings
£350 to cut the hedges and remove all the cuttings

Cllr Collison abstained from comment as she knows Mr R. Butler.

It was proposed and agreed that RPPC accept the tender from Mr B. D. Willis.

The Clerk passed on comments from Mr B. D. Willis that he believes the grass should be cut more often.

ii) Proposal for planting new trees and day event

Cllr Collison recommended that we write soon to the people who are sponsoring the 26th November planting.

Action14: It was agreed that the Clerk would issue letters to sponsors of the new trees about the planting day event on 26th November.

Action15: It was agreed that the Clerk put details of the proposal for the planting of new trees and the day event on the agenda for the 8th August meeting.

Cllr Collison confirmed that Mr Hawkins has reviewed the trees in Carlings Orchard and provided excellent advice. RPPC would like to publicly minute thanks to Mr Hawkins for his valuable knowledge.

Action16: It was agreed that the Clerk should issue a letter of thanks to Mr Hawkins

12) Miscellaneous

a) Correspondence: Government's plans to build a high speed rail link through the Chiltern Hills

This correspondence has been circulated by the Clerk and read by Councillors.

b) Risk Assessment update

This has already been mentioned under agenda item 9.

c) Henley Challenge Triathlon

There has been no response to Cllr Hammond's letter.

d) Community Plan: proposal to hold a recognition reception

It was proposed and agreed that all the deliverers and collectors (and their partners) be invited to a reception at the Sports Pavilion on Wednesday 27th July at 6:30pm. It was also agreed that RPPC incur the cost of providing them with a glass of wine and nibbles. The draw will take place at 7pm

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and a collector will be asked to pull the winning tickets.

Action17: Cllr Cotton will send a note to Councillors and collectors advising them of the reception details.

Phil Simms from the Henley Standard was invited.

90% of the community plans (with the volunteer sheets removed) have already been taken to Emma Morris. The most popular volunteering activity is Litter Blitzing and the second most popular volunteering activity is helping with the Commons.

e) Public Sector Mapping Agreement: proposal that RPPC should apply to join the Ordnance Survey Public Sector Mapping Agreement to replace our existing Commercial Ordnance Survey Licence Agreement.

Action18: The Clerk will register RPPC for the Ordnance Survey Public Sector Mapping Agreement.

Cllr Hammond advised that the registration process is straightforward and involves applying on- line. Cllr Hammond also advised that we need to ensure that the existing agreement is not renewed.

f) Minutes process review (including page numbers)

Action19: The Clerk will put “minutes process review” on the agenda for the next council meeting on the 8th August.

g) Permission for signage to be put up for the “Feed the Children” 10K Run/7K Walk on Sunday 4th September 2011.

Permission was approved by the full council.

h) Proposal to sponsor one or two sporting events at next year's Revels' Olympic event

It was proposed and agreed that RPPC support sporting events at next year's Revels' Olympic event to the total of £100.

13) Verges, Footpaths and Open Spaces: report if applicable

There was nothing to report on this subject.

14) Matters arising for information

Cllr Hammond advised that he would like to apply to become a representative for the SODC Standards Committee. The position will be for 12 months and he will need 2 references. The council offered Cllr Hammond their full support.