

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Present:**

<b>Councillors:</b>	Tony Cotton (Chair)	(TC)	Tony Rancombe	(AR)
	Fiona Berry	(FB)	Valerie Ross	(VR)
	Simon Crouch	(SC)	Veronica Treacher	(VT)
	Vivien Mitchell	(VM)		
<b>Clerk:</b>	Linda Collison	(LC)		
<b>OCC Councillor</b>	David Bartholomew (part)	(DB)		
<b>SODC Councillor</b>	None			
<b>Press:</b>	Connor McLoughlin (Henley Standard)			
<b>Member of Public:</b>	1 full, 3 part.			

*Members and public were reminded that the meeting was being recorded and that the recordings would be deleted when the minutes were approved and signed.*

**Open Forum:**

A member of the public raised concern regarding the condition of the two tracks across Peppard Top common, suggesting that all groups of people that use the tracks (school, Red Lion, Tennis Club etc) should work together to repair the tracks and that either Rotherfield Peppard Parish Council or the Nettlebed and District Commons Conservators (NDCC) should lead the project.

Action: LC to add to the next Agenda and prior to that meeting to confirm whether or not the tracks have been adopted by OCC.

**1 Apologies:**

Apologies were received from Councillors Flett and Ryan prior to the meeting.

**2 Member's declaration of Pecuniary Interests:**

None.

**3 Minutes:**

It was moved by SC, seconded by AR and resolved unanimously that the Minutes of the Council Meetings held on Monday 9<sup>th</sup> November 2015 and Tuesday 1<sup>st</sup> December 2015 be signed as a true record of the meeting.

*The County Councillor's attendance was subject to other Parish Councils meeting on the same night, it was agreed that the County Councillors report (agenda item 5) should be received and considered before agenda item (4).*

**5 Matters relating to Oxfordshire County Council (OCC) :**

- **County Councillors Report General: Report sent prior to the meeting.**

See Appendix 1.

VR raised concern at the condition of the white lines on Sally's Pitch. DB explained that there was no budget for white lines (unless the matter was one of safety) but asked that this was reported via 'fix-my-street' on the OCC website.

*DB left the meeting. Meeting resorted to Agenda order –the remaining OCC matters to be considered after the agenda item 'Golf Course'.*

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**4 Golf Course:**

Mr Rawlings, manager of Greys Green Golf Course submitted a report to the Council earlier that day responding to the following concerns regarding the Golf Course:

1. The road surface of the road running in front of Daisy's by the Dog (aka 'The Dog Lay-By') has large pot holes and other damage which will cause damage to cars driving through
2. A pump house has been erected on the golf course without planning permission
3. The lorry wheel wash appears to be no longer present.
4. Complaints regarding mud on the roads outside the entrance to the Golf Course
5. Planning permission granted for application P14/S0844/FUL included a travel plan which states that the lorries are not permitted to enter the golf course between 7:30am and 9:30am, any waiting should be made on an 'A' road. However lorries are arriving during these times and parking on road verges in the village creating potentially dangerous situations, restricting villagers' use of the village 'car-parking' area and damaging the verges.

Mr Rawlings (LR) explained:

1. "Regarding the condition of road surface of the road running in front of Daisy's by the Dog (aka 'The Dog Lay-By'). Layby potholes have been a constant throughout my 7 years at the Greys Green and we have taken it upon ourselves to repair the potholes since the commencement of the project every 3 to 4 weeks, even though there is and has been a vast amount of non-golf traffic using the layby, especially Coffee Shop users. As per the 'Road Condition Survey' carried out by the Highways Department at the start of the project, the road and layby area are photographed to ensure there is a comprehensive record of any possible damage caused by the vehicles."  
LR confirmed that at the end of the project any damage to the layby will be put right.
2. "Irrigation, Pump House, Tanking, Bore Hole – Details of these are within the original planning application and therefore are approved. We have liaised closely with the planning officer ref this matter as the final location of the bore hole and pump house could only be finalised when the optimum water location could be found."  
FB explained that this is possibly a process issue. After the initial planning application, there was a follow-up application to discharge three conditions. One is regarding the traffic management Plan; a second regarding tree protection condition; and a third regarding the surface water system. The status of this application is '*partially discharged*' and that this condition regarding the pump house has not been discharged.  
LR said that this did not align with his communications with his planning officer.
3. "The wheel wash has been fully operational for the totality of the project so far and remains in situ' and has never been removed. Wet conditions, it is used to remove mud from the lorry wheels, or in dry conditions to dampen the dust."
4. "Our records show that there has only been one instance of mud on the road as the wheel wash removes any excess before the lorries leave the facility. We employ a road sweeper that cleans the B481 and layby daily Mon-Fri after our facility closes. We road-sweep twice a day if we know the weather is to be inclement and have had the road sweeper onsite all day when SSE switched the power off for the day when working locally although a generator was employed to operate the wheel wash. I would estimate that we have cleaned the B481 from Bolts Cross corner to the "S Bend" some 260 times since the project commenced. "
5. "Regarding lorries parking on road verges (specifically nr Gallowstree Crossroads) in the village. The original Traffic Plan was revised and the new/revised Traffic Management Plan (Rev B) shows the new delivery details as follows:

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

Monday to Friday 07:30- 08:30; 0930-1600 and Saturday 0700-1300

There are no construction deliveries outside of this plan. We also negate to use the Saturday times. We have a detailed parking plan and route for all construction deliveries to abide by although I understand a number didn't follow this recently and parked at the crossroads."

It was pointed out that there had been another instance (2<sup>nd</sup> December 2015) when lorries had parked at the Gallowstree Crossroads. Mr David Einig (DE) owner of the delivery company, expressed his concern that this had happened and said that he had, and would continue to, reprimand any of his drivers who parked there. He also asked to be notified directly (and as soon as possible) if this should happen again.

VR explained that the traffic plan states that any waiting should be made on an 'A' road and there no 'A' roads in the parish. LR explained that they have been given certain parking locations from OCC Highways that the lorries can park and wait in.

DE suggested that he and a number of his drivers go 'round these waiting locations to agree which one would be suitable to the Parish Council.

Action: LR was asked to provide the list of locations to LC.

DE also kindly offered to fill the holes at the crossroads layby with scalplings or similar.

Action: LC to contact DE to arrange.

LR invited members of the Council to visit the Golf Course in spring, when the weather was better, to view the progress made.

## **5 Matters relating to Oxfordshire County Council (OCC) : continued**

- **Turning circle outside Unicorn Pub**

TC confirmed that this island is owned by Brakspear Brewery, who has repaired the posts.

- **Highways, Footpaths and signage**

- Over grown hedges on Shiplake Bottom.

LC reported that there has been a complaint regarding hedges growing into the footpath along Shiplake Bottom. A photograph of the situation showed that although one person could walk along, a parent with more than one child would have difficulties.

Action: SC proposed, TC seconded and it was agreed (not unanimous) that a polite letter to be sent to the owner of the property asking that the offending hedge is cut back.

- Damage to Island at top of Dog Lane.

LC reported that the island at the top of Dog Lane had been damaged by an Electricity company (SSE) whilst doing some work nearby. It was agreed that LC should ask the SSE to repair the damage.

- Tree litter and vegetation along Stoke Row Road.

LC reported that a member of the public had raised concern regarding the amount of tree litter and vegetation along Stoke Row Road, road verge and pavement. Action: LC to report to SODC road sweeping team.

- **Mud on road outside Vine Lodge**

LC explained that a number of residents have raised concern regarding the mud on the road outside Vine Lodge. VR added that she had recently skidded in her car on the mud there.

Action: LC to write to Highways and the developers asking that the roads are kept free of mud.

- **Oxfordshire Together**

Not discussed – add to next agenda

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**6 Matters relating to South Oxfordshire District Council (SODC):**

**SODC Councillor's Report**

TC confirmed that District Councillor David Nimmo-Smith had forwarded 'South News – December 2015' which had been sent to all members. (Appendix 2)

**7 Village - Benches at Gallowstree crossroads.**

It was proposed by TC, seconded by SC and agreed unanimously to:

- Repair existing bench in car park at Gallowstree Crossroads. Cost £185.00
- Remove bench (with concrete supports) from opposite carpark. Cost £50.00
- Build and install new bench (opposite the carpark) Cost £100.00 + materials

Action LC – to instruct Hallet the Handy man to go ahead.

**8 Carlings Orchard:**

None.

**9 Administration, Finance and Staffing.**

**Finances:**

- It was unanimously agreed to accept the 2015-16 accounts as at 30<sup>th</sup> November 2015, as shown in Appendix 3.
- TC reported that the Finance and Staffing Committee had met on Tuesday 1<sup>st</sup> December 2015, where the it had been agreed to propose the following to the Full Council meeting:

- **To approve the 2015-16 budget**, Ref Appendix 4.

The budget includes:

- Paying elected Councillor Allowances this year, and to purchase a printer cartridge for co-opted members.
- Paying the following subscriptions before the end of 2015-16:
  - Parish On Line £50
  - CPRE £29
  - ICO £35
  - OALC £310
  - OPFA £40
- Paying the following donations in February 2016:
  - Peppard News £250
  - SC Ambulance Service (RR) £250
  - Club SC £250
  - FISH £100
  - Peppard Relief in Need £100
  - Sue Ryder £100
- Reserving an additional £2,500 for Peppard War Memorial Hall at the end of 2015-16 – making a total of £5,000 in reserve for the hall roof. Appendix 5
- Increasing the General Reserve to £18,956 Appendix 5
- A total of £760 to repair one bench at Gallowstree Cross Roads and to replace the other with a new one. The new bench already purchased. (See agenda item 7)
- £1,000 for a structural survey of the pavilion.
- Reserving the £500 allocated for the play area, if not used this year.

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

- **To approve the 2016-17 budget**, Ref Appendix 6.

This budget includes:

- An additional £2,500 for the Play Area, this would give a total of £5,000 for the play area with possibly another £500 if not used this year.
- Donations of £3,750 to cover £1,000 for the Churchyard maintenance and £2,750 for other causes.
- £1,250 to replace the glass doors on the notice board nr The Unicorn and to replace the Notice Board near the school.
- **To request a Precept of £31,600** for 2016-17 – this is an increase of £4,100, 14.91% on the current year. Impact on residents is just under 14.91%, which is an annual increase of £4.51 for a band D house.

TC reminded members that although these items are recommended by the Finance and Staffing Committee, finances are an important part of the members duties for which they are all jointly responsible.

It was proposed by SC, seconded by VR and was unanimously agreed to accept all the above proposals made by the Finance and Staffing Committee.

Action : LC to request the precept from SODC.

- It was proposed by SC, seconded by VT and agreed unanimously to accept the 2015-16 Interim Internal Audit Report and to implement the recommended actions:
  - Accept the findings from the 2014-15 External Audit (the figures on the Annual Return did not add up by £1 due to rounding) and that should this happen again, the Clerk to contact BDO for advice.
  - Accept the 2014-15 Internal Audit findings (there were none) and to adopt the Review of Internal Audit (Appendix 7)
  - Adopt the updated Asset register – updated to include Carlings Orchard at a value of £1. (Appendix 8). Action LC – to ensure all items included on insurance
  - Risk Assessment needs to be updated. Action LC to circulate, update and bring back to the next Council meeting for ratification.

- **Future of Parish Council External Audits:**

The Local Audit and Accountability Act 2014 closed the Audit Commission on 31<sup>st</sup> March 2015. Responsibility for appointing auditors and setting audit fees transferred to a new company Public Sector Audit Appointments Ltd (PSAA), this company will undertake these functions until the current contract with BDO in Oxfordshire expires after the completion of the 2016-7 audits.

From the beginning of the financial year 2017-18 smaller authorities are responsible for appointing their own external auditor.

Councils can choose to have an auditor appointed for it by the new sector led body which has been set up by NALC with SLCC and the Association of Drainage Authorities **or** they can choose to appoint their own auditor.

If we wish to opt out of using the Sector Led Body appointed auditor then we need to let NALC know by the end of January 2016.

AR and VT raised concern that there was no indication from NALC as to how much this would cost. TC agreed, adding that if the PSAA charge is too great or provide a poor service, many parish Councils would complain, allowing parish councils to leave the scheme if desired.

It was proposed by TC, and agreed unanimously not to opt out of using the sector led body, provided the costs is the same or less than the current cost Action LC.

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Diary dates:**

- The meeting dates for July 2016 – December 2016 as detailed in Appendix 9 were approved. Note no meeting in January or August.
- It was agreed to change litter blitz day from 2<sup>nd</sup> April to weekend 4-6 March to align with WI's Keep Britain Tidy for the Queen's 90<sup>th</sup>.
- VT agreed to liaise with CPRE and arrange a speaker for the Annual Parish Meeting on 23<sup>rd</sup> April 2016. Action: VT to update Council with speaker details at the February meeting.
- TC reported that we had received a letter from the Lord-Lieutenant of Oxfordshire regarding the celebration of the Queens 90<sup>th</sup> birthday next year, asking to be informed of activities being held in the parish to celebrate the event. It was agreed that the letter should be forwarded to The Revels Committee. Action LC.

**Training:**

- It was agreed that:
  - VM attends the OALC Roles and Responsibilities Course in March 2016;
  - LC attends the OALC Internal Audit Course in February 2016
  - A place should be reserved on the OALC Chairmanship training in July 2016

**Confidential item:**

**10 Trustee meeting actions:**

*All Trustee payments are made by RPPC, but those funded by the Charity are subsequently reimbursed from the Charity to RPPC.*

In the Trustee meeting held directly before the full Council meeting it was agreed that a donation of £25 should be paid to Ferreter (£25) and that is a Charity cost, ie the Trustee should reimburse the Council.

**11 Approval of Spend:**

It was agreed unanimously that the items listed in Appendix 10 are approved for payment. They include January payments (as there is no January meeting) and the donations and subscriptions approved earlier in the meeting.

**12 On line approvers**

It was agreed that AR, FB and SC should approve the payments on Unity Trust.

**13 Correspondence:**

- A thank you letter from the Poppy Appeal Organiser for Peppard and District for the donation.
- Details from OCC regarding 'wheels2work' – providing scooters and motorcycles to people to get to work. ([www.oxfordshirewheels2work.co.uk](http://www.oxfordshirewheels2work.co.uk))

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**14 Matters for next Full Council meeting: 8th February 2016**

Oxfordshire Together; APM & CPRE; Risk management report; Members' Allowances.

**Announcement**

At the end of the meeting VR explained that she was resigning from the Planning Committee. Following 4 years on the Committee, VR feels that SODC do not take into account the views of the Parish Council and therefore it is simply a waste of time.

*SC and AR left the meeting; VM remained as a member of the Public.*

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**PLANNING COMMITTEE MEETING**

**Present:**

<b>Councillors:</b>	Fiona Berry (Chair)	(SC)
	Tony Cotton	(FB)
	Valerie Ross	(VR)
	Veronica Treacher	(VT)
<b>Clerk:</b>	Linda Collison	(LC)
<b>Member of Public:</b>	2 full, 5 part.	

**15 Apologies:**

None

**16 Minutes:**

It was moved by FB, seconded by VR and resolved unanimously that the minutes of the Planning Committee meeting held on Saturday 21<sup>st</sup> November 2015 be signed as a true record of the meeting.

**17 Declaration of Interest:**

None

**18 New Planning Applications**

**P15/S3715/FUL Broadlands House 6 Stoke Row Road Peppard Common RG9 5EP**

Erection of Two New Detached Homes and Carports, Closure of Existing Access on to Stoke Row Road and Creation of Improved Access Point to Stoke Row Road, Hard and Soft Landscaping and Associated Works

Rotherfield Peppard Parish Council considers that this application should be REFUSED for reasons details in Appendix 11.

**P15/S3700/HH Arundel Church Lane Rotherfield Peppard RG9 5JN**

New swimming pool with associated pool building. New tennis court and external wall.

Rotherfield Peppard Parish Council considers that this application should be APPROVED

**P15/S3737/FUL Land to Rear of Gable Cottage Gravel Hill Peppard Common RG9 5HD**

Removal of condition 5 (code for sustainable homes) on application ref. P14/S0796/FUL

Rotherfield Peppard Parish Council had No Strong Views on this application.

**P15/S3786/HH Old Copse House 11 Baron Way Kingwood RG9 5WA**

Proposed single storey side extension and block up existing high level window

Rotherfield Peppard Parish Council considers that this application should be APPROVED

**P15/S3985/HH Little Gable Cottage Church Lane RG9 5JU (Retrospective application)**

Removal of existing gate, increase in width of gravel drive & installation of new wooden sliding gate to main access to garage. Reduction in width of other 5 bar gate to pedestrian size gate to left of frontage when facing the house & grassing over to match existing grass (re use existing pedestrian gate), hedge infill (reusing existing) to pedestrian gate. \*\* \*\*

Rotherfield Peppard Parish Council considers that this application should be APPROVED.



**ROTHERFIELD PEPPARD PARISH COUNCIL**  
 Minutes of The Full Council Meeting of the Parish Council  
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
 on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**19 SODC Planning decisions**

Application	RPPC Decision	SODC Decision
<b>P15/S2665/FUL Vine Lodge Peppard Hill Peppard Common</b> Removal of condition 4 (Code for sustainable homes) of P14/S3795/FUL.	<b>REFUSAL</b>	<b>APPROVAL</b>
<b>P15/S3072/FUL, Square Cottage &amp; Square House 1 Stoke Row Rd</b> Demolition of Square Cottage. Erection of two detached dwellings & extensions to Square House	<b>APPROVAL</b>	<b>APPROVAL</b>
<b>P15/S3120/FUL Small World Kingwood Common RG9 5NB,</b> Removal of cond 6 (code for sustainable homes) of P13/S2043/FUL	<b>REFUSAL</b>	<b>APPROVAL</b>

**20 Enforcement Actions**

- Ongoing Enforcement Actions in the Parish are detailed in Appendix 12.
- **New: P15/S2339/HH Cherry Croft Cottage Kingwood Common Kingwood RG9 5NB**<sup>1</sup> – road/track destruction by large vehicles removing earth.

A member of the public had raised concern regarding the destruction of the track that runs past his house as a result of lorries driving to and from the development at Cherry Croft Cottage. The track is a private road and part of Kingwood Common, and unless the developers are breaching their planning conditions, this is not a Parish Council matter.

TC reported that the Conservators were dealing with the issue (it is Common Land), and it is understood that the owner of Cherry Croft Cottage has agreed to put right the track when the work is complete.

Meeting ended at 10:15 pm

---

<sup>1</sup> This was incorrectly noted on the agenda as relating to **P13/S1114/HH Cherrytrees Kingwood**

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix (1): County Councillors Report**

**Autumn Statement/Comprehensive Spending Review – Impact on OCC**

Chancellor George Osborne delivered his Autumn Statement on Wednesday 25 November, including details of the Comprehensive Spending Review (CSR). The CSR confirmed that core Central Government funding (comprising business rates and revenue support grant) to Local Government will fall by 24% in real terms over the next four years. When taking into account Office of Budget Responsibility forecasts of other income raised locally by councils, the overall position is a 6.7% real terms reduction, which means difficult decisions will have to be taken by OCC when preparing the forthcoming budget after full details of the Local Government Settlement have been received. Key CSR announcements were:

- Local authorities responsible for adult social care (which includes OCC) would be given the option to increase Council Tax by 2% to fund the increased costs of adult social care associated with the new National Living Wage. This is in addition to the 2% increase councils are permitted without a referendum, meaning OCC can now consider a 4% rise in Council Tax. However, this has to be seen in the context that most OCC residents will not have had a 4% wage rise.
- An additional £1.5bn of funding for Local Government from the Better Care Fund will be made available by 2019-20. This must be considered against the background of an ageing population and a 94% increase in demand for home care since 2011, with similar increases expected over the coming years.
- Ring-fencing of the public health grant will continue in 2016/7 and 2017/8.
- Confirmation of £12bn Local Growth Fund allocations for 2015/16 to 2020/21 made through Local Enterprise Partnerships (LEPs).
- An extra £250m of funding for pothole repairs for five years to 2020/21. However, it has to be confirmed if this is annual or over the review period. The allocation for Oxfordshire would be around £2.5m.
- The New Homes Bonus is to be reformed with proposals to include a 'sharpening of the incentive' and reduction in payment period from six years to four.

**Devolution**

OCC Leader Ian Hudspeth, along with the District councils, LEP and Health colleagues, will be presenting the Oxfordshire devolution proposal to Secretary of State Greg Clark in early December. This is an opportunity for Oxfordshire to have devolved powers to provide the infrastructure required to deliver the 86,000 new jobs and 100,000 new homes by 2030. The proposal also includes the integration of Health and Social care – the aim is to reduce duplication, improve efficiency and provide a better Health care system for all of Oxfordshire's 670,000 residents.

**Children's Centres & Early Years Consultation**

The consultation detailed in last month's report runs for a few more weeks until the end of Sunday 10 January 2016.

**Council Launches 'Fostering-Friendly' Campaign**

OCC is joining forces with local employers and other organisations to make the county the most 'fostering friendly' place and encourage more people to foster children. The aim is to create the best possible environment for foster carers by harnessing wider support and building greater recognition for the special role foster carers play in society. Partner organisations are being invited to pledge support by signing a 'Fostering Friendly Covenant', which sets out their commitment to supporting staff, volunteers or members who foster, and to promoting foster care more widely. Details here: <https://www.oxfordshire.gov.uk/cms/news/2015/nov/council-launches-'fostering-friendly'-campaign>

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Provisional GCSE Data**

The Dept for Edu. has published provisional 2015 GCSE results. Key Headlines for Oxfordshire schools:

- 59.1% of pupils achieved five or more A\*-C grades, including English and Maths
- 73.1% made the expected level of progress in English
- 70.5% made the expected level of progress in Maths

Across the country performance was down slightly on 2014 levels but Oxfordshire remains above average. (NB the data will not be finalised until early 2016 and may change.)

**Additional Broadband Funding**

An extra £5.58m of funding has been announced. This comes from: Oxfordshire LEP, £2m; South East Midlands LEP and Cherwell District Council, £120,000; Oxford City Council, £168,000; Government's Broadband Delivery UK (BDUK) programme, £2.2m; BT, £1.1m. This means more than 4,600 additional businesses and homes across Oxfordshire will be able to access superfast fibre broadband. The percentage of county homes and businesses able to get superfast fibre broadband will be increased to more than 95%. More details at [www.betterbroadbandoxfordshire.org.uk](http://www.betterbroadbandoxfordshire.org.uk).

**Supported Transport Services**

On November 10<sup>th</sup>, OCC's Cabinet met to agree proposals for the future of the county's supported transport services. This followed a consultation held over the summer, which had over 2,600 responses. The proposals were discussed as part of the need to make between £6.3m and £7.5m savings from OCC's supported transport budget. The Cabinet agreed to withdraw bus subsidies from all services, with the caveat that if the Local Government Spending settlement to be announced later in the year is more generous than predicted, some funds would be made available to subsidise off-peak services on key routes. The 100+ subsidised bus services in Oxfordshire make up around 9% of the bus network. This means that more than nine out of ten services run without any public subsidy and are not affected by any of the proposals.

**Preparations for Winter Weather**

OCC is fully prepared for winter with a full fleet of 31 gritting vehicles, which have been serviced and tested over the summer. They are ready to run on 28 routes, covering a total distance of 1200 miles. Winter depots have been stocked with 12,500 tonnes of salt, which allows OCC to undertake 50 gritting runs of the entire network (at 240 tonnes per run). Since the last major 'snow event', OCC has increased the starting stock of salt by a third and has also restocked the county's 1300 salt bins. Free bulk bags of salt have been offered to all town and parish councils. The take-up so far this year has been minimal, with only 52 requested, as stocks have been retained from previous years. The daily update on whether roads will be gritted is posted on the winter pages of the OCC's web site <http://winter.oxfordshire.gov.uk/cms/>

**Oakley Wood HWRC**

I am pleased to report that officers are now recommending that a reduction in the number of HWRCs should not happen until extensive further analysis has taken place. Subject to approval of the report by OCC Cabinet this week, this should mean Oakley Wood is safe in the medium term at least.

**Potential Third Thames Bridge**

I am advised that the traffic study has commenced & preliminary results will be available in spring.

**Bus Service 145**

As advised to the clerk, I have investigated this matter and I'm afraid I don't have good news. One of the many painful decisions the council is having to take to achieve a balanced budget is deciding whether or not to remove bus subsidies. The information I have is that it is highly likely all bus subsidies will be removed and this will impact upon service 145 next year. It will then be up to the operator to decide if the service continues.

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix (2): SODC News December**

**Enterprise zone**

On Wednesday the Chancellor announced that the government approved our bid for a second Enterprise Zone. **The new zone is made up of areas near Didcot** and will sit alongside and complement Science Vale. Not only does this mean many new jobs but we'll also get extra money for infrastructure from business rates, and we'll also attract significantly more government investment to the area.

**Neighbourhood Plans - the right tools for the job**

We've created step-by-step toolkits to help town and parish councils prepare their neighbourhood plans. These will be especially useful to groups just starting out, but also for those further down the process. If you'd like to know more, contact the Planning Policy team on 01235 540546.

**Community First report**

If you're not already aware of the work of Community First, who used to be known as Oxfordshire Rural Community Council, it's worth getting to know them - there are lots of ways they can help your communities. We provide them with financial support for their work, which includes projects like helping Kennington Village Hall reduce their energy costs by 18 per cent, and helping communities with every aspect of their community-led plans. You can read more about them and get some ideas how they could help your communities in their annual report.

**Town and parish forum**

If you missed the recent town and parish forums, take a look at our South page to see the presentations we gave. In the Vale, we spoke about planning enforcement, the Local Plan, and broadband across the county. In South, we spoke about the Local Plan, grants available to local communities, and planning appeals.

**CIL review consultation**

The government is reviewing the Community Infrastructure Levy to assess if it's an effective way of funding infrastructure. We'll be compiling and providing a response to their questionnaire.

If you have any comments you want us to consider as we're compiling our response, please get in touch with Liz Fay as soon as possible. You can also respond directly yourself using their online questionnaire. You must submit your comments by Friday 15 January, although they'd appreciate responses by 24 December if possible. Any questions, please contact Adrian Duffield.

**Be alerted**

If you're interested in council business in your local area, sign up to our email alerts. You can have things like details of the latest planning applications made in your area sent to your inbox. Visit the South pages for more information and to sign up.

**Dates of meetings**

Our online calendars for all committee meetings are now fully up to date, including venue changes.

**Thames Farm case**

The Secretary of State has stepped into a dispute about a planning application for 110 houses at Thames Farm, Shiplake. In December 2014, we refused planning permission for this development. The applicant appealed, but the planning inspector upheld our decision. The applicant took it to a judicial review and the judge overturned the planning inspector's decision.

The Secretary of State for Communities and Local Government is now challenging the judge's decision and the case will now be heard at the court of appeal.

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Chinnor appeal**

We are challenging a planning inspector who overturned our refusal of two developments near Chinnor, which we mentioned in the last edition of In Focus.

We're taking it to the High Court because we're concerned about the inspector's approach to the main planning issues involved in the case. We have a number of similar applications and appeals that raise the same issues and it is important for our residents to ensure they're determined with consistency and clarity.

**Award for planning**

Earlier this month at the Planning Awards in London, we won the Planning for Economic Growth Award for our work on the local development order, which has helped to fast track development in the Milton Park area. It's created more than 1,000 new jobs in the process.

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
 Minutes of The Full Council Meeting of the Parish Council  
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
 on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix (3): YTD Accounts at 30<sup>th</sup> November 2015 (accrual basis)**

	<b>Actual Apr-Nov</b>	<b>Year Budget</b>
<b>Income</b>		
Precept	27,500.00	27,500.00
Other Income	772.70	264.00
<b>Total Income</b>	<b>28,272.70</b>	<b>27,764.00</b>
<b>Expense</b>		
Staff Costs	7,470.14	11,013.56
Councillor and Clerk	209.45	700.00
Finance, Admin and IT	1,609.83	1,742.00
Insurance	300.00	300.00
Subscriptions	208.00	665.00
Village Upkeep	755.70	525.00
Carlings Orchard	2,200.00	1,790.00
Grant to SP&F Charity	1,836.27	2,400.00
Donations and Grants	1,959.16	4,750.00
Projects	211.50	2,240.00
Miscellaneous	200.00	0.00
Trustee Purchases	0.00	0.00
S137	69.20	100.00
VAT paid	839.74	0.00
<b>Total Expense</b>	<b>17,868.99</b>	<b>26,225.56</b>

Bank balance 30<sup>th</sup> November 2015 £33,062.70

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
 Minutes of The Full Council Meeting of the Parish Council  
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
 on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix (4): 2015-16 Forecast.**

	<u>2015-16</u> <u>Budget</u>	<u>2015-16</u> <u>Forecast</u>
<b>Income</b>		
Precept	27,500.00	<b>27,500.00</b>
SODC Grant	254.00	<b>254.00</b>
Total Other Income	10.00	<b>1,810.81*</b>
<b>Total Income</b>	<u>27,764.00</u>	<u><b>29,564.81</b></u>
<b>Expense</b>		
Staff Salaries & Pension	11,013.56	<b>12,227.09</b>
Councillor and Clerk expenses		<b>374.45</b>
Finance Admin and IT	1,742.00	<b>2,129.72</b>
Insurance	300.00	<b>300.00</b>
Subscriptions	665.00	<b>672.00</b>
Village Upkeep	525.00	<b>1,105.72</b>
	Projects	<b>0.00</b>
Carling Orchard Upkeep	1,790.00	<b>2,200.00</b>
	Projects	<b>0.00</b>
SP&F Charity Upkeep	2,400.00	<b>3,859.52</b>
	Projects	<b>0.00</b>
Donations	4,750.00	<b>3,009.00</b>
Other Projects Play Area	2,240.00	<b>711.50</b>
Miscellaneous	0.00	<b>200.00</b>
S137	100.00	<b>69.20</b>
<b>Total before VAT</b>	<u>26,225.56</u>	<u><b>28,858.20</b></u>
<b>Total VAT</b>	<u>0.00</u>	<u><b>1,115.76</b></u>
<b>Total Expense</b>	<u>26,225.56</u>	<u><b>27,973.96</b></u>
<b>Year End <u>Forecasted</u> Cashbook Balance</b>		<b>25,001.13</b>

\*Includes reclaimed VAT

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
 Minutes of The Full Council Meeting of the Parish Council  
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
 on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix (5): RPPC Reserves**

<b>General Reserves:</b>	
based on the CPALC 'Best Practice Guide to Parish Councils for Reserves':	
o A General Reserve covering 6 months operating costs	13,000.00
o An Election Reserve (1 contested election) - see below	1,956.00
o A Legal Reserve (unforeseen legal costs)	2,000.00
o A Locum Clerk Reserve (3 months)	1,800.00
o A Maintenance Reserve (benches and other assets)	200.00
<b>Total Routine Reserve</b>	<b>18,956.00</b>

<b>Project Reserves from 2014-15</b>	
o Play Area	2,500.00
o Peppard War Memorial Hall	2,500.00
<b>Project Reserves from 2015-16</b>	
o Peppard War Memorial Hall	2,500.00
o Play Area (tbc - £500 if unspent)	£500
<b>Total Project Reserves</b>	<b>8,000.00</b>

<b>Total</b>	<b>26,956.00</b>	<b>26,456.00</b>
--------------	------------------	------------------



**ROTHERFIELD PEPPARD PARISH COUNCIL**  
 Minutes of The Full Council Meeting of the Parish Council  
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
 on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix (6): Draft 2016-17 Budget**

	2015-16	2016-17
	Year-end Forecast	Budget
<b>Opening Cashbook Balance</b>	23,410.27	25,001.13
<b>Income</b>		
<b>Precept</b>	27,500.00	<b>31,600.00</b>
<b>SODC Grant</b>	254.00	<b>0.00</b>
<b>Total Other Income</b>	1,810.81*	<b>40.00</b>
<b>Total Income</b>	29,564.81	<b>31,640.00</b>
<b>Expense</b>		
<b>Staff Salaries &amp; Pension</b>	12,227.09	<b>12,330.52</b>
<b>Councillor and Clerk expenses</b>	374.45	<b>370.00</b>
<b>Finance Admin and IT</b>	2,129.72	<b>1,924.00</b>
<b>Insurance</b>	300.00	<b>315.00</b>
<b>Subscriptions</b>	672.00	<b>675.00</b>
<b>Village Upkeep</b>	1,105.72	<b>1,665.00</b>
<b>Projects</b>	0.00	<b>4,000.00</b>
<b>Carling Orchard Upkeep</b>	2,200.00	<b>2,100.00</b>
<b>Projects</b>	0.00	<b>200.00</b>
<b>SP&amp;F Charity Upkeep</b>	3,859.52	<b>3,486.62</b>
<b>Projects</b>	0.00	<b>0.00</b>
<b>Donations</b>	3,009.00	<b>3,750.00</b>
<b>Other Projects Play Area</b>	711.50	<b>2,500.00</b>
<b>Other</b>	0.00	<b>200.00</b>
<b>Miscellaneous</b>	200.00	<b>500.00</b>
<b>S137</b>	69.20	<b>70.00</b>
<b>Total before VAT</b>	28,858.20	<b>30,086.14</b>
<b>Total VAT</b>	1,115.76	<b>0.00</b>
<b>Total Expense</b>	27,973.96	<b>30,086.14</b>
<b>Year End <u>Forecasted</u> Cashbook Balance</b>	<b>25,001.13</b>	<b>26,554.99</b>

\*Includes reclaimed VAT

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
 Minutes of The Full Council Meeting of the Parish Council  
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
 on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix (7): 2014-15: Review of Internal Audit**

	<b>Evidence of Achievement</b>
1. Scope of internal audit	The scope of audit work includes reference to the risk management processes and internal controls. Terms of reference are set out in the letter of appointment of the internal auditor.
2. Independence	The Internal Auditor has direct access to the RFO and if required to the Chairman. The Internal Audit Report for 2014-15 was made by letter addressed directly to Rotherfield Peppard Parish Council and signed personally by the auditor. The auditor does not have any other role in relation to Rotherfield Peppard Parish Council.
3. Competence	The letter received and comments from the internal audit inspection were seen by Parish Council. The internal audit report was discussed by the full Council at the meeting on Monday 18 <sup>th</sup> May 2015. The Cashbook and accounts against budget were available at each Council meeting for inspection and checking. Bank statements are performed monthly, approved by a Council member quarterly. There is no evidence that internal audit work has not been carried out ethically. <b>The Internal Audit for 2014-15 found no issues.</b>
4. Relationships	Responsibilities are defined in the job description for the Clerk and RFO and responsibilities for Councillors are stated under risk management. The RPPC website has a link to the 2014 Governance and Accountability Guide for members, clerk and public to view.
Internal audit work	Financial statements and bank reconciliations for the year 2014-15 were produced by the RFO for inspection at the Finance and Staffing Committee meetings in April, August, 2014 and January, April 2015. These were reviewed by following Full Council meetings in the same month. An analysis of income and expenditure for setting the Precept for 2015-16 was produced for review by the PC at the meeting on Monday 15 <sup>th</sup> January 2015 meeting. Invoices have been checked, the cheques or online payments authorised by two member of the Council agreed at each Full Council meeting. Documentation to support the above was provided to the auditor for inspection.
Understanding the organisation, needs and objectives	The internal audit is performed in two stages, one during the year and one at the end. Accounts are held manually and on the computer. After an initial interview by the Auditor, all documentation required or questions asked were provided by the Clerk/RFO
Being seen as a catalyst for change	The 2011 Community Survey revealed that the residents are not looking for change – other than a play area. The PC has responded and is working towards building a play area if a suitable location can be found.
Be forward looking	The PC responds effectively to Government change as required. When identifying risks and updating reviews, changes advised by national bodies and local residents are incorporated.
Ensure the right resources are available	Funding for internal audit is included under ‘administration’ when setting the precept. The 2014-15 internal auditor is a Parish and Town Councillor. Access to all the latest Guidelines is available via the appropriate websites and via membership to OALC and SLCC

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
 Minutes of The Full Council Meeting of the Parish Council  
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
 on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix (8): Asset Register**

Asset Details			Asset Values for Annual Return	
Ref	Asset and Description	Location	Start Year 31/3/2015 £	Current value
B1	Bench (ref B1)	Sports Field	556	556
B10	Coronation Bench, nr Dove Ctg (B10)	Stoke Row Road	556	556
B11	Bench nr Manor Farm Ctgs (B11)	Top Common	556	556
B12	Jim Smith's mother's memorial bench off B481 (B12)	Top Common	556	556
B13	Bench near Stoke Row Road (ref B13)	Carlings Orchard	556	556
B14	James Porter bench pathway (ref B14)	Carlings Orchard	556	556
B15	Geoff King Bench - pathway (Oct 2011) (ref B15)	Carlings Orchard	500	500
B02	Bench (ref B2)	Sports Field	556	556
B03	Bench (ref B3)	Sports Field	556	556
B04	Bench (ref B4)	Sports Field	556	556
B05	Bench (ref B5)	Sports Field	556	556
B06	Bench (ref B6)	Sports Field	556	556
B07	Bench (ref B7)	Sports Field	556	556
B08	Bench on "The Chalet side" (ref B8)	Peppard Crossroads	556	556
B09	Bench on "The car park side" (ref B9)	Peppard Crossroads	556	556
BS1	Bus Shelter (ref BS1)	Nr Unicorn	4,951	4,951
BS2	Bus Shelter (ref BS2)	Peppard Crossroads	7,123	7,123
DB3	Dog Bin (ref DB3) Green	Carlings Orchard	235	235
DB4	Dog Bin (ref DB4) Red	Peppard Wood	235	235
G1	Pedestrian Gate, off Wyfold Lane (G1)	Carlings Orchard	543	543
G2	Vehicular Gate, off Wyfold Lane (G2)	Carlings Orchard	1,000	1,000
G3	Galvanised Railings (G3)	Carlings Orchard	2,220	2,220
KG1	Kissing Gate (ref KG1)	Footpath 28 / 29	381	381
KG10	Kissing Gate (ref KG10) bottom hill b/w two fields	Footpath 13	425	425
KG11	Kissing Gate (ref KG11) at entry to field from church	Footpath 13	425	425
KG12	Wooden Kissing Gate (ref KG12) bw field and woods	Footpath 12	509	509
KG13	Kissing Gate (ref KG13) leaving main field	Footpath 15	425	425
KG14	Kissing Gate (ref KG14) entering the wood	Footpath 15	425	425
KG15	Kissing Gate (ref KG15)	Footpath 5	402	402
KG16	Kissing Gate (ref KG16)	Footpath 5	402	402
KG2	Kissing Gate (ref KG2)	Footpath 28 / 29	381	381
KG3	Kissing Gate (ref KG3)	Footpath 28 / 29	381	381
KG4	Kissing Gate (ref KG4) between 2 fields	Footpath 28	381	381
KG5	Kissing Gate (ref KG5) entry to field from road inlet	Footpath 28	381	381
KG6	Kissing Gate (ref KG6) entry to woods nr path 31	Footpath 29	381	381
KG7	Kissing Gate (ref KG7) nr horse fields	Footpath 17	425	425
KG8	Kissing Gate (ref KG8) b/w golf course and wood	Footpath 17	425	425
KG9	Kissing Gate (ref KG9) bottom hill/path nr springwood	Footpath 11	425	425
NB1	Notice Board (ref NB1)	Dove Lane	412	412

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
 Minutes of The Full Council Meeting of the Parish Council  
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
 on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix (8): Asset Register continued**

Asset Details			Asset Values for Annual Return	
Ref	Asset and Description	Location	Start Year 31/3/2015 £	Current value
NB2	Notice Board (ref NB2)	Nr Unicorn	Na	Na
NB3	Notice Board (ref NB3)	Peppard Crossroads	412	412
NB4	Notice Board (ref NB4)	Top Common	Na	Na
OA01	Computer (Dec 2009)	Clerks Home	389	389
OA02	Monitor (Aug 2011)	Clerks Home	82	82
OA03	Phone (Aug 2011)	Clerks Home	20	20
OA04	Filing Cabinet	Clerks Home	25	25
OA05	Photocopier	Pavilion	Na	Na
OA06	Netbook: Bought Apr '11 sold Aug '11	na	Na	Na
OA07	Printer	na	Na	Na
OA08	Filing Cabinet (£5 from CAB Oct 2011)	Pavillion	5	5
OA09	Mobile Phone	na	Na	Na
OA10	Filing Cabinet	Pavillion	5	5
SB1	Salt Bin	nr Unicorn	170	170
SB2	Salt Bin	Blounts Court Rd	170	170
SB3	Salt Bin	Nr School	170	170
SB4	Salt Bin	Nr Peppard Stores	170	170
XX1	Office equipment (misc)	Clerks Home?	Na	Na
NB5	Open Notice Board (ref NB5)	Nr Unicorn	350	350
NB6	Glass Notice Board (ref NB6)	Nr Unicorn	730	730
NB7	Notice Board (ref NB4)	Top Common	350	350
KG17	Kissing Gate New at Carlings Orchard	Carlings Orchard	350	350
MI1	Telephone Kiosk	Top Common	1	1
B16	New bench - replacing 08 or 09	Peppard Crossroads	0	410
New	Carlings Orchard	Stoke Row Road	0	1
<b>RPPC TOTALS</b>			<b>34,967</b>	<b>35,378</b>

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
 Minutes of The Full Council Meeting of the Parish Council  
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
 on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix (9): 2016 Meeting Dates**

<b>2016 Council Meetings (&amp; Events)</b>				
January	Monday	11 <sup>th</sup>	7:30 pm	Planning
	Saturday	23 <sup>rd</sup>	10:00 am	Planning
February	Monday	8 <sup>th</sup>	7:30 pm	Full Council and Planning
	Saturday	27 <sup>th</sup>	10:00 am	Planning
March	Weekend	4 <sup>th</sup> - 6 <sup>th</sup>	tbc	Litter Blitz/ Great Clear Up
	Monday	14 <sup>th</sup>	7:30 pm	Trustee meeting for Sports Pavilion & Field Charity
			8:00pm	Full Council and Planning
	Saturday	26 <sup>th</sup>	10:00 am	Planning
April	Tuesday	5 <sup>th</sup>	7:30 pm	Finance and Staffing
	Monday	11 <sup>th</sup>	7:30 pm	Full Council and Planning
	Saturday	30 <sup>th</sup>	10:00 am	Planning
May	Sunday	1 <sup>st</sup>	2:00pm	Beating the Bounds (Rogation Sunday)
	Monday	9 <sup>th</sup>	7:30 pm	Full Council** and Planning
	Saturday	28 <sup>th</sup>	10:00 am	Planning
June	Monday	13 <sup>th</sup>	7:30 pm	Full Council and Planning
	Saturday	25 <sup>th</sup>	10:00 am	Planning
July	Tuesday	5 <sup>th</sup>	7:30 pm	Finance and Staffing
	Monday	11 <sup>th</sup>	7:30 pm	Full Council and Planning
	Saturday	23 <sup>rd</sup>	10:00 am	Planning
August	Saturday	20 <sup>th</sup>	10:00 am	Planning
September	Monday	12 <sup>th</sup>	7:30 pm	Trustee meeting for Sports Pavilion & Field Charity
			8:00 pm	Full Council and Planning
	Saturday	24 <sup>th</sup>	10:00 am	Planning
October	Tuesday	4 <sup>th</sup>	7:30 pm	Finance and Staffing
	Monday	10 <sup>th</sup>	7:30 pm	Full Council and Planning
	Saturday	22 <sup>nd</sup>	10:00 am	Planning
November	Monday	14 <sup>th</sup>	7:30 pm	Full Council and Planning
	Saturday	26 <sup>th</sup>	10:00 am	Planning
December	Tuesday	6 <sup>th</sup>	7:30 pm	Finance and Staffing
	Monday	12 <sup>th</sup>	7:30 pm	Full Council and Planning
	Saturday	17 <sup>th</sup>	10:00 am	Planning

\*\* Annual meeting of the Parish Council

<b>2016 Annual Parish Meeting</b>
The Annual Parish Meeting will be held on <b>Saturday 23<sup>rd</sup> April 2016</b> at 10:00 am at the Peppard War Memorial Hall, Gallowstree Road, Peppard Common, RG9 5JA

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
 Minutes of The Full Council Meeting of the Parish Council  
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
 on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix (10): Approved Payments**

	Account	Payee	Description	£	Power
<b>Approved by Council in previous meetings – now ready to pay</b>					
16-435	Staff Costs	HMRC	Oct PAYE	-£21.60	Local Government Act 1972 section 112
16-453	Staff Costs	HMRC	November PAYE	-£21.40	
16-436	Staff Costs	Autela Payroll Svs	Oct Payroll services	-£13.30	
16-454	Staff Costs	Autela Payroll Svs	Nov Payroll services	-£13.30	
16-461	APM	PWMH	Hire Hall for APM	-£80.00	LGA 1972 s13
16-462	APM	PWMH	Hall deposit for APM	-£100.00	
16-459	S137	L C(reimburse)	Xmas Gifts - staff	-£19.20	Section 137
16-472	Grant to SP&F	BD Willis	Remove fallen tree	£100.00	OSA1906 ss9&10

<b>The following payments were approved in December Meeting</b>					
16-471 (from Nov)	Village upkeep	Hallet the Handy Man	Remove bench & install new bench	-£50	OSA1906 ss9&10
				-£100.00	
16-492	Village upkeep		Repair 'other' Bench	£185.00	
16-480	Staff Costs	T Parisi	December wages	confidential	
16-481	Staff Costs	M Bowles	December wages	confidential	
16-482	Staff Costs	L Collison	December wages	confidential	
16-483	Staff Costs	OCC Pension	December Pension	confidential	
16-484	Staff Costs	HMRC	December PAYE	-£21.20	
16-485	Staff Costs	Autela Payroll Svs	Dec Payroll services	-£33.30	
16-486/7	Grant to SP&F	British Gas	Electricity December	tbc	LGA(Misc Act)1976 s19
16-488	Grant to SP&F	Dust in Time	Clean 1 <sup>st</sup> Dec	-£36	LGA(Misc Act)1976 s19
16-489	Grant to SP&F	Dust in Time	Clean 15 <sup>th</sup> Dec	-£47	
16-490	Various	L Collison	Oct-Dec Expenses	-£245.17	LGA 1972 111
16-491	Audit Internal	Arrow Accounting	Internal Audit	-£237.80	LGA 1972 111
16-493	Village upkeep	BACA	New Boots ( T Parisi)	£33.80	OSA1906 ss9&10

<b>Credits &amp; adjustments approved in December meeting</b>					
16-474-7	Trustee Purchase	From Charity to RPPC	Reimb16-439,41-3 (toilet & curt's)	+£336.19	LGA(Misc Act)1976 s19
16-478			Reimburse 16-412 (chalk board)	+£217.00	
16-479			Reimburse 16-448 (Time switches)	+£632.12	

Continued on next page

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
 Minutes of The Full Council Meeting of the Parish Council  
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
 on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix 10 continued**

Payments listed below approved in December meeting but to paid in January/ February/ March.					
16-494	Staff Costs	T Parisi	January wages	confidential	Local Government Act (LGA) 1972 s 112
16-495	Staff Costs	M Bowles	January wages	confidential	
16-496	Staff Costs	L Collison	January wages	confidential	
16-497	Staff Costs	OCC Pension	January Pension	confidential	
16-498	Staff Costs	HMRC	January PAYE	confidential	
16-499	Staff Costs	Autela Payroll Svs	Jan Payroll services	-£13.30	
16-500	Grant to SP&F	British Gas	Electricity January	tbc	LGA(Misc Act)1976 s19
16-501	Grant to SP&F	British Gas	Electricity January	tbc	LGA(Misc Act)1976 s19
16-502	Subscription	OALC	Subscription	-£310.00	LGA 1972 s143
16-503	Subscription	CPRE	Subscription	-£29.00	OSA 1906 ss9&10
16-504	Subscription	OPFA	Subscription	-£40.00	OSA 1906 ss9&10
16-505	Subscription	ICO	Subscription	-£35.00	LGA 1972 111
16-506	Subscription	Parish on Line	Subscription	-£50.00	LGA 1972 111
16-507	Grant to SP&F	Dust in Time	Dec 29 & January	-£72.00	LGA(Misc Act)1976 s19
16-508	Pavilion hire	SP&F	Jan - Mar	-£70.00	LGA 1972 111
16-509	Donation	Peppard News	Donation	-£250.00	LGA 1792 s142
16-510	Donation	Club SC	Donation	-£250.00	LGA(Misc Act)1976 s19
16-511	Donation	Peppard Relief in Need	Donation	-£100.00	Section 137
16-512	Donation	Rapid Resp Ambulance	Donation	-£250.00	Section 137
16-513	Donation	FISH	Donation	-£100.00	Section 137
16-514	Donation	Sue Ryder	Donation	-£100.00	Section 137
16-515	Trustee	D Burling	Rabbit Control	-£50.00	OSA 1906 ss9&10
<p>Nb:                      The maximum S137 spend for 2015/16 is £7.36 x 1361(number on the electoral role on 1/4/15) = £10,016.96</p>					

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix 11: Response to Planning Application P15/3715/FUL**

Rotherfield Peppard Parish Council considers that planning application P15/3715/FUL should be REFUSED for the following reasons.

**1. Single planning unit with a net gain of 3 houses.**

The application site is a single Planning unit formed as a result of the following applications:

Broadlands P15/S0024/FUL

Vine Lodge P14/S3795/FUL

These applications combined should be considered as a single planning unit for the following reasons:

- There is a single access created formed from an alteration of the Vine Lodge driveway onto the B481 serving all four of the planned dwellings.
- All planning supporting documentation has been produced by the same people across the whole site:
  - Architect: Arquitecto Ltd, The Stone Barn, 2 Forest Gate Farm, Chippenham, Wiltshire, SN15 3RS
  - Bat Survey: Ian Davidson-Watts, Davidson-Watts Ecology same survey date 10<sup>th</sup> November 2015
  - Code for Sustainable Homes: Sustainable Buildings Assessment Ltd
    - Assessor: Glen Corrigan, 1A Reeves Way, Wokingham, Berkshire, RG41 2PS
    - Client: Property Specialists (UK) Ltd, Dan Roycroft, Palladium House, 1-4 Argyll Street, London W1F 7LD
  - Energy Assessment: Sustainable Buildings Assessment Ltd, Glen Corrigan same Date of assessment: 26 November 2014
  - Sustainability Statement: Sustainable Buildings Assessment Ltd, Glen Corrigan
  - Tree Report (this application)
    - Nicolas Hellis. Hellis Tree Surgeons, 4 Bangers, Osborne, Sherbourne, Dorset DT9 4JZ
    - On instructions of: Dan Roycroft. St Mary's House, Netherhampton, Salisbury
    - Wiltshire SP2 8PU
    - same Survey date 10th November 2014
- Development work is being carried out across the whole site by the same contractors
  - Demolition of both Broadlands and Vine Lodge have been carried out at the same time
  - Work on the basements for two of the houses previously in separate plots has been done together

As with Application P13/S1538/FUL Land at Mulberry House Peppard Hill Peppard Common RG9 5ES and Appeal Ref: APP/Q3115/A/13/2211205 there is a relationship of applications across the whole site.

This means that there has been a net gain of three houses on this site and Policy CSH3 Affordable housing should apply.

**2. Impact on character**

This proposed development is out of character and therefore breaches Policy D1:

- The proposed house will be very close to the Stoke Row Road with the garage directly on the roads edge. This is not in keeping with other properties on Stoke Row Road which are set back and have hedges along the boundary.
- This will impact the rural character further as a substantial amount of trees and shrubs have already been removed from the site and with the potential for losing the TPO trees would not be acceptable.



**ROTHERFIELD PEPPARD PARISH COUNCIL**  
Minutes of The Full Council Meeting of the Parish Council  
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14<sup>th</sup> December 2015 at 7:30 pm

- The alignment of the proposed house is at 90 degrees to the road which is not in keeping with the other properties along Stoke Row Road, which are all face onto the road.

**3. Adverse impact on TPO trees**

RPPC supports the comments made by the Forestry Officer. The three trees with TPOs will all be in the garden of the proposed house. Their substantial size and shading will not be compatible with the amenity of the owner who is likely to wish to remove them. Potential breach Policy G4.

**4. Creating a new access onto Stoke Row Road**

RPPC has raised concerns on several applications that have recently been approved round the junction with Stoke Row Road and Peppard Hill (B481). This is a difficult junction to navigate and residents have been concerned about road safety. Breaching policy D6.

Although the plans do include attempts to address this, they include neighbouring Cooper's Cottage cutting back their hedge to a lower height – something the developers have no control over and something the neighbours are not obliged to do. The artist's impression of this hedge is incorrect and shows a much lower hedge.

The condition for approval of P14/S3795/FUL was conditional on the access onto the B481 being closed. Creating a new access causes concern as there is no footpath adjacent to the entrance and the hedge at adjacent Coopers Cottage is over 2 metres tall blocking the view from the north.

**5. Impact on Neighbour Amenity**

The alignment of the house means that bedrooms on the first floor will directly overlook the garden and bedrooms of Coopers Cottage. Breaching policy D4.

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
 Minutes of The Full Council Meeting of the Parish Council  
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
 on Monday 14<sup>th</sup> December 2015 at 7:30 pm

**Appendix (12): Enforcement Actions**

<b>Outstanding enforcement actions</b>	<b>December Update/Action</b>
<b>Red Lion:</b> – Concern has been raised that The Red Lion is planning to turn the barn at the back of the pub into a function room, without the appropriate planning consents.	LC written to Land Lord of the Red Lion recommending that pre-planning advice is obtained before the barn at the back of the property is used as a function room.
<b>Land nr Old Sewage Works off Wyfold Ln</b> Tree felling and laying of hard core creating potential parking area for large vehicles without planning permission. SODC had subsequently considered this a breach of planning control has occurred and has requested that the land be restored to its former condition by 15 May 2015. It is understood that the owner of the land is now bankrupt.	None – on going
<b>Colmore, Colmore Ln Kingwood RG9 5NA</b> Retrospective planning application for a curved trench denied – not yet filled back in. (P14/S0257/FUL)	LC 18 <sup>th</sup> November escalated again - no reply.
<b>82 Shiplake Bottom</b> Concerns that the replacement tree had not been planted (TPO 17/2014)	None – on going
<b>NEW : Blue Cabins at Mulberry House</b> with no planning permission	18 <sup>th</sup> Nov – escalated to enforcement.