

ROTHERFIELD PEPPARD PARISH COUNCIL
DRAFT - Minutes of The Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday November 11th 2013 at 7:45 pm

Present:

Councillors: Simon Crouch (SC) Leanne Flett (LF)
Fiona Berry (FB) Lee Rawlings (LR)

Wendie Roper (WR)
Clerk: Linda Hollison (LC)

SODC Councillor Paul Harrison (past) (PH)

Press: Dan Robinson, Henley Standard.

Members of Public: 1

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

Open Forum:

A member of public raised his concern regarding the hedge growing into the road opposite the Greyhound pub, Gallowstree Road, and the recurrence of a large puddle further along the same road.

Election of Chairman: In the absence of the Council Chairman and vice-Chairman, it was proposed by and seconded by and agreed unanimously that Councillor Simon Crouch should chair the meeting.

1 Apologies:

Apologies were received prior to meeting from Parish Councillors David Hammond, Tony Cotton, Terry Ryan and Hadley Cooper; and from County Councillor David Bartholomew.

2 Member's declaration of Pecuniary Interests: None

3 Minutes:

It was MOVED by VR, SECONDED by LR and RESOLVED unanimously that the minutes of the Full Council meeting held on Wednesday October 9th 2013 be signed as a true record of the meeting.

4 Matters relating to Oxfordshire County Council (OCC)

- **Oxfordshire Councillors Report:** (sent prior to meeting from Council Bartholomew)

- **"Talking Oxfordshire Public meetings** -October has been dominated by the "Talking Oxfordshire" road shows where County Councillors and Officers travelled to locations across the County to discuss savings to be made at County Hall. 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 £61 million bringing the total reduction to £262 million. We will have to make changes to the way we deliver services and perhaps stopping some altogether. We understand how valued some services are and all comments will be taken into consideration. The budget proposals will go to the Performance Scrutiny meeting on 16th December then to Cabinet on 2nd January, before finally being debated at Full Council on 18th February 2014. So far, approximately 1,000 people attending our meetings and we will consult with our 'Oxfordshire Voice' panel of 3,000 people across the County who are chosen as a balanced representation of our residents. You still have an opportunity to make your feelings known:

There is an additional meeting at the MEC at 7.30pm at Marlborough School (Woodstock) on 21st November. It will focus on rural issues but any concerns can be raised here.

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DRAFT - Minutes of The Meeting of the Parish Council
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The consultation is open online until 29th November. Please visit:
<https://myconsultations.oxfordshire.gov.uk/consult/ti/talkingoxfordshire2013/consultationHome>

- **Home to School Transport meetings** - The Home to School transport policy will be out for consultation this month. It's important that we update the policy and the new proposals should provide comfort to those with concerns, whilst delivering much-needed savings. Throughout November and December the County Council will be holding public meetings to discuss Home to School Transport. The Leader of the Council, Cllr Ian Hudspeth will be available at each meeting to answer your questions, alongside senior council officers Roy Leach (School Organisation & Planning Manager) and Neil Darlington (Admissions and Transport Services Manager). This is an excellent opportunity to raise your concerns with them, and you can attend any of the meetings listed below:

Venue	Date	Time
Matthew Arnold School	14th of November 2013	7:00pm - 8:30pm
Bartholomew School	22nd of November 2013	7:00pm - 8:30pm
The Marlborough School	29th of November 2013	7:00pm - 8:30pm
Icknield Community College	2nd of December 2013	7:00pm - 8:30pm
Wheatley Park School	4th of December 2013	7:00pm - 8:30pm
Larkmead School	10th of December 2013	7:00pm - 8:30pm
The Warriner School	12th of December 2013	7:00pm - 8:30pm

- **Ready for winter** - we have enjoyed the best summer since 2000 but the weather is changing with a noticeable drop in the temperature. The County council has been planning the winter maintenance programme throughout the summer to be ready for the frosts that will occur. All grit bins should now be full - please contact us if any in your area have not been filled. We work with Town & Parish councils so that they have plans in place to assist clearing the snow during the bad weather. If you require further information then please contact Paul Wilson, the Adverse Weather Manager.
- **Funding Opportunities** - I have a small amount of funding under my control to support local projects.
 - **Councillor Community Budget:** This is to specifically to support local organisations. If you know of any organisations that might be interested (including the parish council itself), please seek further information at <http://www.oxfordshire.gov.uk/cms/content/councillor-community-budgets>
 - **Area Stewardship Funding:** This is to support matters that would normally come under the Highways budget, but for which there is no funding currently available.

Please be aware that funds available for individual projects are measured in £hundreds, not £thousands."

It was AGREED that The Home to School Transport Consultation should be discussed further at the next meeting. Members were asked to check grit levels in the grit bins and notify LC if they have not been replenished.

• **Overgrowing hedges**

It was AGREED that the revised standard letter to residents with hedges growing into the roads and public footpaths (circulated prior to the meeting) should be issued to residents with offending hedges. (Appendix 1 and 2)

ROTHERFIELD PEPPARD PARISH COUNCIL
DRAFT - Minutes of The Meeting of the Parish Council
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- **A34 Full Weekend Road Closure**

It was noted that the A34 Southbound carriageway between the A4130 Milton Interchange and M4 Junction 13 interchange will be closed from 10pm on Friday 15th November through to 6am on Monday 18th November 2013.

5 **Matters relating to South Oxon Fire District Council (SODC):**

- **District Councillors Report (PC)**

- **Sonning Common Neighbourhood Plan Area Consultation** Following public consultation, the SODC has approved Sonning Common and Berinsfield for neighbourhood area designation. Details on:

<http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans>

- **Annual Precept Setting:** The new Council Tax Reduction Scheme (CTRS) takes the form of a discount on the council tax bill and has had the effect of reducing the (Parish) Council's tax base.

To mitigate the impact of the reduced council tax base the Government distributes a grant to the District Councils which they can elect to pass onto Parish Councils – or not.

In 2013-14 SODC passed down £225.98 to RPPC as a CTRS Grant – it is likely this will be decreased by 13.7% in 2014-15.

Councillor Harrison left the meeting.

Community Governance Review:

LC reported that SODC Strategic Management Board had written explaining that following the Terms of Reference being agreed on 24th October 2013, the review of the terms of Reference commenced on 1st November 2013 and that they *are happy to receive further comments from parish councils, individuals and others that provide us with evidence to support or oppose a particular change.*

It was agreed that LC should forward the letter (and supporting documents) to the residents of Peppard who had previously raised concern regarding a possible boundary change. It was also agreed that the documents should be posted on the website and notice boards (Action LC) and to be added to the December meeting Agenda.

6 **Peppard Wood**

LC reported that The Woodland Trust would not accept a 5 year break clause in the lease. It was AGREED that the decision regarding the lease on Peppard Wood should be deferred until the next meeting when more members will be present. LC to ask Woodland Trust whether any break clause (less than 25 years) would be acceptable to Woodland Trust.¹

7 **Sonning Common Neighbourhood Development Plan (SC-NDP)**

Members congratulated Sonning Common Parish Council and the Sonning Common Neighbourhood Development Plan Committee on the granting of their designation area. However concern was raised that the SC-NDP maps were confusing as they do not show either the Parish boundaries or the Designation Area Boundary. Action LC/FB.

FB reminded members that the SC-NDP Committee was holding a Public meeting on Saturday 16th November 2013 and recommended members attend if possible.

FB offered to give an update to members regarding the SC-NDP. Action LC to arrange.

¹ Note: Woodland Trust had confirmed prior to the meeting that a 10 year break would be acceptable – not mentioned in the meeting.

ROTHERFIELD PEPPARD PARISH COUNCIL

DRAFT - Minutes of The Meeting of the Parish Council
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8 Peppard War Memorial Hall (PWMH): Report submitted by Councillor Cooper prior to the meeting.

It was AGREED that this subject should be deferred to the next meeting but noted that the report included the following proposals:

- "A link is made available between the RPP website and PWMH website and vice versa".
 - "The council approve the payment of £1300 to PWMH for the signage and flower boxes."
- It was AGREED that £1,300 should be included in the draft budget for PWMH which is to be reviewed in December.

9 Energy Audit

SC advised that on Friday 8th November 2013 he (and LC) had met with three members of EiE (Environmental Information Exchange - Brookes University) at the pavilion. EiE will provide a report in the next few weeks, which will include calculated energy usage and recommended actions to minimise cost and energy wastage.

10 Approval of Spend and Cheques to be signed:

It was AGREED unanimously that the following payments approved by the Trustee in the Sports Pavilion and Field Charity meeting held prior to this Council meeting should be funded by the Council as a grant to the Charity.

	Description	Notes	£
1	Repair faulty lights in pavilion & new light in kitchen.	Fixed Tuesday 29 th October 2013	£200 est
2	PAT Test of electrical equipment	Completed Monday 29 th October 2013	£100 est
3	NICEIC electrical inspection	Dean Scott - to arrange	£640
4	Repair of 2 broken safety lights	Dean Scott - to arrange, with NIEIC test	Tbc
5	Professional Cleaning of pavilion.	Reading Cleaners - to arrange	£300

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

Ref #	Account	Payee	Description	Power	£
14-081*	SP&F Grant – Elect	B Gas	Electricity	LGA (Misc Act)1976 s19	£27.65
14-082*	SP&F Grant – Elect	B Gas	Electricity	LGA (Misc Act)1976 s19	£5.88
14-083	SP&F Grant – Maint	Call Matt	New Toilet	LGA (Misc Act)1976 s19	£394.00
14-084	SP&F Grant – Water	Thames Water	Pavilion Water	LGA (Misc Act)1976 s19	£78.18
14-085	Staff Costs	L Collison	November wages	LGA 1972 112	confidential
14-086	Staff Costs	OCC Pension	November pension	LGA 1972 112	£151.88
14-097*	Staff Costs	T Parisi	November wages	LGA 1972 112	confidential
14-088*	Staff Costs	M Bowles	November wages	LGA 1972 112	confidential
14-089	Staff Costs	HMRC	October PAYE	LGA 1972 112	£32.91
14-090	S137	Charity	Remembrance Wreath	LGA 1972 S137	£50.00
14-091	SP&F Grant – Maint	M Bowles	Cleaning materials	LGA (Misc Act)1976 s19	£5.05
14-092	SP&F Grant – Maint	El	Energy Audit	LGA (Misc Act)1976 s19	£160 net
14-093	SP&F Grant – Maint	tb	Dormans	LGA (Misc Act)1976 s19	£300.00
14-094	SP&F Grant – Maint	tb	Electrical inspection	LGA (Misc Act)1976 s19	£640.00
14-095	SP&F Grant – Maint	Henley Electrics	Elect fault & PAT test	LGA (Misc Act)1976 s19	£300 max

SC reminded members that the total cost of the Energy Audit was £660 , but that £500 was to be covered by a grant from TOE2 (Trust for Oxfordshire's Environment)

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11 Finance and Staffing:

- LC presented the Accounts as at 31st October 2013. (Appendix 3)
- Members were reminded to consider needs for **2014-15 budget** which will be finalised in the December meeting. LE provided an estimated forecast of costs for Carlings Orchard for 2014-15 of £2,310 and recommended tenders are sought for the maintenance work for the next 2-3 years.
- LC reported that requests for donations, had been received from Peppard news and Citizens Advice Bureau (CAB).

12 Correspondence

- It was agreed that a new fruit tree could be planted in Carlings Orchard by a new resident in the parish. LF to over-see.
- Further to a complaint from a resident, it was agreed that unauthorised notice boards at the Gallowstree/Stoke Row Road crossroads should be removed. LC should write to all organisations displaying notice boards there, asking for them to be removed.

13 Matters for next meeting:

- 2014-15 Budget & precept request.
- Peppard Wood lease.
- Home to School Transport Consultation
- Governance Review.
- Process for co-opting new members onto the Council Process for handling communication ,
- Processes for ensuring the Council meets the legal requirements for data protection, freedom of information and publication.
- Inspection / Footpath logs and actions.

Meeting ended at 9:10 pm

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Appendix 1:
Text of letter regarding overgrowing hedges onto roads

Over growing hedges onto Road XX
DRAFT

Name of resident,

It has been reported to the Council that drivers are experiencing difficulties when driving past your property due to hedge growth into the road.

As the owner/occupier of a property that adjoins a public highway, it is your responsibility to ensure that the trees and hedges on your property do not interfere with the movement and safety of traffic on the highway.

Can you please address as soon as possible. Thank you.

We appreciate your cooperation in this matter, and please call me if you have any questions.

DRAFT
Appendix 1:
Text of letter regarding overgrowing hedges onto public footpaths
Over growing hedges onto Path XX

Name of resident,

It has been reported to the Council that pedestrians are experiencing difficulties when walking past your property due to hedge growth into the footpath.

As the owner/occupier of a property that adjoins a public footpath, it is your responsibility to ensure that the trees and hedges on your property allow do not interfere with the movement and safety of people walking along the path.

Can you please address as soon as possible. Thank you.

We appreciate your cooperation in this matter, and please call me if you have any questions.

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Appendix 3: Accounts as at 31st October 2013

	Actual	Forecast	Year
	Apr-Oct	Nov-Mar	Forecast
Income			
Precept	27,094.49	0.00	27,094.49
Other Income	2.04	0.00	2.04
Total Income	27,096.53	0.00	27,096.53
Expense			
Staff Costs	5,877.02	3,886.98	9,764.00
Councillor and Clerk	437.30	2,062.70	2,500.00
Finance, Admin and IT	733.17	1,266.83	2,000.00
Insurance	300.00	0.00	300.00
Subscriptions	233.00	287.00	520.00
Village Upkeep	310.05	789.95	1,100.00
Carlings Orchard	1,410.00	890.00	2,300.00
Grant to SP&F Charity	1,609.77	1,800.23	3,410.00
Donations and Grants	1,735.00	1,015.00	2,750.00
Projects	0.00	1,750.00	1,750.00
Miscellaneous	816.83	-116.83	700.00
VAT paid	401.56	-401.56	0.00
Total Expense	13,863.70	13,231.90	27,094.00

Note:
Apr-October are actual figures. Nov-Mar are forecasted figures.

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