

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of The Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 11th August 2014 at 7:30 pm

Present:

Councillors:	Tony Cotton (Chairman)	(TC)	Hadley Cooper	(HC)
	Terry Ryan	(TR)	Simon Crouch	(SC)
	Leeanne Flett	(LF)	Veronica Treacher	(VT)
	Valerie Ross	(VR)	One vacancy.	
Clerk:	Linda Collison	(LC)		
OCC:	None			
SODC:	None			
Press:	None			

Members of Public: 3

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

Open Forum:

A members of the public explained that OCC have taken ownership and been addressing the flooding issues on Stoke Row Road opposite Okavango, but that the recent resurfacing of the road had caused new problems. Another resident in Stoke Row Road had experienced flooding over the weekend following the heavy rain downpour. The Council were asked to keep the pressure on OCC and to continue to monitor the problems. (See agenda item 6)

1 Election of Chairman.

Following the resignation of David Hammond from the Council on Monday 21st July 2014, it was proposed by LF, seconded by SC and resolved unanimously that Tony Cotton is elected as Chairman. TC accepted the position and signed the Declaration of Acceptance of Office.

TC expressed his sadness at David leaving the Council and thanked him for his 5 years of service on the Parish Council, particularly his leadership and guidance as Chairman during the last two and a half years.

TC reported that the 14 days election period during which members of the public can request to be elected onto the Council had passed on Friday 8th August with no request for election. He added that Council should co-opt a new member as soon as possible.

Election of planning Committee Chairman

Following the temporary resignation of Valerie Ross as Planning Committee Chairman, it was proposed by VR, seconded by TR and resolved unanimously that Councillor Berry is elected as (temporary) Chairman for the Planning Committee. VR added that she would remain on the Planning Committee and happy to Chair the Planning Committee again in the future when she had the time needed.

2 Apologies:

Apologies were received prior to meeting from Parish Councillor Fiona Berry and County Councillor Bartholomew.

3 Member's declaration of Pecuniary Interests: None.

4 Minutes:

It was moved by LF, seconded by SC and resolved unanimously that the minutes of the Full Council meeting held on Monday 14th July 2014 be signed as a true record of the meeting.

ROTHERFIELD PEPPARD PARISH COUNCIL
 Minutes of The Meeting of the Parish Council
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
 on Monday 11th August 2014 at 7:30 pm

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

- **District Councillor's Report:** None.
- **Waste Collection:** TR reported that the waste bins were not being collected on Wednesday as they should. This included the food bins and therefore environmental issue. LF added that the food bins were being broken by the bin-men throwing them to the ground after being emptied – often leaving food onto the road at the same time. Action LC – to raise with SODC
- **Governance Review (“Boundary issue”):** TC reported that on Thursday 17th July 2014, SODC unanimously agreed to make no changes to the parish boundary between Sonning Common and Rotherfield Peppard. The members expressed their thanks to District Councillor Harrison for his support on this issue, and to the many residents who helped with the campaign and/or wrote to SODC. LC reported that she had received ‘hundreds’ of emails and phone calls thanking the Council for their support and for David Hammond’s speech made at the meeting.

6 Matters relating to Oxfordshire County Council (OCC):

- **County Councillors Report:** None
- **Highways:** (see also Correspondence –item 15)

Location/Issue	Update	Action
Dog Lane Signage	OCC have confirmed that the signage for Dog lane is the correct for a restricted highway.	No further action required
Dog Lane Flooding	No updates from OCC regarding repairing the broken drain which causes the flooding.	LC to contact OCC for update
Dog Lane Vehicular use	HC has contacted a Sat-Nav company, but explained that even if they change their records showing this as a ‘no through route’, this does not automatically update the vehicle drivers systems.	HC to investigate further
Stoke Row Road Kingwood sign	OCC have confirmed that they will re-instate the Kingwood sign	LC to monitor
Shiplake Bottom speeding	A resident had raised concern that cars were speeding in Shiplake Bottom. This has been reported to the police who have suggested that the Council and members should report any further cases of speeding. It was agreed that generally this is not a road subject to speeding due to the number of cars parked along the road.	All to monitor
Stoke Row Road Flooding	Week commencing 4 th August Contractors reset the curb stones to help to retain the water in the road and cleared the ditches on the opposite side of the road. No updates regarding a new soak-away near the crossroads (requires NDCC approval). <i>Also see open forum.</i>	LC to monitor
Gallowstree Road 'Blenheims' hedge.	No updates regarding the OCC order for the work to be performed and recharged to the owners	LC to contact OCC for update
Horsepond Road Flooding at Old Well Cottage	11 th August investigatory works to see the condition of the drainage there and clear away as much silt as possible and clean the soak-away out. This is only a temporary fix.	OCC to implement permanent fix – LC to monitor.

ROTHERFIELD PEPPARD PARISH COUNCIL
 Minutes of The Meeting of the Parish Council
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
 on Monday 11th August 2014 at 7:30 pm

7 Footpaths:

Footpath/Issue	Update	
Footpath 331/27 Gallowstree Cross Road to Shiplake Bottom Overgrown vegetation	Letters sent to neighbouring properties. One resident replied stating that his hedge was not over hanging, and that the real issue was the vegetation growing from the ground. On further inspection TC, SC and LC agreed that the floor of the footpath should be cut immediately – actioned on 7 th August by BD Willis. Members approved this action retrospectively – cost £125.	SC to confirm any further action required. LC to respond to letter from resident.
Footpath 331/13 Church Lane towards Spring Wood outside Arundel Over grown vegetation	Letter sent to owners of Arundel – no response or action. LC reported that this is footpath is getting worse with trees now hanging down onto the footpath.	LC to contact owners again and to ask OCC for help.
Footpath 331/12 nr Springwood Lane Broken gate	Gate repaired by The Green Gym. Members gave a vote of thanks to the Green Gym for an excellent job.	LC to send letter of thanks
Gravel Hill Overgrown vegetation onto footpath near square house	Complaints from residents that it was now difficult to walk along the footpath and sometimes having to walk into the B481.	VR to investigate whether this is for the Council to cut back or the house owners. LC to action as required.
B481 to the north of Dog Lane Overgrown vegetation onto the footpath	VR reported that this footpath was also overgrown and that it was now difficult to walk along the footpath and sometimes having to walk into the B481.	LC to investigate and act as required.

TR reported that a member of the public had raised concern regarding a tree near to the telephone box that was growing across the verge making it difficult for people to walk past. LC explained that this had been raised before, and that the tree was growing on Common land and not across a public footpath. Action LC to re-raise with NDCC.

8 Administration, Finance and Staffing:

• **Update from Chair of Finance and Staffing Committee**

TC explained that as the July Finance and Staffing Committee had been rescheduled to August and then cancelled as it was inquorate, he had met with the Clerk (RFO) to review Finances and Staffing, and reported as follows:

- Clerk's expenses (approved by Council in the July Full Council meeting subject to approval by the Finance and Staffing Committee) and been reviewed in detail. TC proposed, and it was unanimously agreed, to pay Clerk's expenses of £419.02.

ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of The Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 11th August 2014 at 7:30 pm

- The 2014/15 accounts year to date had been reviewed in detail
 - Bank statements should be performed monthly and be presented to Council at least quarterly. As payments are made by bank transfer there are no unrepresented cheques so this should be a relatively quick exercise. Action LC.
 - LC confirmed that the implementation of Autela Payroll services was excellent and good value at £12.50 per month.
 - The Charity Accounts were not reviewed in detail in the meeting – this should be performed before the next Trustee meeting in October. Action LC.
 - Clerk confirmed that she would be submitting her CiLCA portfolio by the end of September.
- **2014-15 Accounts**
The 2014-15 Accounts as at 11th August July 2014 were reviewed (Appendix 1).
 - **2014-15 Risk Assessment**
It was agreed that the Risk Assessment, circulated prior to the meeting, should be approved. LC to post on the website
 - **Donations**
HC proposed, SC seconded and it was unanimously agreed that a donation of £1000 for the maintenance of the Churchyard and £250 to the NDCC be paid this month

9 Approval of Spend:

It was RESOLVED unanimously that the following payments are approved. VR and HC were instructed to approve the internet payments:

Ref #	Account	Payee	Description	Power	Amount £
15-213	SP&F Grant – Elect	B Gas	Electricity (August Bill)	LGA (Misc Act)1976 s19	£23.42
15-214	SP&F Grant – Elect	B Gas	Electricity (August Bill)	LGA (Misc Act)1976 s19	£22.40
15-215	Staff Costs	T Parisi	August wages	LGA 1972 112	<i>Confidential</i>
15-216	Staff Costs	M Bowles	August wages	LGA 1972 112	<i>Confidential</i>
15-217	Staff Costs	L Collison	August wages	LGA 1972 112	<i>Confidential</i>
15-218	Staff Costs	OCC Pension	August Pension	LGA 1972 112	£169.02
15-219	Staff Costs	HMRC	August PAYE	LGA 1972 112	£29.40
15-220	Staff Costs	Autela Payroll Svs	Payroll August	LGA 1972 112	£12.50
15-221	Proj/Kiosk	T Ryan	Kiosk Frames	S137	£9.00
15-222	Village Paths	BD Willis	Footpath 331/31	Highways act 1980 ss43 50	£125.00
15-223	Dog Bins/Charity	SODC	Dog Bins Jan-Mar	Public Health Act 1875, s164	£50.23
15-224	Dog Bins/Charity	SODC	Dog Bins Apr-June	Public Health Act 1875, s164	£50.23
15-225	Dog Bins/Charity	SODC	Dog Bins Jul-Sept	Public Health Act 1875, s164	£50.23
15-226	Donation PWMH	Rainbow Carpets	PWMH fitting cost	War Memorials Act 1923	£1155.02*
15-227	Donation	NDCC	Commons maintenance	LGA 1984 s8(4)	£250
15-228	Donation	Church	Churchyard maintenance	Open Spaces Act 1906,ss 9 & 10	£1000
15-229	SP&F Grant	M Bowles	Toilet Rolls	LGA (Misc Act)1976 s19	3.90
Following were approved in previous meetings, now ready for payment:					
15-196	Donation	War Memorial Hall	Repairs fitting cost	War Memorials .Act 1923	£500.00
15-208	Various	L Collison	Expenses	Various	£419.02
15-169	IT Website Costs	Small Green Tree	Annual hosting web site	LGA 1972 111	£59.40

* To be paid when final works complete and signed off

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of The Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 11th August 2014 at 7:30 pm

10 NDCC/Commons:

TC reported that

- Following approval being given for a second house to be built at the Red House site on Gypsy Lane, The Nettlebed Estate have granted approval for a new access road to be built across Kingwood Common to the new property.
- Permission has been granted for another Revels celebration to be held on the Common next year (May 2015).
- Permission has not been granted for a private wedding to be held on the Common
- New wooden posts had been placed along the Common near to the Red Lion to prevent vehicles being driven onto the Common.

11 Play Area:

TR explained that he had the submission to DEFRA for the play area had been delayed as he had been investigating new requests to locate the play area in different sites – on the Common nearer the school and in the woodland next to the golf course. TR added that the recent amended planning application for the relocation of the school was another factor, but that he was still minded to keep the play area in the spot previously agreed by Council and approved by RoSPA on the south side of the Common.

It was agreed that LC should contact Mr Hood (owner of the woodland) to see if there was a possibility of the play area being erected there and TR would contact the school in September.

12 Kiosk/Defibrillator:

LC reported that Dick Tracey, State Registered Paramedic from the NHS Ambulance Service, will hold a session of Defibrillator training on Saturday 13th September 2014 at 9:30am in the Sports Pavilion on Stoke Row Road. The training will take around 1½ hours and will include a talk and then some hands-on practice with a dummy. This is provided free of charge, although those attending will be asked to make a donation to the League of Friends which will help to purchase additional public access defibrillators across the Thames Valley. It was agreed that the Council should pay for refreshments.

13 Carlings Orchard:

LF raised concern that the trees were not being watered – when the new trees were planted it was advised that for three years they should be watered through the dry summer spells.

LC reported that the spruces are to be felled on Friday 29th August 2014 – all costs to be made by the local residents. It was agreed that TR would attend the felling.

14 Village Email

TC reported that the village email had started and already over 90 residents had signed up to the service. LC added that suggestions on how it could be changed/improved had been made. It was agreed that for now the service should remain as is (ie emails issued by the clerk to residents using BCC) for review in six months.

15 Correspondence:

A resident has raised concern regarding the road gutters at the junction of Esther Carling Lane is full of weeds and chippings from the recent re-surfacing forcing surface water into the road in some cases by as much as 1 metre and the footpaths are also affected by overhanging trees and brambles forcing pedestrians to walk in the road. LC to investigate and action as appropriate.

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of The Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 11th August 2014 at 7:30 pm

16 Matters for next meeting: Co-option new member. LC reported that one member had written in requesting to be co-opted onto the Council. Action LC.

Meeting ended at 9:00 pm

ROTHERFIELD PEPPARD PARISH COUNCIL
 Minutes of The Meeting of the Parish Council
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
 on Monday 11th August 2014 at 7:30 pm

Appendix (1): 2014-15 Accounts
 (August actual figures do not include 15-213 and 15-214)

	Year to Date		This month		Year to Date	Year Total	
	Apr - Jul 14		August		Apr - Aug 14	Apr 14 - Mar 15	
	Actuals	Budget	Actuals	Budget	Actual	Forecast	Budget
Income							
SODC Grant	331	331	0	0	331	331	331
Precept	13,448	13,448	0	0	13,448	26,895	26,895
Total Other Income	4	2	0	1	4	8	6
Total Income	13,783	13,781	0	1	13,783	27,234	27,232
Expense							
Staff Costs	3,484	2,739	875	685	4,359	9,153	8,218
Councillor and Clerk	458	200	0	50	458	1,544	1,336
Total Finance, Admin and IT	590	667	0	249	590	1,315	1,640
Insurance	300	300	0	0	300	300	300
Subscriptions	254	179	0	0	254	750	675
Village Upkeep	104	783	197	213	301	2,539	3,234
Carlings Orchard	660	660	0	0	660	2,405	2,405
Grant to SP&F Charity	1,317	1,315	63	282	1,379	4,292	4,509
Donations and Grants (Below)	1,320	917	2,213	229	3,533	5,137	2,750
Projects	415	667	0	167	415	1,582	2,000
Miscellaneous	99	0	0	0	99	99	0
S137	0	0	0	0	0	50	50
VAT	332	0	218	0	549	549	0
Total Expense	9,333	8,427	3,565	1,874	12,898	29,714	27,117
Donations and Grants							
NDCC (Conservators)	0	0	250	0	250	250	0
Memorial Hall Donation	1,320	0	963	0	2,283	2,283	0
Churchyard Maintenance	0	0	1,000	0	1,000	1,000	0
Other	0	917	0	229	0	1,604	2,750
Total Donations and Grants	1,320	917	2,213	229	3,533	5,137	2,750