

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday October 10th 2011 19:30

Present:

Nick Launders (Chairman)	(NL)	Terry Ryan	(TR)
David Hammond (Vice-Chairman)	(DH)	Leeanne Flett	(LF)
Tony Cotton	(TC)	Linda Collison (Clerk/RFO)	(LC)
Clive Mills	(CM)		

Oxfordshire County Council (OCC):	Carol Viney (CV)
South Oxfordshire District Council (SODC):	Paul Harrison (PH)
Henley Standard (Press)	Phil Simms

Members of the public/parishioners in attendance for all or part of the meeting:

Tim Arnold, Juan Galliano, Tim Southern, Elizabeth Smeeton

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1) Apologies:

Fiona Berry (apologies sent by email prior to meeting work commitments)

2) Members declaration of Personal and Prejudicial Interests

TC confirmed his personal interest in agenda item 6 "NDCC (The Commons)".

3) Minutes

It was resolved that the minutes of the Full Council meeting held on Monday September 12th 2011 be amended as below and that subject to this change be adopted as a true and accurate record.

- Section 6, point 6: "Stevens Lane " should be changed to "Esther Carling Lane"

It was resolved that the minutes of the extraordinary meeting held on Monday the 22nd August 2011 be adopted as a true and accurate record.

It was proposed and agreed that Agenda Item 5 "South Oxfordshire District Council (SODC) Matters" be addressed next.

4) South Oxfordshire District Council (SODC) Matters

a) PH presented the District Councillor's Report

- i) **Town and Parish Council Forum 2011** - to be held on Tuesday 22nd November 2011 (evening) in the Council Chamber at Crowmarsh. All Town and Parish Councils in the District will be invited
- ii) **Chief Constable's Annual Presentation to Council** – to be held at 4:30 pm on Wednesday 12th October 2011.
- iii) **Further Electoral Review (FER) of South Oxfordshire** - will commence March 2012. This is an electoral review of the district with a view to reducing the number of councillors from the current 48 to around 30. This reduction should reflect the efficient working practices in place at the Council and to achieve a significant saving in the costs of democracy.
- iv) **Emergency response and winter preparedness** – Oxfordshire County Council is running

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a series of events on the theme of "Emergency response and winter preparedness" during which OCC will explain why it advocates the development of simple community emergency plans.

Anyone wishing to attend one of the four events should contact Ian Travers Smith on 01865 323761 or email Emergency.OperationsCentre@Oxfordshire.gov.uk.

- v) **Annual update of Electoral Register (Annual Canvass 2011)** – During August 2011 households were sent registration forms to ensure that they are registered to vote. To date 64% householders had returned their form, reminders are being issued highlighting the facility to respond by Internet, freephone or text.
- vi) **Private sewer transfer** – From October 1st 2011 property owners will no longer be responsible for certain sewer pipes that connect their homes to public sewers. New legislation will transfer responsibility for these pipes, called private sewers and lateral drains, to the local water and sewerage companies (Thames Water in this area).

b) SODC Standards Committee appointment of Parish Representative.

NL announced the appointment of David Hammond as Parish Representative on the SODC Standards Committee. The Council congratulated David on his appointment.

5) Oxfordshire County Council (OCC)

a) CV presented the County Councillor's Report

- i) **Council tax freeze** – Government plans to give local authorities money to avoid increasing council tax charges in year 2012/13.
- ii) **"Big freeze"** – OCC is preparing for the threat of severe cold weather and are recommended that salt bins be filled as soon as possible.
- iii) **Single Fire Control Room** – Following the collapse of a Thames Valley Single Fire Control Room project, Berkshire and Oxfordshire are pursuing a joint project. The location of a merged control room is yet to be decided, options in both counties are being considered.
- iv) **Chiltern Edge Youth Club** – The Youth club was forced to close when OCC funding ceased. However The Chiltern Edge Youth Club Management Committee, along with local support, are attempting to ensure the Youth Club keeps going and require start-up funds from the OCC Big Fund. This will be decided on Tuesday 18th October 2011 and the Management Committee are looking to RPPC for moral and vocal support. They are also looking for volunteers to help run the Youth Club

It was agreed that RPPC supported the continuation of the Youth Club and TC suggested that we notify the volunteers from the Community Survey about the Youth Club.
Action LC /CV to liaise with Rosemary Edgington (Management Committee vice-Chairman).

- v) **Peppard Primary School relocation** – CV advised that she is unable to attend the planning meeting on Monday 24th October 2011 when the Peppard School relocation is expected to be considered, but advised that she will submit a written report to OCC Planning Committee in support of the application. LC confirmed that RPPC has not yet received confirmation of the meeting date.
Action LC to check date.
- vi) **Rubbish on Common Land rented to OCC** – LC advised that a letter had been received from Mark Saunders concerning the rubbish in and around the area of the Common land

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rented to OCC for commercial purposes. CV agreed to identify which OCC department was responsible. CV/LC to action.

b) Salt Bins

LC advised that a revised cheque including VAT needed to be submitted to OCC. Once the cheque was received the 4 green salt bins would be installed in Rotherfield Peppard as previously requested

c) Sonning Common Library Update

CM advised that the meeting on Monday 12th September 2011 had been well attended and that a decision was to be made by the end of December 2011 confirming whether the Sonning common Library would be reclassified as a Community Plus Library thus losing only one third of their funding

Note :

Libraries classified as "*Community Libraries*" lose **two-thirds** of the paid staff and will need to make up the shortfall from volunteers.

Libraries classified as "*Community Plus Libraries*" lose only **one-third** of their paid staff

6) NDCC (The Commons):

a) PH advised that

- i) The Commons volunteers event on Saturday 1st October 2011 was a great success and that the group will continue to meet monthly on the first Saturday on each month. Ann Pearce was thanked for her work in arranging this.
- ii) The Friends of the Commons Annual Meeting is to be held on Wednesday 19th October 2011 at 7:30 pm in Highmoor Village Memorial Hall. This is a social occasion with guest speakers including Rachel Sanderson, Commons Project Officer, Chilterns Conservation Board. The event is open to the public.

TC requested that the Nettlebed and District Commons website be updated to reflect that the event was open to the public.

LC was asked to update RPPC website with a more visible link to the NDCC website Action LC.

- iii) Rubbish was being dumped in Kingwood Common and the Conservators have erected signs to deter this from continuing. However one sign had already disappeared.

TC advised that one of these signs had been positioned close to his property suggesting he was the offender and had asked Rhona Ash (a Conservator) to remove or change the sign. The sign has since been amended to say that "near neighbours" were not responsible for the rubbish.

- iv) Tarmac had been laid in the small dirt car parking area on Peppard Top Common without the Conservators knowledge or permission. The Conservators would contact OCC and request that it is removed

- v) A Colmore Lane resident had pruned a large tree in Kingwood Common without the Conservators' permission despite being asked to stop on 6 occasions.

The Chairman invited the public to comment

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Tim Arnold advised that this was a boundary issue – the large oak tree being pruned was in fact in his garden. Tim explained that he had met with the Agents for Kingwood Common that morning to demonstrate the true boundary. A follow up meeting is to be held for final resolution

- vi) SODC Conservator nominations - TC reported that he had received notification that interviews will be held for the positions of SODC appointed conservators. The interviews will be conducted by Steven Corrigan and Ann Ducker with Jeremy Simons observing.

It was proposed and agreed that Agenda Item 11 Carlings Orchard be addressed next

7) Carlings Orchard

- a) LF confirmed that the second mowing of the grass was scheduled for this week
- b) LF provided an update regarding the tree-sponsoring event:
- i) The supplier of the trees could not commit to deliver in time for the planting event on Saturday 26th November 2011. They have committed to deliver by end of November. It was proposed and agreed to reschedule the event to Saturday 10th December 2011, at 3:00 pm.
 - ii) Andrew Hawkins (tree consultant) would be asked to provide guidance on preparing the holes and planting of the new trees. LF confirmed that she would also approach the Carling Orchard volunteers from the Community Survey for help.
 - iii) As the event is in winter, LF will contact The Unicorn Public House with a view to providing the refreshments.
 - iv) The trees have been sourced at £14 each, but the original donation of £20 would be collected from sponsors to help pay for the planting materials. Any money left over would be offered back to the sponsors.
- c) LF confirmed that she would be at Carling Orchard on Tuesday 25th October 2011 at 2 pm to oversee the installation of "Geoff King's" bench for Geoff King. NL agreed to cover from 3:15 pm if needed.

LF left the meeting.

8) Update from the Sports Pavillion and Field Trustee meeting

DH suggested that no update was required in Full Councill meetings as RPPC was the sole Trustee of the the Sports Pavillion and Field Charity.

Action : LC to contact Legal and Demographic for guidance on whether the Trustee should report back to the Council in this situation. For discussion at next Trustee Meeting.

9) Finance and Staffing

a) Finance and Staffing Committee Chairman's Report

Except for the recommendation that 'LC should prioritise employment of T Parisi and M Bowles as RPPC employees, rather than contractors', it was proposed and accepted that the remaining recommendations detailed in the minutes from the Finance and Staffing Committee meeting held on Tuesday 4th October 2011 should be adopted by the Council.

LC was asked to investigate the employment and insurance aspects further.
Action LC.

b) Approval payments

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Council approved payment of £5 to CAB for filing cabinet, £300 to BD Willis for lawn mowing in Carlings Orchard and for the purchase of 4 Back-up flash drives

c) Clerk/RFO's report

LC presented to TC the year to date bank reconciliation for review.
Action TC.

LC presented year to date spends analysis to Councillors.
LC confirmed that the War Memorial Hall had been booked for next year's Annual Parish meeting, and that John Howell MP had been invited.

LC confirmed that she had investigated the SODC Public Sector mapping agreement and recommended that this be used rather than paying for our own agreement with Ordnance Survey as it provides the same information at no cost to RPPC. Councillors agreed.

10) Recruitment of New Councillors

DH raised the issue that we have three Councillor vacancies and that we need to address asap. It was proposed and agreed that :

- New notices recruiting Councillors should be posted on the notice boards.
Action LC
- LC and NL to discuss recruiting Councillors from the Community Survey list of volunteers.

11) Verges, footpaths and open Spaces

- a) **Mollie Walker's Tree** – NL reported that the tree requires a tree guard and a plaque (as agreed at time of planting).
Action NL to discuss wording on plaque with Mollie's daughter.
Action LC to obtain quotes for tree guard and plaque.
- b) **Footpath Allocations** - Councillors were assigned to the unallocated footpaths.
Action LC to update document and distribute.
- c) NL advised that the hedge on corner of Chiltern Edge Road and Gallowstree Road is unsafe and in need of pruning.
Action NL to find out who owns the hedge and ask that they address the issue.
- d) LC advised that Tim Southern had raised concern over the condition of the footpath off Stoke Row Road, on the corner with B481.
Action CM to investigate.
- e) NL suggested that we investigate recruiting a contractor to address the issues on public footpaths and hedges as they arise.

12) Correspondence

LC detailed correspondence including:

- a) An email from Tim Southern, concerning the tarmac on the Top Common (already addressed in 6.4 above) and "other works" on the Top Common. He believes that the mound of earth in front of The Wish does not comply with the 2006 Commons Act and that planning consent should have been obtained. NL agreed to investigate further.
- b) It was proposed and agreed that Henley Rotary Club be permitted to erect notices for the Sue Ryder Bonfire and Fireworks event 2011, provided they take them down soon after.

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- c) It was agreed that the automatic renewal for campaign to Protect Rural England should go ahead.
- d) A letter of thanks had been received from All Saints' Rotherfield Peppard Parochial Church Council thanking RPPC for their donations to Peppard News and for the upkeep of the churchyard.

13) Inspection Logs

Councillors were assigned to the unallocated tasks on the inspection logs.

It was agreed to simplify the schedule of the activities

Action LC to update document and distribute, along with revised individual action forms.

14) Community Survey

TC advised that the surveys were still being processed but that we have received the top-level results of the young persons questionnaire.

TC advised that all comment sheets received are now being entered into template ready for analysis.

LC agreed to distribute the list of all volunteers from Community Survey with the Councillors, provided they are not forwarded outside the Council.

Action LC.

Action LC to arrange Community Survey meeting in December 2011.

15) Matters for Future meetings

- TC is away from Tuesday 25th October 2011 for 5 weeks.
- It was proposed and agreed that TR and LF become reserves for the Planning Committee and called upon as required.
- DH requested Risk Assessment actions be added to next meeting agenda.
- CM requested that the restoration of the Commemorative Plaque at the War Memorial Hall be added to next meeting agenda.

Meeting ended at 21:53

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Expenditure Authorisation and Cheque signing

Chq	Payee	Reason	£
1974	BDO LLP	External Audit payment	378.00
1976	The Post Office	NI Contributions	95.95
1977	<i>SLCC Enterprises</i>	Training NL: Commons	114.00
1978	<i>SLCC Enterprises</i>	Training LC: Agenda and Minutes	114.00
1979	M Bowles	October Wages:	82.33
1980	T Parisi	October Wages:	61.75
1981	H Lewis	Final wages	507.07
1982	Citizens Advise Bureau	Payment for filing cabinet	5.00
1983	BD Willis	Carlings Orchard Lawn Cut	300.00
1984	OCC	Salt Bins	720.00
1985	<i>SLCC Enterprises</i>	Training LC: Working with your Council	75.00

Note:

Cheque 1976 amount displayed on agenda was incorrect.

Cheque 1984 replaces cheque 1970 which is now void.