

FINAL MINUTES
ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of meeting held at The Sports Pavilion, Stoke Row Road,
Rotherfield Peppard
Monday 13th June 2011 - 19:30 to 21:30

PRESENT:

Cllr N Launders (Chairman)
Cllr D Hammond (Vice Chairman)
Cllr F Berry
Cllr L Collison

County Cllr: C Viney
District Cllr: P Harrison

Clerk/Responsible Financial Officer: H Lewis

Press: P Simms of the Henley Standard

Members of the Public: 2 members of the public were present until the end of agenda item no. 4 "Commons".

The Chairman requested and it was agreed to move agenda item no. 7 concerning "Members' Declaration of Personal and Prejudicial Interests" to the beginning of the meeting.

7) Members' Declaration of Personal and Prejudicial Interests:

None.

The Chairman requested and it was agreed that a Dictaphone be used on behalf of Phil Simms, for the first part of the meeting, as he was unable to attend.

1) Apologies:

Apologies for absence were received from Cllr Cotton, Cllr Flett, Cllr Mills and Cllr Ryan.

It was resolved that the minutes of the council meeting held on the 9th May should be amended to include the following revisions and be proposed for approval at the next council meeting on the 11th July:

- Cllr Berry should be recorded as a member of the planning committee and not the reserve planning committee
- the following sentence should be deleted "FB confirmed that due to having a new job she must resign as a committee member but would happily help out if required."
- "adopted" under agenda item no 3. should be replaced by "presented".
- "the mess was" under agenda item no. 6b should be changed to "the problems were".

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- “PH confirmed the current planning procedure” under agenda item no. 4f should be changed to “PH was asked to confirm the current planning procedure for SODC”.
- “Tony” under Action18 should be changed to “Toby Greenwood”

It was resolved that the planning minutes will be kept separate from the minutes of the main meeting.

Cllr Collison requested and it was agreed that when the Clerk issues revised minutes the date is changed.

County Cllr Viney requested and it was agreed to move agenda item no. 5 concerning Oxfordshire County Council Matters before agenda item no. 3.

5) Oxfordshire C.C. (OCC) Matters:

a) County Councillor’s Report

The council welcomed Cllr Viney who provided a full report on Oxfordshire County Council matters:

i) HM Queen’s Birthday Honours

Joanna Simons, Chief Executive of the County Council has been appointed a “Commander of the Most Excellent Order of the British Empire”.

ii) Armed Forces Community Covenant

Oxfordshire County Council will launch the Armed Forces Community Covenant on Monday 20th June 2011. They have also allocated £100,000 to support service leavers resettling in Oxfordshire.

iii) Chiltern Edge Youth Club

Funding from Oxfordshire County Council ceases from the 1st September. All responsibilities will then transfer the management committee of Chiltern Edge Youth Club. Please contact Mrs B Dobson on 01189 723266 or Mrs R Eddington on 01189 723076 if you would like to volunteer some time, equipment or funding.

iv) Sonning Common Library

Areas that are sited within schools will keep a core service from the County and a third of the funding. Volunteers will need to be recruited to keep libraries open for more hours. All libraries will have a self service machine.

v) Peppard School

The planning application for the relocation of Peppard School will be determined by the full OCC Planning & Regulation Committee.

b) Potholes: ringed for more than 28 days

It was brought to County Cllr Viney's attention that there are still many potholes that have been ringed and not filled in within 28 days. County Cllr Viney requested and it

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was agreed that when the Highways Department are contacted, she is copied in. County Cllr Viney confirmed that she would escalate these to the level required to ensure action.

c) Salt Bins

The Chairman reported that Keith Stenning had approved the location of the salt bins and the colour green. He also reported that Keith could not confirm the situation about salt filling, as the final winter measures had not been published by the Cabinet.

d) Other Business

None.

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

a) District Councillors' Report:

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

i) Housing Development

The SODC Core Strategy has been rejected by the Government Inspector. As a result SODC will need to plan for 320 additional houses in villages. Sites for development in Sonning Common are currently being reviewed. The proposals need to be submitted to the Planning Inspectorate by April 2012.

ii) Fly Tipping

Ballards Estate Agents have been fined £5,000 for not ensuring their rubbish was disposed of legally.

iii) Parish Councils and Planning Objections

Some Parish Councils are not finding out about people who have made planning objections and District Cllr Harrison is urging those councils to fully utilise the computerised system.

b) Other Business

None.

4) Commons

District Cllr Harrison reported that the Kingwood Common fencing proposal was rejected. He also reported that the Conservators must give permission before the use of commons land for waste from building work.

The next Conservators meeting, which District Cllr Harrison confirmed he is attending, will be held on the 7th July.

Action1: Cllr Collison agreed to contact the Highways Department about the edges of the top common which need to be mowed to make visibility safe for traffic.

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The Chairman confirmed that he had reported the overgrown triangle of land opposite the Pet Barn, to the Highways Department who had confirmed that it would be trimmed tomorrow. This had been brought to his attention by a member of the public.

The Chairman and a member of the attending public advised Cllr Harrison that the Conservators' road "leading to Esther Carling Lane, Stephens Lane, Dove Lane" is severely potholed.

The Chairman also advised that some tarmac belonging to the Conservators on the top common is in poor condition.

Action2: District Cllr Harrison agreed to raise these issues with the Conservators.

The Chairman expressed concerns about the salt dump.

A member of the attending public reported seeing various dangers on Conservators land including an open manhole on a bridleway. They further requested that minutes of Conservators' meetings be displayed on the web.

Action3: Cllr Harrison agreed to raise these issues with the Conservators.

5) Standing Orders

a) Review of Standing Orders and Financial Regulations

The Vice Chairman proposed adoption of a modified version of the model standing orders from the National Association of Local Councils which had been circulated prior to the meeting. Any additional changes to non-mandatory rules can be proposed at future council meetings.

Action4: Cllr Collison agreed to write a glossary for the standing orders

The Chairman proposed and it was resolved that the standing orders be changed to remove "1j A person shall raise his hand when requesting to speak and stand ..."

With this change the Standing Orders were adopted.

The Vice Chairman also proposed adoption of the previously adopted Financial Regulations which had been circulated prior to the meeting. This was agreed.

b) Review of the Delegation Arrangements for the Planning Committee

This has already been covered in the revisions to the minutes of the 9th May 2011.

c) Review of the Terms of Reference for Committees

The Vice Chairman proposed and it was resolved that we accept our current terms of reference for committees.

d) Review of Arrangements with Local Authorities

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Action5: It was agreed that the Clerk should locate and review the contract with SODC for dog bin emptying.

e) Review of Arrangements with External Bodies

Action6: The Vice Chairman proposed and it was resolved that the Clerk put a proposal to invite the Conservators to accept an RPPC councillor as a member on the agenda of the next council meeting on the 11th July.

f) Review of Complaints Procedure and Requests for Data

The Vice Chairman proposed and it was resolved that the current complaints procedure should be adopted.

Action7: It was agreed that the Clerk should revise the Clerk's contact details on the Publication Scheme and that the updated version be displayed on the website and on at least one notice board.

Action8: It was agreed that the Clerk should review the Publication Scheme and submit proposals for consideration and for subsequent referral to Legal and Democratic at the council meeting on the 8th August.

Action9: It was agreed that the Clerk should enquire about RPPC registering under the Data Protection Act and submit proposals for consideration at the council meeting on the 12th September.

g) Review of Policy for Dealing with the Press/Media

Action10: It was agreed that council members should consider and submit proposals for the next council meeting on the 11th July.

h) Setting the Meetings for the Year Ahead: Financial Calendar and Meeting Dates

The Vice Chairman proposed and it was resolved that the new calendar meeting dates be accepted and that the dates after April 2011 be used for council reference only.

Action11: It was agreed that the updated schedule of meetings be placed on all notice boards and on the website.

8) Peppard War Memorial Hall

There was no representative present.

9) Finance and Staffing

a) Audit Update

The Chairman proposed and it was resolved that the "Accounting" and "Annual Governance" statements be approved.

Action12: It was agreed that the clerk should issue a letter to the external auditors enclosing the annual return for RPPC for the year ended 31st March 2011 and that the Clerk supply copies at the Finance and Staffing meeting on the 5th July.

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b) Employment Status of Mr Parisi and Mr Bowles

The Vice Chairman proposed and it was resolved that the employment status of Mr Parisi and Mr Bowles be discussed at the Finance and Staffing meeting on the 5th July.

Action13: It was agreed that the proposal to sign cheques for Mr Parisi and Mr Bowles for work done in the current month for issue on the 1st of the following month, be raised at the Finance and Staffing meeting on the 5th July.

c) Expenditure Authorisation

Payee	Description	Amount	Cheque number	Other information
Peppard War Memorial Hall	Rental of the Hall for the Annual Parish Meeting	£80.00	001930	Urgent Payment Made. Authorisation brought to Council's Attention.
OALC	Minutes Course for Clerk on the 19 th July 2011	£36.00	001931	
Linda Collison	2 Year Web Domain Renewal	£19.97	001932	
Tony Parisi	May Wages	£61.75	001933	
Tony Parisi	June Wages	£61.75	001934	Clerk to issue after 1 st July
Michael Bowles	May Wages	£82.33	001935	
Michael Bowles	June Wages	£82.33	001936	Clerk to issue after 1 st July
Zurich Insurance	Insurance for 1/6/11 to 31/5/12	£988.38	001937	
LexisNexis	Local Council Administration 8 th Edition	£59.05	001939	
Society of Local Council Clerks	Membership Fees	£103.00	001940	Replacement Cheque 001924
SODC	Dog Bin Emptying From 1/1/11 to 31/3/11	£46.64	001941	
Nick Lauanders	New Keys and Lock for the Pavilion	£114.21	001942	
Helen Lewis	Wages and Expenses Including New Printer	£585.42	001943	

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Payee	Description	Amount	Cheque number	Other information
Oxfordshire County Council Pension Fund	May Employee and Employer Contributions	£102.55	001944	
Clive Mills	Supply and Printing of Maps and Addresses for Community Plan Survey	£20.00	001945	

10) Sports Pavilion and Field:

a) Update:

The Chairman confirmed that a new lock and keys had been fitted to the pavilion at a cost of £114.21.

Action14: The Chairman also confirmed that he would submit a proposal to set up a committee for the sports pavilion and field, which would include Ronnie Brock and Michael Bowles, at the next council meeting on the 11th July.

He also advised that the people who wanted to run a play group at the pavilion have withdrawn but that the pavilion will be used to run a summer camp for weekdays in August.

Action15: The Chairman proposed and it was agreed that he would approach a local estate agent and obtain a quotation for revaluing the sports pavilion for insurance purposes and that the Clerk would put this on the agenda for the next meeting on the 11th July.

11) Committee updates:

a) Planning Committee:

The Vice Chairman proposed and it was agreed that the council should accept minutes of the Planning Committee at this meeting.

b) Finance and Staffing Committee:

None.

c) Carlings Orchard Working Group:

Cllr Collison proposed and it was resolved that some ties be purchased for trees that have come away from their stakes at a cost of approximately £1 each to a maximum cost of £50.

Action16: Cllr Collison and the Chairman proposed and it was resolved that the Clerk obtain quotes for grass cutting and ensure that the contractors provide proof that they have 3rd party liability insurance up to £5 million.

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Action17: Cllr Collison confirmed that she would raise proposal iii) in the next council meeting on the 11th July.

12) Miscellaneous:

a) Correspondence.

It was noted that we had received:

- a thank you card from Sue Ryder thanking us once again for our support
- a letter from Inspector Weston which the Chairman (**Action18**) will scan and circulate
- a letter of invitation to take part in a tug of war sponsored by Midsomer Murders. The Chairman (**Action19**) will take copies to local pubs
- notification of the Affordable Housing Conference on Monday 11th July
- a letter from the Chilterns Society thanking us for our support as member 2086 and inviting us to make further contributions.

b) Risk Assessment Update

None.

c) Rogation Sunday

The Chairman thanked Cllr Collison and suggested that we aim to increase the numbers next year.

d) Henley Challenge Triathlon

Action20: It was agreed that the Clerk should contact Bryan Reynolds again and re-request the pack of information issued to Parishes.

e) Community Plan

Surveys are still being collected.

f) Public Sector Mapping Agreement with SODC

The Vice Chairman reported that we should be taking out a Ordnance Survey Public Sector Mapping Agreement to replace our existing commercial agreement with Ordnance Survey. This follows a discussion with Patrick Roche at SODC.

Action21: It was agreed that the Vice Chairman would find out more information and put forward a proposal at the next council meeting on the 11th July and that the Clerk would put this on the agenda.

g) Training Courses for Councillors

Action22: It was agreed that Cllr Collison and Cllr Berry attend the planning training course and that the Clerk claim 50% of the training costs through the Oxfordshire Association of Local Councils.

h) Minutes Process Review (including page numbers)

Action23: It was agreed that the Clerk should put this on the agenda for the next council meeting on the 11th July when specific proposals will be made.

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i) Proposal to Grant the Clerk the Authority to Approve the Erection of Temporary Notices

It was proposed and resolved that the Clerk should be given the authority to approve the erection of temporary notices and that the Clerk should report back all such approvals at the full council meeting.

j) Proposal to Sponsor One or Two Sporting Events at Next Year's Revels' Olympic Event

Action24: It was agreed that councillors should consider and submit proposals at the next council meeting on the 11th July.

It was proposed and resolved to grant permission to erect temporary signage to advertise the fête at Rotherfield Greys.

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

Action25: It was resolved that the Chairman and Cllr Collison would liaise and deal with the nearly impossible footpath near Peppard Church car park that was reported by a member of the public.