

ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday September 10th 2012 at 7:30 pm

Present:

- Chairman:** David Hammond (DH)
- Councillors:** Nick Launders (NL) LeeAnne Flett (LF)
Clive Mills (CM) Valerie Ross (VR)
Fiona Berry (FB) Hadley Cooper (HC)
Terry Ryan (TR)
- Clerk:** Linda Collison (LC)
- SODC:** Paul Harrison (PH)
- Press:** Phil Simms
- Members of Public:** 4

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Open Forum:

A member of the public asked Council to clarify the state of the Play Area project on Peppard Common, asking Council to comment specifically on the fact that, he said, under Common Land Law, Common Land can only support the erection of non-permanent structures and yet the (proposed) play area, is by nature permanent.

CM confirmed that all points would be considered in the project. TR clarified that the Play Area Working party mandate specifically included that the proposal should include "Planning and other legal requirements".

1) Apologies:

Apologies were received prior to meeting from Parish Councillor Tony Cotton and OCC Councillor Carol Viney.

2) Member's declaration of Pecuniary Interests:

FB Declared an interest in item 13 on the Agenda (Illegal Signage in the village).

3) Minutes:

It was MOVED by FB, SECONDED by HC and RESOLVED unanimously that the minutes of the Full Council meeting held on Monday August 13th 2012 be signed as a true record of the meeting.

4) Actions from Previous meeting.

Actions from previous meeting were reviewed .

LC confirmed that Mr Tom Cox had replaced the old notice board outside "the Barn". It was agreed that a letter of thanks should be sent to Mr Cox.

ACTION LC to send letter of thanks.

5) Chairman's Report:

DH reminded Council of the need to operate within the rules and that the new Code of Conduct requires

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that members must all operate with selflessness, integrity, objectivity, accountability, openness, honesty and we must display leadership. DH added that Parish Councillors should represent the whole community and that no Councillor may individually act for the Council.

Regarding decision-making, DH explained that the Council could only make a decision when it is clearly identified as such on the published agenda and that some decisions can be delegated to sub-committees. RPPC delegate all planning recommendations to the Planning Committee

6) Oxfordshire County Council

CV provided the following report prior to the meeting:

Turning the tide on rogue traders in Oxfordshire

The tide has been turned on rogue traders who mostly target older or vulnerable people in Oxfordshire, thanks to the efforts of the county council's Trading Standards Service, in partnership with Thames Valley Police. While doorstep crime incidents are on the increase nationally, in Oxfordshire reports of this type of crime fell by 10 per cent last year. This is the first year the team has seen a small reduction in reported incidents in Oxfordshire - down from 524 to 480 (April 2011 to March 2012). Oxfordshire County Council and Thames Valley Police adopt a joint approach to tackling this problem. This includes a rapid response to reported incidents, as well as joint investigations and raising awareness through publicity campaigns, such as the current advice about doorstep crime.

Intervened to save cash

In the past year the joint Doorstep Crime Team intervened to save Oxfordshire residents £133,383, a slight increase on the previous year's total of £127,766. Richard Webb, Acting Head of Trading Standards said: "While it is very pleasing to see a small decline in the number of doorstep crime incidents in Oxfordshire last year, it is still worrying that there is more than one a day reported to us. "We are obviously approaching this in the right way to buck the national trend, but there is still a lot more work to do. Behind every incident is a person and often the impact of these crimes is much more than just financial."

Strong support for victims

Cllr Judith Heathcoat, county council Cabinet Member for Safer and Stronger Communities said: "Our joint Police and Trading Standards Doorstep Crime Team ensures that we can provide strong support to victims of this type of crime, as well as ensuring we achieve the best possible results from investigations into incidents. "A number of cases are brought to court each year, including one that concluded last year with two offenders being sentenced to a total of seven-and-a-half years' imprisonment. The team is an example of best practice and other local authorities come to visit the team to see how they achieve what they do."

If anyone has any concerns about rogue traders, please contact the council's Trading Standards on 0845 051 0845, using option 2.

Individual Electoral Representation - A briefing by Author: Hilary Kitchin, LGiU associate

The move to Individual Electoral Registration is well underway, and will be in place by the end of 2014. This briefing outlines the implications of IER for local authorities in England and Wales, and will be of interest to elected members, and officers with corporate community and electoral responsibilities.

Further details available in Appendix 1

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7) Roads and Speeding Traffic

DH confirmed a meeting to review and discuss areas of concern with regard to Roads and Speeding Traffic in the Parish had been arranged for Monday 24th September 2012 8:30 am at the Sports Pavilion. OCC Highway and the police will be attending the meeting. Members of the Rotherfield Peppard Neighbourhood Speedwatch are to be invited. ACTION DH.

LC confirmed that The Parish Clerk for Purley on Thames Parish Council had send helpful information for operating a Neighbourhood SpeedWatch team and confirmed she would forward to NL.

NL advised that if the Neighbourhood SpeedWatch group is comprised of 100% civilians then the maximum action taken is to send a letter to the offenders. However if the group contains members of the police then offenders could be prosecuted.

8) Broadband

DH advised that he and SC had attended an event organised by Oxford Business First to launch a paper calling for greater public investment in mobile and fixed broadband infrastructure in the UK. DH had circulated his notes to Council prior to the meeting.

PH advised of a new programme that had been set up whose aims are "to help deliver broadband speeds of up to 24Mb to wide areas of the county and bring significant improvements to the rest of Oxfordshire by the end of 2015."

ACTION PH to forward details.

9) South Oxfordshire District Council: District Councillors Report (PH)

Electoral Review/ New Boundaries

PH advised that the new wards were to contain approximately 3100 people and as a result Sonning Common would be in its own ward. Rotherfield Peppard would likely be grouped with Highmore, Bix and Assenden, Swyncombe and Nettlebed into a new ward called "Peppard". Final decision would be made early 2013.

Additional Heathrow Runway

There is some danger of an additional runway to be built at Heathrow airport - although the Conservative and Liberal manifesto did not support the building of an extra runway at Heathrow.

Changes in Planning Legislation

Recent changes in legislation removing developers' obligations to councils to provide affordable homes are still being clarified. SODC want developments of over 12 properties to have 50% of the properties to be affordable. (Ie a development of 20 houses would have 10 affordable houses (half 20).

10) Police: None

11) John Howell MP Village Tour:

LF, NL and CM confirmed that they would meet John Howell MP on his village tour outside Peppard School on Friday 28th September 2012. LF agreed to make sure that the school is aware of the visit.

12) Play Area Working Party:

A written PROPOSAL from 4 members had been received prior to the meeting proposing that Council modify a decision made in the full Council meeting on Monday 9th July 2012.

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The PROPOSAL from the 4 members was to change the Play Area Party Mandate to read as follows:

“Play Area Working Party (PWP) 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
- 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.”

The motion was PROPOSED by FB, SECONDED by NL was unanimously AGREED.

HC advised that there was an annual “Saltex Exhibition” which included many stands and products for Play Areas. HC to circulate further details. ACTION HC.

VR declared an Interest in the next item (13 Illegal signage). FB and VR left the meeting.

13) Illegal Signage

On Friday 10th August 2012 a letter had been received from The Studio Gallery in response to the Illegal Signage letter issued to the Studio Gallery on 26th July 2012. Following approval from the owner of The Studio Gallery, LC had circulated the letter to all members of the Council.

Prior to the meeting LC had circulated a response to the Studio Gallery to all members.

It was unanimously AGREED that the response letter circulated to members prior to the meeting should be sent to The Studio Gallery (following the correction of two spelling errors).

ACTION LC to send amended letter.

DH requested that at the next meeting Council considers how to handle the situation when businesses continue to display illegal notices.

ACTION LC – to add to next agenda

NL requested that some research is made into how the various different Councils (ie OCC Highways, SODC Planning and RPPC) respond to illegal signage and how the different bodies work together.

ACTION LC – to research process and responsibilities and to add to next agenda.

FB and VR returned to the meeting

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14) The BT Phone Box

It was AGREED that LC verify the details relating to costs of disconnection of the phone in the phone Box. Councillors were asked to bring proposals for the BT Phone box to the next full Council meeting. DH suggested that if no Councillor comes forward with a detailed proposal at the next Council meeting the matter should be dropped.

ACTION LC to contact BT and verify charges.

15) Finance and Staffing

External Audit

LC advised that there were no further updates from the external auditor

It was AGREED that FB should verify the Bank Reconciliation for August 31st 2012 before the next Full Council meeting. ACTION FB.

Members were asked to advise LC before Sunday 30th September 2012 of any items to be considered in the 2013/14 Budget planning.

16) Approval of Spend and Cheques to be signed

It was RESOLVED unanimously that the following items were approved for payment and that TR and NL were instructed to sign the cheques.

Payee	Description	Power	£	Date Spend Approved	RPPC or Charity
A Parisi	Wages	LGA 1972 112	Confidential	Sep 2012	RPPC
M Bowles	Wages	Charity	Confidential	Sep 2012	Charity
L Collison	Claim	LGA 1972 112	£45.28	Sep 2012	RPPC
The Post Office	PAYE Jul-Sept	LGA 1972 112	£37.05	Sep 2012	RPPC
Henley Heating & Plumbing	Fix outside tap	Charity	£388.70	Sep 2012	Charity
Charity q2 reconciliation	Transfer Q2 hiring income to Charity	Charity	£650.00	Sep 2012	Charity

It was PROPOSED by NL, SECONDED by CM and AGREED unanimously to upgrade Clerks Microsoft software from version 2000 to 2010 or similar. Cost approximately £185. (ref LGA 1972 112).

17) Clerk's Report (LC)

Footpaths / Public Rights of Way

LC advised that there were a number of footpaths / Rights of Way that were still causing concern and that she would action as a priority. (331/26 (between Stoke Row Road and Shiplake Bottom; 331/10 off Blounts Court Road and 331/15 – woods near golf course)

CM expressed his concern that footpath 331/26 was still a problem and nothing appears to have happened even though it had been escalated to OCC. ACTION LC to detail a history of the issues with the footpath and escalate urgently to J Beale at OCC (Countryside Access Department).

LC to forward the Footpath Log from Susan Maguire. ACTION LC.

Bank Mandate – new signatories

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It was AGREED that all members should be signatories on the NatWest Bank Accounts and to sign the Bank Mandate. ACTION LC to arrange the signing of necessary forms.

Information and confidentiality

LC reminded members that information circulated by the Clerk should not be forwarded outside of the Council. Information can only be forwarded outside the Council by the Clerk, and then only with the appropriate permission.

18) Potholes

It was unanimously AGREED that CM should liaise with Peppard War Memorial Hall regarding the possibility of using surplus materials planings from their carpark improvements to fill pot-holes in the parking area next to the Stoke Row Road/GallowsTree Road crossroads, subject to agreement with Common's Conservators.

19) Carling's Orchard

It was AGREED that in 2013 paths to the benches should be mowed if required before the first complete mow of the whole Orchard (late spring after the daffodils have died). There is a second complete mow of the Orchard later in the year. LF to provide an estimate to LC before Sunday 30th September 2012. ACTION LF.

NL raised concern regarding the large fir trees on the West corner of Carling's Orchard (near Esther Carling Lane) and recommended that they should be cut down if a Tree Protection Order (TPO) does not protect them.

ACTION LC: To confirm which trees, if any, in Carling's Orchard had a TPO.

ACTION LC: To obtain quotes from a tree surgeon to ascertain whether the fir trees are dangerous and also to quote for the removal of the fir trees on the West corner of Carlings Orchard (near Esther Carling Lane) and for the fir trees near the Stoke Row Road/Wyfold Lane entrance

LF advised that a "fire strip" should be cut along the edge of Carling's Orchard near to the houses on the Northwest side of the Orchard.

ACTION LC to check rules relating to cutting "fire-strips."

20) Correspondence

LC confirmed that all correspondence had been communicated via email.

21) Matters for next meeting

Donations Policy. How the various different Councils (ie OCC highways, SODC planning and RPPC) respond to illegal signage and how the different bodies work together. BT Phone Box. How to handle the situation when businesses continue to display illegal notices. Large fir trees in Carlings Orchard

22) Cheque signing

TR and NL signed the following cheques as instructed.

Payee	Description	£	RPPC or Charity	Cheque #
A Parisi	Wages	Confidential	RPPC	2088
M Bowles	Wages	Confidential	Charity	2089
L Collison	Claim	£45.28	RPPC	2092
<i>The Post Office</i>	<i>PAYE Jul-Sept</i>	£37.05	RPPC	2091

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Henley Heating & Plumbing	Fix outside tap	£388.70	Charity	2092
Charity q2 reconciliation	Transfer Q2 hiring income to Charity	£650.00	Charity	2093

Meeting ended at 9:32 pm

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Appendix 1: Individual Electoral Representation: Implementation

Author: Hilary Kitchin, LGiU associate

This briefing can also be downloaded as a PDF [Individual Electoral Representation - Implementation](#) or viewed on the LGiU website.

Summary

The move to Individual Electoral Registration is well underway, and will be in place by the end of 2014. This briefing outlines the implications of IER for local authorities in England and Wales, and will be of interest to elected members, and officers with corporate community and electoral responsibilities.

Overview

The [Electoral Registration and Administration Bill](#) working its way through parliament will introduce a major change to our system of electoral registration – Individual Electoral Registration (IER), which will require electors to register individually rather than through heads of household. Local authorities will be key players in the introduction of IER.

The government responded to preliminary consultation by removing the ‘opt-out’ option from its original proposals, and there will be a civil penalty for individuals who fail to register following a system of reminders. It has also made some concessions on the timetable, although the aim is still to have IER in place for the general election in 2015.

There is a cross-party consensus on the need to move to IER, although some important issues are being raised in debates (summarised in a [Commons Library report](#)). Measures are needed to ensure that existing under-registration – estimated by the Electoral Commission to be up to 6.5 million – is not exacerbated by the move to IER. Data disclosure and management, and the need for independent monitoring of the transition by the Electoral Commission, were among a number of implementation issues raised by Opposition MPs. The Bill goes into Committee in the Lords on 23 October.

In parallel to the passage of the Bill, the Cabinet Office has produced funding proposals, an Implementation Plan and a [first set of draft regulations](#) for consultation. [New research](#) on under-registered groups and IER is also available.

Briefing in full

Under the new registration system:

Electors will register individually rather than through heads of household. An individual must provide personal information including their National Insurance number to verify their application.

Data matching will be used to verify applications and during the transition phase will be used to confirm existing entries in registers. The primary database will be that of the Department of Work and Pensions (DWP) but others may be considered.

A modernised electoral registration system based on IT will be introduced, making it easier for people to register to vote, and open up the way for digital applications, principally by using the local authority website

Once registered, individuals will need only to confirm annually that their details have not changed

The annual household canvas will continue to check register is complete. Individuals not on the register will themselves be responsible for applying to register.

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There will be a civil penalty for failing to register (with stringent requirements in place before a penalty can be issued). The criminal penalty for failing to return the household canvas remains.

From 2014 IER will be a requirement for any new registrations and for anyone who wants to vote by post or proxy.

After 1 December 2015 everyone on the electoral register will be registered under the new system.

Making the transition

The Cabinet Office acknowledges that managing the transition of 46 million UK voters to a new system of registration with a tight timetable is a considerable challenge. It will require a high level of cooperation, and make considerable demands on electoral registration officers and their staff. Local authorities are expected to support the process by planning resources and organisational change, as well as playing a key role in promoting public awareness.

There are a number of landmarks prior to the start of the transfer process in late summer 2014, and while more detailed guidance will not be available until next year, the [Implementation Plan](#) provides an outline and timetable, leading to the first new register in December 2014. Detailed [impact assessments](#) are also available

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

RECEIPTS		2012/13	
		Forecasted Receipt £	Actuals £
Precept		22,547.00	11,273.50
RPPC Receipts	Nat West interest (deposit)	5.00	3.93
	Investments / Treasury Stock / Interest	30.00	-
	TOTAL	35.00	3.93
Charity Receipts	Fees / Hire charge	1,000.00	685.00
	Utility refunds from sports clubs	510.00	-
	Other	25.00	-
	TOTAL	1,535.00	685.00
Total Receipts :		24,117.00	11,962.43
VAT Reimbursement		-	1,238.32
RECEIPTS TOTAL including VAT		24,117.00	13,128.87
SPEND		2012/13	
		Forecasted Spend (budget) £	Actuals
Wages, Pension and NI	RPPC	XXXXX	XXXX
	Charity (Grant)	XXXX	XXXX
Wages, Pension and NI	TOTAL	10,137.00	665.33
Office Rental		240.00	65.00
Phone		240.00	87.88
Postage		85.00	9.90
Office Supplies	Stationery	250.00	20.67
	Web & IT Costs	85.00	59.40
	Software	250.00	-
Pavillion Hire for meetings		280.00	150.00
Office/Admin	TOTAL	1,430.00	432.75
Assets		-	-
Audit and accountancy		585.00	60.00
General maintenance		50.00	-
General RPPC	TOTAL	50.00	-

Signed :

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Appendix 1: 2012/13 Accounts as at 30th September 2012 continued

SPEND continued		2012/13	
		Forecasted Spend (budget) £	Actuals
Clerk/Councillor exps	Chairman's Allowance	200.00	-
	Members Allowances	960.00	-
	Training	400.00	330.00
	Books and documentation	100.00	-
	Travel	440.00	137.70
Clerk/Councillor exps	TOTAL	2,100.00	467.70
Carlings Orchard Maintenance		2,250.00	950.00
Insurance	RPPC	500.00	281.09
	Charity (Grant)	500.00	459.03
Insurance	TOTAL	1,000.00	740.12
Footpaths & Open Spaces		500.00	-
Dog Bin Emptying	RPPC	90.00	20.33
	Charity	90.00	-
Dog Bins	TOTAL	180.00	20.33
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	90.00
	APM : Printing	75.00	71.62
	Diamond Jubilee recognition	-	-
Misc	TOTAL	705.00	106.62
Charity	Repairs (Pavillion/Field)	-	524.47
	Cleaning Materials (Grant)	30.00	83.35
	Electricity (Grant)	1,200.00	348.92
	Water (Grant)	120.00	-
Charity	TOTAL	1,350.00	956.74

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Appendix 1: Accounts as at 30th September 2012 continued

SPEND continued		2012/13	
		Forecasted Spend (budget) £	Actuals detailed £
Subscriptions	Other	-	-
	Society of Local Clerks	105.00	110.00
	OALC	255.00	-
	ORCC	30.00	30.00
	Chilterns Society	25.00	25.00
	CPRE	30.00	-
	OPFA	35.00	-
Subscriptions	TOTAL	480.00	165.00
Donations, Gifts and Contributions	Peppard News	250.00	435.00
	Peppard Church Maintenance	1,000.00	1,000.00
	Peppard War Memorial Hall	-	-
	NDCC	-	480.00
	Other	1,500.00	-
	Sports Pavilion & Field (Rotherfield Peppard) Charity	-	1086.34
Donations Contributions	TOTAL	2,750.00	3,001.34
SPEND TOTAL		24,117.00	7,565.93
VAT			1,168.97
SPEND TOTAL including VAT			8,714.90