

ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of The Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday February 10th 2014 at 7:45 pm

Present:

Councillors:	David Hammond	(DH)	Valerie Ross	(VR)
	Tony Cotton	(TC)	Hadley Cooper	(HC)
	Fiona Berry	(FB)	Simon Crouch	(SC)
	Terry Ryan	(LF)	Lee Rawlings	(LR)

Clerk: Linda Collison (LC)

OCC Councillor David Bartholomew (DB) (part – to item 4)

Press: Dan Robinson, Henley Standard.

Members of Public: 1

Key: "The Charity" = The Sports Pavilion and Field, Rotherfield Peppard Charity

Open Forum:

See agenda item 10.

1 Apologies:

Apologies were received prior to meeting from District Councillor Paul Harrison and Parish Councillor Leeanne Flett.

2 Member's declaration of Pecuniary Interests:

None.

3 Minutes:

It was MOVED by HC, seconded by TC and resolved unanimously that the minutes of the Full Council meeting held on Monday January 13th 2014 be signed as a true record of the meeting.

4 Matters relating to Oxfordshire County Council (OCC)

• County Councillors Report: (DB)

○ GENERAL OCC REPORT

▪ THE BUDGET

The Cabinet meeting on 28th January attracted a large number of protesters, some of who addressed the meeting to explain why OCC should not cut certain areas of expenditure. All Councillors will debate the proposals on 18th February 2014, when the Full Council sets a Budget. Since 2010, we have saved £127 million, with plans set to save another £74 million over the next few years. Despite this, further cuts to our budget by Central Government mean we must find another £64 million, bringing the total reduction to £265 million.

▪ HOME TO SCHOOL TRANSPORT

The Education Scrutiny Committee met on 4th February and voted to recommend to Cabinet that free home to school transport was restricted to the nearest available school, with a phased introduction from September 2015, meaning no child currently at school will be affected. At a special meeting later that day, the Cabinet voted to accept the Education Scrutiny Committee's recommendation, and that will now form part of the budget proposals. These measures represent savings potentially as high as £2M per annum.

▪ WINTER RESILIENCE & FLOODING

In January, we usually expect to be dealing with snow and ice but this year we have had to deal with major flooding across the county. Staff in relevant departments across the

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council have provided a 24-hour service during the flooding period. A special summit to bring all parties together to find a solution to the problems that the flooding has caused is being held on Saturday 1st March. The parish council has the forms to supply input to the meeting. OCC is lobbying the Environment Agency and central government to provide funding for more flood alleviation schemes across the county.

- **CITY DEAL**

The announcement of the Oxfordshire City Deal means that around £55.5m of government funding can now be controlled locally to boost innovation and business growth, create jobs and help secure Oxfordshire's place as a world leader in technology, knowledge and expertise. Ultimately the deal is expected to be worth over £1.2 billion when private sector investment is taken into account. Funding will support a raft of measures to support business, with skills training, transport infrastructure and accelerated building of new 7,000 new houses to back up ambitious expansion plans for the county. Full details of the City Deal can be found on the County Council website City Deal.

- **CUTTING COSTS THROUGH SHARING PROPERTY**

In order to make savings, the County Council is making better use of its property by moving staff and sharing space with Districts. A deal struck between the county council and the Vale of White Horse District Council means Children, Education & Families and Social & Community Services staff will move into Abbey House in central Abingdon. The deal is an excellent result for both councils and our customers, making Abbey House home to a "onestop-shop" for residents.

- **HEALTH SCRUTINY**

The Oxfordshire Joint Health Overview Scrutiny Committee is looking for three members of the public to join Councillors in scrutinising how healthcare is provided in the County. Those interested in becoming a co-opted member for a two-year term in the non-political role from April 1 2014 should have a good knowledge of the local health system, an awareness of the challenges it faces and be able to have a wide view of how health services affect the whole county. More information at

<http://www.oxfordshire.gov.uk/cms/news/2014/jan/help-scrutinise-health-issues-oxfordshire>

- **SPECIFIC REPORT FOR ROTHERFIELD PEPPARD**

- **POTENTIAL THIRD READING BRIDGE**

Reading Borough Council, Reading residents and Reading MP Rob Wilson are forcing this matter up the political agenda. Reading Borough Council has passed a motion calling for the bridge to move ahead, Reading residents have an online petition with thousands of signatures and Rob Wilson has held a public meeting. The OCC and SODC position (which DB wholly endorses) is that a bridge without supporting infrastructure will simply move traffic from Reading into South Oxfordshire, with the A4155 and B481 suffering in particular.

Action LC: Add to next Month's agenda

- **COUNCILLOR COMMUNITY BUDGET**

DB explained that he is pleased to support the applications:

- Speed survey at Bolts Cross, submitted by RPPC.
- Speed survey at Peppard School, submitted by RPPC.
- Mowing of common to extend school play area, submitted by Peppard School.

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- Installation of disabled toilets at Manor farm, Rotherfield Peppard, submitted by the Ways & Means Trust (Greenshoots). The Ways and Means Trust provides social and practical skills for independent living, training, education and work experience for adults with learning disabilities, mental health issues and physical disabilities. The Trust supplies fresh vegetables, fruit and bedding plants to local residents and businesses

- **Highways/Pot holes:**

TR raised concern that a number of the pot holes in the parish needing to be filled – some reported on the pot-hole survey in 2011. DH encouraged members and residents to report pot holes on the OCC Highways website:

<https://www.oxfordshire.gov.uk/cms/content/contact-highway-enquiries-team>

Action LC: Add to next Month's agenda

5 Matters relating to South Oxfordshire District Council (SODC):

- **Governance Review**

DH reported that over 71 residents had expressed their concern, either by letter, email, 'phone or at the last Council meeting, about the possible change in boundary between Rotherfield Peppard and Sonning Common. A document including the emails and letters had been submitted to David Buckle, Chief Executive SODC in addition to the letter from RPPC agreed at the previous Council meeting.

- **District Councillors Report: (submitted before the meeting by PH)**

- GOVERNANCE REVIEW

The District Council will be publishing the recommendation from the working group on Wednesday which will then be ratified by the full council at their next meeting.

This will form input to the second consultation period which will then go into the meeting where the final decision will be made in June/July. So far we had an initial recommendation from the officers which led to the first stage consultation; this was then considered by the working team who will then publish their recommendations on Wednesday.

PH has spoken to the officer administering the process and has been informed that the working party has recommended no change in the current Rotherfield Peppard / Sonning Common boundaries (i.e. keep as is). However, this still needs to be ratified by full council and will then go out to final consultation. It was the view of the working party that unless there was some significant material change to the parishes involved then it did not make sense to change their boundary.

PH believes it is now important that once the consultation period begins parishioners write in support of keeping the status quo as he is aware that Sonning Common parish will be putting up a vigorous campaign for a change in line with the original officer's recommendation.

Since PH told Sonning Common Parish Council that he is recommending no change he has received numerous letters from their councillors in support of their view.

Action TR and FB to draft a leaflet to distribute to residents for consideration at next month's meeting.

- THIRD READING BRIDGE

PH reported that any third Reading Bridge to the east of Reading will increase traffic on our rural road system. At present Reading is proposing a bridge to the east of Reading to work as a relief bridge to Sonning. This was discussed a number of years ago as one of the options when Carol Viney and Peter Skolar were County Councillors.

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The major issue is our main trunk road in South Oxfordshire runs to the west of Reading into Caversham whilst Reading has over developed this side of the river and their main trunk road run to the east.

○ BUDGET SETTING

At our next meeting PH hopes to be in a position to confirm the SODC budget for 2014/2015. This is nearing completion.

○ FLOODING

Although this does not impact ourselves directly it is now having a large impact on the District particularly along the Thames. South Oxfordshire are working with Oxfordshire County Council, the Environment Agency and our external contactor Monson's to try and limit the impact but it's going to take time to get back to normal so the advice is don't take risks.

6 Meetings and Events:

It was agreed that:

- The Annual Parish Meeting (APM) and Annual meeting of the Charity should be moved to Saturday 26th April 2014 (was 19th April)
- The Annual meeting of the Parish Council /May Council meeting and Planning Committee meeting should all be moved to Thursday 8th May 2014 (was Monday 12th May)
- The 2014 December Council meeting and Planning meeting should be moved to Monday 8th December 2014 (was 15th December)
- The Annual Litter Blitz should be held on Saturday 10th May 2014
- The Annual Beating of the Bounds on Rogation Sunday (25th May 2014) would start at 2pm and follow the East/North route around the Golf Course.

A budget of £50 for printing the APM agendas and £25 for refreshments for the APM was approved.

DH explained that the deadline for the APM Agenda to be included in Peppard News was Friday 14th February 2014. It was agreed that DH would draft the APM agenda for review by members via email before submitting. Format to be similar to previous years.

7 Finance and Staffing:

- LC presented the account as at 31st January 2014 (appendix 1)
- LC reported that Jean Nunn-Price was unable to perform any audits until April. It was unanimously agreed for Jean Nunn-Price to perform a year-audit at the beginning of April and for Sue Launder (at £25 per hour) to perform an audit of the Council's payroll processes and figures.
- DH reported that he had received a letter from Peppard News requesting that RPPC review the donation amount in future years. Action LC to circulate the letter from Peppard News. It was agreed to refer the matter to the Finance & Staffing Committee.
- LC confirmed that last year RPPC agreed a 3 year insurance contract with Came & Company Insurance. LC to issue inspection logs to members for completion before next Council meeting.
- It was agreed that TR, SC and LR should all be added as Unity Trust Bank on-line payments and cheque approvers. Action LC, with TR, SC and LR.
- It was AGREED that DH & VR should attend the Chairmanship Training Course on 7th May 2014 (LC to book). SC and LR to attend Councillor Training Courses (LC to arrange)

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8 Approval of Spend and Cheques to be signed:

It was RESOLVED unanimously that the following payments are approved. TC and FB were instructed to approve the internet payments.

Ref #	Account	Payee	Description	Power	Amount £
14-115	SP&F Grant – Elect	B Gas	Electricity (January)	LGA (Misc Act)1976 s19	29.52
14-116	SP&F Grant – Elect	B Gas	Electricity (January)	LGA (Misc Act)1976 s19	245.16
14-117	Staff Costs	T Parisi	February wages	LGA 1972 112	Confidential
14-118	Staff Costs	M Bowles	February wages	LGA 1972 112	Confidential
14-119	Staff Costs	L Collison	February wages	LGA 1972 112	Confidential
14-120	Staff Costs	OCC Pension	February pension	LGA 1972 112	£151.88
14-121	Staff Costs	HMRC	February PAYE	LGA 1972 112	£136.71
14-122	Village upkeep	BACA	Cleaning items	Highways Act 1980	33.73
14-123	SP&F Grant –Maint	Thames Water	Water rates	LGA (Misc Act)1976 s19	£226.80
14-124	SP&F Grant –Maint	SODC	Dog Bins	LGA (Misc Act)1976 s19	50.23
	Village upkeep			Highways Act 1980	50.23
14-125	Allowances	D Hammond	Allowances - DH	Local Authorities (members allowance) 2003	Confidential
14-126	Allowances	T Cotton	Allowances - TC		Confidential
14-127	Allowances	F Berry	Allowances - FB		Confidential
14-128	Allowances	T Ryan	Allowances - TR		Confidential
14-129	Allowances	L Flett	Allowances - LF		Confidential

9 Carlings Orchard

It was agreed that LR would take over as member responsible for Carlings Orchard from Councillor Leeanne Flett (LF) who is unable to continue her work on the Orchard.

10 Play Area

TR confirmed that the Nettlebed Estate (owners of the Top Common) has written confirming that they are supportive of the proposed play area on the Top Common provided that:

- the proposal is supported by the Conservators,
- all necessary consents are obtained,
- there will be no change of designation or status of the land,
- they receive all necessary indemnities in respect of damages and claims arising from the play area
- and that RPPC will be responsible for the management and maintenance of the play area, including insurance.

LC added that she had consulted with DEFRA and Natural England for advice regarding a Play Area on Common Land. They confirmed that RPPC needs to apply to the Planning Inspectorate (Form S38) who would contact Natural England for their opinion.

Action TR, VR and LC to meet to agree outline project plan and next steps.

Meeting paused while a member of the public expressed his concern at the possible construction of a play area on Common Land.

11 Peppard Wood

LR reported that his research had shown that only one other Council had taken on a lease from Woodlands Trust – Chippenham Town Council. LR added that this 25 year lease is with a Town Council (not Parish) and the wood (Baydons Wood) benefits from being a Big Lottery Millennium Project.

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It was agreed that no further action would be taken at this time.

12 Peppard War Memorial Hall (PWMH):

HC reported that The PWMH had Management Committee applied for a grant from SODC and should hear by the end of March whether they have been successful. HC added that the initial quotes for flooring were less than the £2,500¹ pledged by RPPC. It was agreed that RPPC would support purchasing other items needed by PWMH up to the total amount pledged.

13 NDCC - Commons:

TC reported that:

- The Friends of the Commons History Weekend on 25th/26th January 2014 had been very successful with an interesting talk by Bruce Smith on the droving trails through the area.
- Peppard School had reported to NDCC that the area of the Top Common used by the school had been over used and requested a new larger part of the Common.
- The Kingwood and Peppard Commons' Volunteers now meet on the third Saturday of the month and (from March) the first Monday of the month.

14 Public Footpaths:

TC reported that DH, LC and TC had met with Philip Bennett the new Chiltern Society Rights of Way representative to discuss footpaths and public rights of way in the Parish. Philip had agreed to copy LC when reporting footpath issues in the Parish, and vice versa.

Action, LC to circulate the footpaths schedule to members for completion by next meeting.

15 Correspondence

- An email had been received raising concern over the Sonning Common Neighbourhood Development Plan (SC-NDP) maps in the latest **Sonning Common Magazine**. Members raised further concerns regarding some of the points made in the article.
FB explained that she had repeatedly asked the SC-NDP Committee to correct the maps being used for communication, but that her requests were ignored. Therefore, FB, had decided to resign from the SC-NDP Committee, suggesting that perhaps another member of RPPC might be more effective.

Action DH to draft a response letter to Sonning Common Parish Council, for review at the next Council meeting.

- A letter had been received from **Chiltern Edge School** regarding their plans to sell part of the school land. LC to respond confirming that RPPC had no concerns with this proposal.
- LC had received a telephone call requesting permission to **sell Hot and Cold food** at the car park on Gallowstree Road crossroad. It was agreed not to support this request.
- Two complaints had been received regarding the loss of the **Kingwood sign** on Stoke Row Road. LC to investigate.

16 Matters for next meeting:

- | | |
|----------------|---------------------------------|
| • Third bridge | • Governance Review |
| • Pot holes | • Public Footpaths and Highways |
| • Asset Logs | |

Meeting ended at 9:45 pm

¹ Includes VAT

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Appendix (1)
- Accounts as at 31st January 2014

	Year Budget	Year Forecast	YTD Actual	Feb 14 Forecast	Mar 14 Forecast
Income					
Precept	27,094.49	27,094.49	27,094.49	0.00	0.00
Other Income	<u> </u>	<u>6.99</u>	<u>6.99</u>	<u>0.00</u>	<u>0.00</u>
Total Income	27,094.49	27,101.48	27,101.48	0.00	0.00
Expense					
S137	0.00	50.00	50.00	0.00	0.00
Staff Costs	9,764.00	10,076.14	8,396.78	839.68	839.68
Councillor and Clerk	2,500.00	1,327.30	437.30	840.00	50.00
Finance, Admin and IT	2,000.00	1,875.17	1,055.17	0.00	820.00
Insurance (RPPC)	300.00	300.00	300.00	0.00	0.00
Subscriptions	520.00	598.75	291.75	0.00	307.00
Village Upkeep	1,100.00	394.01	310.05	83.96	0.00
Carlings Orchard	2,300.00	1,410.00	1,410.00	0.00	0.00
Grant to SP&F Charity	3,410.00	4,696.16	4,014.70	509.03	172.43
Donations and Grants	2,750.00	1,985.00	1,985.00	0.00	0.00
Projects	1,750.00	0.00	0.00	0.00	0.00
Miscellaneous	700.00	898.93	898.93	0.00	0.00
Total Expense (excluding VAT)	<u>27,094.00</u>	<u>23,611.46</u>	<u>19,149.68</u>	<u>2,272.67</u>	<u>2,189.11</u>
Pledges					
Sonning Common Skate Park		500.00	500.00		
PWMH		<u>2,500.00</u>	<u>2,500.00</u>		
		3,000.00	3,000.00		
Total Expense (excluding VAT)	<u>27,094.00</u>	<u>26,611.46</u>	<u>22,149.68</u>	<u>2,272.67</u>	<u>2,189.11</u>
VAT					
VAT Reclaimed		-1,494.79	-1,494.79	0.00	0.00
VAT paid		<u>757.05</u>	<u>757.05</u>	<u>0.00</u>	<u>0.00</u>
Total VAT	0.00	-737.74	-737.74	0.00	0.00
Total Expense (including VAT and pledges)	<u>27,094.00</u>	<u>25,873.72</u>	<u>21,411.94</u>	<u>2,272.67</u>	<u>2,189.11</u>

Signed:.....