

ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday July 9th 2012 at 7:30 pm

Present:

Chairman:	David Hammond	(DH)		
Councillors:	Nick Launders (part)	(NL)	Valerie Ross	(VR)
	Tony Cotton (part)	(TC)	Hadley Cooper	(HC)
	Clive Mills	(CM)	Simon Crouch (from item 5)	(SC)
	Fiona Berry	(FB)		
Clerk:	Linda Collison	(LC)		
OCC	Carol Viney	(CV)		
Press	Phil Simms			
Members of Public:	9			

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Open Forum:

During Open Forum members of the public asked the Parish Council to confirm its position regarding the initiative to build a Play Area in Rotherfield Peppard. Members of the Play Area Working Party (PWP) asked for confirmation from the Council, that they would support the implementation of a Play Area in the Parish and stressed the importance of this for the children living in the Parish. Concern was also raised, by a member of the public, for the need to preserve the Common Land and not to use it for a Play Area.

DH advised that the subject of a Play Area in the Parish was being considered later in the meeting.

1) Apologies:

Apologies were received prior to meeting from Paul Harrison (South Oxfordshire District Councillor) and Parish Councillor Terry Ryan. TC sent apologies for not being able to attend the beginning of the meeting and NL gave his apologies, in advance, for having to leave the meeting early.

2) Member's declaration of Pecuniary Interests:

None.

DH reminded Councillors to read the new Code of Conduct and the need to read all documents relevant to the Council such as Standing Orders and Financial Regulations.

3) Minutes:

It was MOVED by DH and RESOLVED unanimously that the minutes of the Full Council meeting held on Monday June 11th 2012 be signed as a true record of the meeting.

4) Chairman's Report

Death of Sir David Burdett Money-Coutts KCVO. (NL)

It is with great sadness that the Parish Council notes the death of Sir David Money-Coutts who died on Monday 25th June 2012 at Magpie House. He was a man of great talent, educated at Eton and new College Oxford. He became a director of Coutts Bank in 1958 at the age of 27 and managing

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Director in 1976.

David was tireless in support of local and national charities to the end of his life, and was the Founder of the Peppard Revels. For several years he been the Internal Auditor for the Parish Council, and his son-in-law, Jamie Corrie, had been a Parish Councillor for Rotherfield Peppard, until his untimely death in 2009.

David will be greatly missed by All Saints' Church where his funeral took place today, Monday 9th July 2012. More that 200 people attended the Service. The Daily Telegraph has already published an excellent obituary and Dr John Hasler has writted a more locally focussed account of David's life for the Henley Standard.

Members of the Council would like to extent their deepest sympathy to lady Money-Coutts and their children, Harriet, Bim and Laura.

Resignation Voluntary Clerk

DH advised the resignation of LC as Voluntary Clerk and RFO for RPPC. The Council will be recruiting a new (non-voluntary) clerk from 14th August 2012 Applications should be made to the Chairman by 1st August 2012. The vacancy is to be included in the next Henley Standard, added to the RPPC web-site and posted on the Village Notice Boards.

5) Co option of New Councillor

Simon Crouch (SC) introduced himself to the Council and explained his reasons for wanting to join the Council.

SC left the room

It was PROPOSED by NL, SECONDED by HC and AGREED unanimously that Simon Crouch be CO-OPTED as Councillor for Rotherfield Peppard Parish

SC returned and the meeting was paused while SC completed his Declaration of Acceptance of Office.

6) Oxfordshire County Council (CV)

Peppard School

Two members of the Peppard School Governors had met with the Cabinet Member for Schools. The meeting was very productive and there would be on going discussions.

Community Right to Challenge comes into force

Communities will be able to bid to take over local services they think they can run differently and better as the Community Right to Challenge provisions came into effect on 27th June 2012. Information about how groups can apply to run services in Oxfordshire can be found at <http://www.oxfordshire.gov.uk/cms/content/community-right-challenge>

Open Data White Paper announced

The government has published its open data white paper, (<http://www.cabinetoffice.gov.uk/resource-library/open-data-white-paper-unleashing-potential>) outlining its commitment to transparency in government and public services.

The Department for Culture, Media and Sport announces library 'league table' and £6m library fund run by the Arts Council.

DCMS have announced a £6m fund to help libraries work with arts and cultural organisations and local communities. A series of pilots will test automatic library membership for primary school children and comparative reports will be published to show how library authorities' services compare across England. Ref: http://www.culture.gov.uk/news/media_releases/9168.aspx

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Waiting list priority for wounded warriors and widows

The families of those killed in the line of duty will be at the front of the queue for social housing, Housing Minister Grant Shapps has announced. The Minister outlined how a change to the law will give top priority for homes to members of the Armed Forces and their families if anything happens to them.

Ref: <http://www.communities.gov.uk/publications/housing/allocationaccommodationguide>

Ministerial Advisory Group report into evolving role of Local Authorities (LAs) in education

The DfE has released their final research report into the evolving role of LAs in education, with Oxfordshire used as an example. The research focuses on the challenges of school place planning, school improvement and supporting vulnerable children in a more autonomous school system.

Ref: <http://www.communities.gov.uk/publications/housing/allocationaccommodationguide>

Broadband

OCC are aware of the importance of broadband in the more rural regions and are trying to ensure that the poorly served areas are not over looked.

DH asked how should RPPC engage with the process to get more information.

CM advised that Peppard telephone and broadband is supplied over copper wires. These would need to be replaced with fibre optic cables before households would appreciate any improvement in broadband performance– even if the exchanges were upgraded.

CV confirmed that she would provide an updated after her meeting with Nick Carter (OCC Member for Business and Communications) the following day.

7) South Oxfordshire District Council: (PH Report)

Icelandic Banks – Kaupthing, Singer and Friedlander.

The Icelandic Supreme Court found in favour of UK local authorities, whose case has been co-ordinated by the Local Government Association, and other UK wholesale depositors. This means they will be paid before non-priority creditors and should expect to recover almost all of the money they had on deposit. The Council now expects to get back 100% of the money it deposited.

District Boundary Changes

There is going to be an additional full council meeting at the end of August to discuss the changes in electoral boundaries for the next District Election. The District Council have requested the Boundary Commission reduce the number of elected members from the current 48 to between 36-38 members and that they only have single member wards for all the villages. This will result in our current ward of Sonning Common and Rotherfield Peppard being split into two separate wards. Sonning Common would be one ward and then Rotherfield Peppard would need to be merged with a number of other villages to bring about a balance in the number of electors. This is very much in the Boundary Commissions hands but it is likely to include Nettlebed and could also include Bix.

LC advised that a letter and notice regarding the South Oxfordshire Electoral Review had been received and it will be placed on the main Notice Board. Closing date for comments was 28th August 2012. ACTION LC to forward copy of the letter to all members and add to next meeting Agenda.

8) Community Survey:

DH asked the Council to consider the Council's position regarding the next steps for projects resulting from the Community Survey and RPPC's involvement in these projects.

TC arrived during the discussion.

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It was agreed that this should be discussed further after the next Community Survey meeting.

NL left the meeting

9) Play Area Working Project:

Play Area Working Party Report

CM expressed his and Terry Ryan's thanks to the Play Area Working Party (PWP) for their hard work on the project and for getting the project to where it is today.

In order to dispell the rumours about the project and to clarify the facts, CM presented the Play Area Working Party Report (Appendix 1)

TC requested that the report should include the review of all sites considered – including their pros and con's. TC also recommended in-depth consultations with all parties at every stage of the process.

CM stated that a review of the sites had been issued as an Addendum to the report.

CM PROPOSED making the Play Area Working Party into a Council Sub-Committee or Parish Council Advisory Committee with the following mandate :

“On behalf of the Rotherfield Peppard Parish Council and in line with the views of Parishioners expressed in the Community Questionnaire (Summer 2011) to propose and upon approval by RPPC, manage the implementation of a Play Area in the Parish.

The proposal should include:

- A full description of the play area and location
- Advantages and disadvantages of the site location
- Cost of building the site and forecasted maintenance costs
- Details of grants and other funding options
- Advantages and disadvantages of the equipment
- Time line of implementation/build
- Expected usage
- Consultations made
- Parish residents views”

The PWP to report at regular intervals to Rotherfield Peppard Parish Council. Any funding required for the project must be approved in advance by Full Council.”

FB requested a review of “Other play areas in the vicinity” should be included in the proposal, especially if a car park is a criterion.

CM advised that the Community Survey had identified a need for a Play Area to be implemented *within* the Parish. He further advised that if Council added this point to the mandate, members of the PWP would resign from the project.

FB PROPOSED and HC SECONDED and it was agreed on a majority vote that “A review of other play areas in the vicinity” should be included in the proposal.

DH requested that “Planning and Legal approval” also be included as a point of consideration in the project.

After further discussion, it was PROPOSED by TC, SECONDED by VR, and APPROVED on a majority vote (with one against and one abstention) to make the Play Area Working Party into an Advisory Committee to the Council with the following mandate.

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Play Area Working Party Mandate

“On behalf of the Rotherfield Peppard Parish Council and in line with the views of Parishioners expressed in the Community Questionnaire (Summer 2011) to propose and upon approval by RPPC, manage the implementation of a Play Area in the Parish.

The proposal should include:

- A full description of the play area and location
- Advantages and disadvantages of the selected site location and those rejected.
- Cost of building the site and forecasted maintenance costs
- Details of grants and other funding options
- Advantages and disadvantages of the equipment
- Time line of implementation/build
- Expected usage
- Consultations made
- Parish residents views”
- Other Play Areas in the Vicinity
- Planning and other legal requirements.

The PWP to report at regular intervals to Rotherfield Peppard Parish Council. Any funding required for the project must be approved in advance by Full Council.”

ACTION CM: To discuss decision with the PWP and confirm whether they wish to continue with the revised Mandate.

CM requested that if the PWP did continue would Council support their use of rppc email accounts. TC suggested that rppc email accounts would not be appropriate but something similar could be investigated.

10) Clerk's Report

Councillor Training

HC, VR and SC to attend the OALC Training Course “Roles and responsibilities” on 5th September 2012.
ACTION LC.

Illegal Signage

LC advised that she had sent letters as requested to the businesses in the village where a complaint had been received regarding illegal signage, unless the offending notice boards had been removed. The Ruchetta Restaurant had expressed concern over the potential costs of applying for permission and a new notice board; The Red Lion advised that they had permission from the Conservators and that the notice board had been placed in that location for many years; and Grey Green Golf Course had confirmed that they were in negotiations with “Highways” about upgrading their existing brown signs. It was AGREED unanimously that LC should contact these businesses again asking them to confirm in writing whether they would be seeking permission or removing the notice boards. ACTION LC

Complaints Procedure

DH signed the Complaints Procedure that had been agreed at the Full Council meeting on 11th June 2012.

SODC Town and Parish Forum

LC advised that this year's Town and Parish Forum for the South Oxfordshire District Council is being held during the evening of Wednesday 21 November 2012 which would be a good opportunity for the

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Council to find out how other Parishes address some of the more complicated or sensitive issues.

ACTION LC to forward copy of letter with details to all members and add to next meeting Agenda.

New Register of Interests

LC to remind Councillors to complete the new Register of Interests and return to her before 28th July 2012.

11) Finance and Staffing

It was confirmed that Minutes of the Finance and Staffing Committee should be approved and signed in the Finance and Staffing Committee meeting. Draft minutes of the last two meetings (April 3rd 2012 and July 3rd 2012) should be posted on the web until they are approved at the next Finance and Staffing Committee in October. ACTION LC

TC gave an update from the Finance and Staffing Committee meeting held on July 3rd 2012, including the year-to-date accounts, previously circulated to the members. (Appendix 2), the Calendar of Activities (Appendix 3) and confirmed that from 14th August 2012 the position of Clerk and RFO should become paid.

It was unanimously AGREED to adopt the minutes from the Finance and Staffing Committee meeting on July 3rd 2012.

TC PROPOSED and CM SECONDED and it was unanimously AGREED that:

- The Charity / Council quarterly Reconciliation (April-June) should be as follows :
 - All Hire fees recieved during the quarter (£45) be transferred to Charity Bank Account
 - All Pavilion repairs to be paid by the Charity Accounts. RPPC to be reimbursed by Charity for pavilion repairs paid for out of the RPPC funds. £3829.83
 - Running costs (wages, dog bin emptying and electricity bills) for the quarter to be paid for by RPPC and account classification to be changed in the accounts to Grant to Charity.ACTION LC

- Charity Insurance costs to be treated as running costs when the Insurance provider confirms the correct split of insurance premium between RPPC and Charity.
ACTION LC

- Jean Nunn-Price to be retained as internal auditor for 2012/13.

It was AGREED that TC should verify the Bank reconciliation for May 31st 2012 before the next Full Council meeting.

12) Notice Boards/ Jubilee Notice Board

Decision regarding the notice board/Jubilee notice board to be adjourned to the next meeting.

13) Sonning Common Neighbourhood Plan

DH raised concern over area SON 13 and the AONB boundary detailed on recent documents regarding the Sonning Common Neighbourhood plan. It was agreed that LC should liaise with The Clerk to Sonning Common Parish Council regarding best method of dialogue between SCPC and RPPC regarding their neighbourhood plan. ACTION LC.

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14) The Commons / NDCC TC

Kingwood and Peppard Common Volunteers (KPCV)

TC confirmed that two KPCV volunteers had attended and passed their brush cutting courses. These two volunteers will now be able to work on the Commons under the guidance of KPCV and NDCC. The invoice for one of these courses has been received. (RPPC had previously agreed to pay for this training)

An email of thanks had been received from Chris Reynolds – one of these volunteers.

Despite delays and opposition from one Parishioner KPCV and NDCC have received notification that they have been awarded a FULL grant of £2000 under The Oxfordshire Community and Environmental Trust (TOE2) scheme to assist with training and purchasing equipment. They will receive the funds shortly.

Ann Pearce and Elizabeth Smeeton were thanked for their continued hard work with KPCV.

Kingwood Common Management Plan

A draft Management Plan for Kingwood Common has been prepared by Cynthia Napper and Rod D'Ayala on behalf of NDCC. This has been circulated to the Clerk and Chairman. Copies are available for all councillors upon request.

15) Approval of Spend and Cheques to be signed

It was MOVED by TC, SECONDED by CM and RESOLVED unanimously that the following items were approved for payment and that DH and FB were instructed to sign the cheques.

Payee	Description	S137	£	Date Spend Approved	RPPC or Charity cost
The Sports Pavilion and Field Charity	RPPC Pavilion Hire	<i>no</i>	£125.00	July 2012	RPPC
	Public Pavilion Hire fees.	<i>no</i>			
Post Office	PAYE April-June	<i>no</i>	£37.05	July 2012	RPPC
A Parisi	Wages	<i>no</i>	Confidential	July 2012	RPPC
M Bowles	Wages	<i>no</i>	Confidential	July 2012	Charity
L Collison	Claim	<i>no</i>	£108.56	July 2012	RPPC
Vale training	Training KPCV volunteers	<i>yes</i>	£138.00	March/April	RPPC
SLCC	2012-13 membership	<i>no</i>	£110.00	July 2012	RPPC
Henley Plumbing & Heating	Shower repair	<i>no</i>	£95.00	July 2012	Charity

Payment for web hosting of rppc web site was APPROVED unanimously. Payment would need to be made by LC and claimed as an expense from RPPC as provider does not accept cheques.

16) Correspondence

All correspondence received had been forwarded and/or referenced in the meeting.

17) Matters for next meeting

District Boundary Changes
SODC Town and Parish Forum
Notice Boards

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18) Cheque signing

DH and FB signed prepared cheques as instructed.

Payee	Description	#	£
Charity	RPPC Pavilion Hire	2071	£125
Charity	Public Pavilion Hire fees.		
Post Office	PAYE April-June	2072	£37.05
A Parisi	Wages	2073	Confidential
M Bowles	Wages	2074	Confidential
L Collison	Claim	2075	£108.56
Vale training	Training KPCV volunteers	2076	£138.00
SLCC	2012-13 membership	2077	£110.00

Meeting ended at 10:05 pm

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Appendix 1: Report on the Play Area Working Party

Introduction

The Play Area Working Party (PWP) was formed in March 2012 as a direct result of views received from those living in the Parish and completing the Community Questionnaire in June/July 2011.

The views expressed were concerning a direct question asked regarding the idea of a play area in the Parish. This question was asked both in the Adult and Young persons questionnaire, the results are as shown below.

Adult Questionnaire:

Does Peppard need a Play Area?	Yes	No
Adults over 25	506	270
Adults under 25	29	30
Adults (total)	535	300

	Under 10	Toddler to teenage
What age should the Play Area be for:	328	241

Young Persons Questionnaire:

	Yes	No	Don't know
Do you think we should have a Play Area?	57	13	53

	Under 10	Toddler to teenage	Don't know
What age should the Play Area be for:	43	92	6

The Play Area Working Party (PWP)

The PWP was formed by a small group of volunteers (from the Community Survey) together with 2 Parish councillors.

The scope of the PWP was to undertake a feasibility study for such a play area, looking specifically at

- a. A number of locations.
- b. Layout options.
- c. Budgets and costings.
- d. Funding sources / Grants.
- e. Timeline.

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PWP has held 9 meetings to-date:

7th March 2012: Inaugural meeting of PWP.

- Attended by Nicole O`Donnell (Community Development Officer) working for OCC / ORCC

20th March 2012: Working Group meeting

28th March 2012: Open Public Meeting.

25th April 2012: Working Group meeting.

25th April 2012: Meeting with Playdale.

- (Manufacturers of play equipment for ideas on layout and budget only.

16th May 2012: Working Group meeting

23rd May 2012: Consultation meeting with residents.

2nd June 2012: Stand at the Revels. (Mini Olympics event)

12th June 2012: Working Group meeting

- Review progress and information to date - plan way forward.

Possible sites

Initially PWP reviewed six possible locations in the Parish:

Carlings Orchard.

Village green area by the cricket pavilion

Land by the Peppard Memorial Hall.

Top Common.

Availability of land by the golf course (Mr. Hood)

Former Rotherfield boy's football pitch.

Analysis of the Sites can be seen in the document "evaluation of play area sites" and shows that option number 2 (Village Green Area by the cricket pavilion) had the most potential.

Survey results from Stand at Revels Weekend 2nd June 2012

This survey re-enforced the opinion that the village supported a Play Area and that the Sports Field would be a good location:

83 people completed the questionnaire

78 people agreed / strongly agreed with the idea of a Play Area

5 people either did not mind/didn't answer.

52 people thought that the Sports Field location was a good place for the Play Area

1 thought it was a bad idea

30 undecided.

Village Green/Sports Field (area by the Sports Pavilion)

Further investigation of this site revealed:

1. That the Sports Field is Common Land *and* registered as a Village Green. It is therefore protected by three acts:
The Nettlebed and District Commons (Preservation) Act 1906
The Inclosure Act 1857 (Section 12)
Commons Act 1876 (Section 29)
2. There is unfavourable public opinion by the local residents (feedback from the meeting with local residents on the 23rd May 2012)
3. There are safety concerns, especially with regard to the Cricket Club and matches.

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Therefore at their meeting on the 12th June 2012, the PWP agreed that the group should (again) look at alternative locations.

Alternative sites/solutions

1. At the (same) meeting on 12th June 2012 it was reported that Mr. Hood was considering setting up a Nature Trail on the land adjacent to the golf course. The meeting decided to arrange a meeting with Mr. Hood to discuss the possibility of incorporating a children's activity walk with the Nature Trail. The meeting was arranged for Thursday 21st June 2012.

At the meeting on Thursday 21st June 2012, Mr Hood outlined his plans for a Nature Trail, anticipating interest from Peppard School, together with his plans for further tree planting this autumn.

Ideas relating to land available for a play area were positively received. The combination of both a nature and activity trail was also discussed.

To be discussed further at a meeting to be held after 9th July 2012 (RPPC meeting)

2. Also at the meeting on 12th June 2012, it was decided to arrange a meeting with Jeremy Simon the Chairman of the Conservators to discuss any further possible sites on Common Land in the Parish and the implications of the Commons Act. (This meeting to be arranged once Tony Cotton who is a Conservator representing the Parish Council has returned from holiday)

Next Step

The next PWP meeting will be after the Parish Council meeting on the 9th July 2012.

Matters to be considered by the Parish Council at their meeting on 9th July 2012.

1. Review the general views of the public with regard to the general provision of a play area.
2. Review the demographics of the survey in order to demonstrate sustainability.
3. Review the comments regarding the sites considered.
4. Form the working party (PWP) into a sub-committee of the Parish council with a positive mandate.
5. Consider further discussion re land near the golf course.
6. Way forward.

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Evaluation of Possible Site for Playground.

	Advantages	Disadvantages
Top Common	There is ample space for all activities and room for expansion., should this be needed in the future. The site is close to the School, its facilities would be useful during the breaks and at the end of the School Day. There would be no requirement to purchase land.	As the site is on Common Land, it could not be fenced, a problem with dogs taking exercise. It is adjacent to the B481, a busy road carrying heavy and speeding traffic. There is no possibility of off parking, an existing problem in the vicinity.
Carlings Orchard	There is no need to purchase the site as the Parish own it. There are no constraints regarding fencing. There is some open space.	The orchard has been recently replanted restricting where activities could be placed. There is no space for off road parking. Much of the open is designated as a wild bio diverse area. It is close to the Stoke Road, where speeding traffic can be a danger.
Memorial Hall	There is no need to purchase the site and there are no constraints re fencing. There is off street parking and is a secluded site.	The site is restricted in area, there is no room for expansion. There are child protection constraints The site may be needed as overflow carpark.
Former Football Ground	Plenty of open space for present plans and those in the future. It is near to the site of the new School. There are no constraints re fencing. Off road parking possible	The land is in private hands and would have to be purchased at a prohibitive cost. Adjacent to the B481 (see above)
Peppard Sports Ground	Plenty of open space and room for future expansion. In an attractive rural setting. Close to areas of woodland. As the site is owned by a Charity no need to purchase the land. Plenty of off road parking. Site is well away from the Stoke Row Road and the majority of residential buildings. It is close to existing facilities the pavilion and sports field. The recovery of VAT is probable	May be problems with fencing. Village Green
Bishopwood		The site is outside the Parish

All sites face objections from local residents. Some more than others.
There will also be legal problems to overcome.

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Appendix 2: 2012/13 Accounts as at June 30th 2012

RECEIPTS		2012/13	
		Forecasted Receipt	Actuals
Precept		£ 22,547.00	£ 11,273.50
RPPC Receipts	Nat West interest (deposit)	£ 5.00	£ -
	Investments / Treasury Stock / Interest	£ 30.00	£ -
	TOTAL	£ 35.00	£ -
Charity Receipts	Fees / Hire charge	£ 1,000.00	£ 45.00
	Utility refunds from sports clubs	£ 510.00	£ -
	Other	£ 25.00	£ -
	TOTAL	£ 1,535.00	£ 45.00
Total Receipts :		£ 24,117.00	£ 11,318.50
VAT Reimbursement			£ 1,238.32
RECEIPTS TOTAL including VAT		£ 24,117.00	£ 12,556.82
SPEND		2012/13	
		Forecasted Spend (budget)	Actuals
Wages, Pension and NI	RPPC	XXXXXX	XXXX
	Charity (Grant)	XXXX	XXXX
TOTAL		£ 10,137.00	£ 443.03
Office Rental		£ 240.00	£ 39.00
Phone		£ 240.00	£ 52.22
Postage		£ 85.00	£ 2.70
Office Supplies	Stationery	£ 250.00	£ 20.67
	Web & IT Costs	£ 85.00	£ -
	Software	£ 250.00	£ -
Pavillion Hire for meetings		£ 280.00	£ -
Office/Admin		£ 1,430.00	£ 114.59
Assets		£ -	£ -
Audit and accountancy		£ 585.00	£ 60.00
General maintenance		£ 50.00	£ -
General RPPC		£ 50.00	£ -

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SPEND continued		2012/13	
		Forecasted Spend (budget)	Actuals
Clerk/Councillor exps	Chairman's Allowance	£ 200.00	£ -
	Members Allowances	£ 960.00	£ -
	Training	£ 400.00	£ 165.00
	Books and documentation	£ 100.00	£ -
	Travel	£ 440.00	£ 70.20
Clerk/Councillor exps	TOTAL	£ 2,100.00	£ 235.20
Carlings Orchard Maintenance		£ 2,250.00	£ -
Insurance	RPPC	£ 500.00	£ 370.06
	Charity (Grant)	£ 500.00	£ 370.06
Insurance	TOTAL	£ 1,000.00	£ 740.12
Footpaths & Open Spaces		£ 500.00	£ -
Dog Bin Emptying	RPPC	£ 90.00	£ 20.33
	Charity	£ 90.00	£ 20.33
Dog Bins	TOTAL	£ 180.00	£ 40.66
Costs for activities resulting from Parish Plan		£ 600.00	£ -
Parish Plan (** see below)		£ 600.00	£ -
General Reserve A/c ("Misc")	Various	£ 550.00	£ 125.00
	APM : Hire Peppard WMH	£ 80.00	£ 10.00
	APM : Printing	£ 75.00	£ 71.62
	Diamond Jubilee recognition	£ -	£ -
Misc	TOTAL	£ 705.00	£ 206.62
Charity	Maintenance	£ -	£ 3,29.83
	Cleaning Materials (Grant)	£ 30.00	£ -
	Electricity (Grant)	£ 1,200.00	£ 819.02
	Water (Grant)	£ 120.00	£ -
Charity	TOTAL	£ 1,350.00	£ 4,648.85

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SPEND continued		2012/13	
		Forecasted Spend (budget)	Actuals detailed
	Other		£ -
	Society of Local Clerks	£ 105.00	£ -
	OALC	£ 255.00	£ -
Subscriptions	ORCC	£ 30.00	£ 30.00
	Chilterns Society	£ 25.00	£ -
	CPRE	£ 30.00	£ -
	OPFA	£ 35.00	£ -
Subscriptions	TOTAL	£ 480.00	£ 30.00
	Peppard News	£ 250.00	£ 435.00
Donations, Gifts and Contributions	Peppard Church Maintenance	£ 1,000.00	£ 1,000.00
	Peppard War Memorial Hall	£ -	£ -
	NDCC	£ -	£ 250.00
	Other	£ 1,500.00	£ -
Donations Contributions	TOTAL	£ 2,750.00	£ 1,685.00
SPEND TOTAL		£ 24,117.00	£ 8,204.07
VAT			£ 866.23
SPEND TOTAL including VAT			£ 9,070.30

ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday July 9th 2012 at 7:30 pm

Appendix 3: RPPC Calendar of Activities

Ref	Event	Discussion Meeting	Resolution Meeting	Deadline	Comments
1	HMRC PAYE submission 4	na	na	January	
2	Charity / RPPC reconciliation 3	Jan F&S	January	January	
3	Asset Inspection 1	na	na	March	
4	Meter reading 4	na	na	March	
5	Review RPPC Asset Register	February	March	March	For year end accounts
6	Review Charity Asset Register	February	March	March	For year end accounts
7	Electricity Contract renewal	February	March	March	
8	Pay Allowances	February	March	March	Must be end of fiscal year
9	Charity / RPPC reconciliation 4	February	March	March	Must be completed by 31st March
10	OALC renewal	na	March	April	
11	Agree Litter Blitz	February	March	April	Litter Blitz to happen in April/May
12	Beating the Bounds	February	March	April	Beating Bounds to happen in May
13	HMRC PAYE submission 1	April F&S	na	April	
14	PAYE Annual submission	na	na	April	
15	Annual Parish meeting	January	April	April	
16	Agree Ins Company/Policy for upcoming year	February	April	May	At Annual Meeting of the Parish Council
17	ORCC Annual Subscription	na	April	May	
18	rppc.org.uk domain renewal	na	April	May	every 2 years (2012/2014..)
19	Approve payment of the Insurance premium	na	May	May	
20	Annual Meeting of the Parish Council	March	May	May	
21	Agree whether to pay Allowances	na	May	May	At Annual Meeting of the Parish Council
22	SLCC renewal	na	May	June	
23	Annual Return	April	May	May	
24	Review Risk Assessment	April	May	May	At Annual Meeting of the Parish Council
25	Review Financial Regulations	April	May	May	At Annual Meeting of the Parish Council
26	Review F&S Committee Terms of Reference	April	May	May	At Annual Meeting of the Parish Council
27	Review Planning Committee Terms of Reference	April	May	May	At Annual Meeting of the Parish Council
28	Review Publication Scheme	April	May	May	At Annual Meeting of the Parish Council
29	Review Complaints Procedure	April	May	May	At Annual Meeting of the Parish Council
30	Review Standing Orders	April	May	May	At Annual Meeting of the Parish Council
31	Review Policy for Handling Press	April	May	May	At Annual Meeting of the Parish Council
32	Agree next calendar year meeting dates	April	May	May	At Annual Meeting of the Parish Council
33	VAT Claim for previous year	na	na	June	Annually or quarterly is OK
34	Meter reading 1	na	na	June	
35	Agree Internal Auditor and dates	April	June	Sept	Can be any time during year
36	HMRC PAYE submission 2	na	na	July	
37	Charity / RPPC reconciliation 1	July F&S	July	July	
38	Website Hosting Renewal	na	July	August	rppc.org.uk from 12 August to 11 August
39	Clerk Review	na	na	August	
40	Village Cleaner Review	na	na	August	
41	Charity Cleaner Review	na	na	August	
42	RES (Fire Service renewal)	July	August	Sept	
43	Asset Inspection 2	na	na	Sept	
44	Meter reading 2	na	na	Sept	
45	Computer security (AVG)	na	Sept	October	
46	HMRC PAYE submission 3	na	na	October	
47	Charity / RPPC reconciliation 2	Oct F&S	October	October	
48	Internal Audit	October	Nov	March	Optimum time for Internal Audit is Nov
49	Meter reading 3	na	na	Dec	
50	Charity Annual Return - for previous year	na	Dec	January	Submission Deadline = January
51	Precept - Agree for following fiscal year	Oct/Nov	Dec	Dec	Submission date about 13 January