

ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday November 12th 2012 at 7:30 pm

Present:

- Meeting Chairman:** Fiona Berry (FB)
- Councillors:** Nick Launders (NL) LeeAnne Flett (LF)
Clive Mills (CM) Valerie Ross (VR)
Terry Ryan (TR) Simon Crouch (SC)
- Clerk:** Linda Collison (LC)
- Press** Phil Simms
- Members of Public:** None

=====
Open Forum: None

1) Selection of person to preside (Chair) the Full and Trustee meetings:

NL PROPOSED, TR SECONDED and it was AGREED unanimously that FB should Chair the meeting in the absence of David Hammond (Chairman) and Tony Cotton (Vice Chairman) and according to Standing Orders 2012-13, Section 1 ref P: *"If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting."*

2) Apologies:

Apologies were received prior to meeting from Parish Councillors David Hammond, Tony Cotton and Hadley Cooper.

3) Member's declaration of Pecuniary Interests: None.

4) Minutes:

It was MOVED by CM, SECONDED by TR and RESOLVED unanimously that the minutes of the Full Council meeting held on Monday October 8th 2012 be signed as a true record of the meeting.

5) Actions from Previous meeting:

LC advised that:

- The updated action list would be circulated after the meeting. ACTION LC.
- David Hammond would include an update from the meeting between himself, LC and Ms Holding, owner of The Studio Gallery at the next Full Council meeting.

6) Oxfordshire County Council: None

Signed:.....

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7) Public Rights of Way

B481 (Gravel Hill) intrusive hedges

It was AGREED that LC should contact the Highways Department (again) for confirmation regarding the rules stating when hedges need to be cut back and action as appropriate.

Footpath 331/15 tree trunk across bridleway

It was AGREED that LC should escalate to Highways (again).

Footpath 331/13

The hedge adjacent to White Gables has been cut back by residents.

The hedge adjacent to Arundel to be addressed: ACTION LC.

Footpath 331/26

Prior to the meeting Oxfordshire County Councillor Carol Viney had reported that part her locality fund is to be used to address this footpath. Reports had been received that work had commenced and CM offered to visit the footpath to investigate. Council thanked Councillor Viney for stepping in and arranging (and funding) the work.

8) South Oxfordshire County Council: None

9) Police: None

Parish Council meeting closed.

*Council sat for a Meeting of the Trustee for the Charity Sports Pavilion and Field Rotherfield Peppard.
Rotherfield Peppard Parish Council is the sole Trustee of the Charity*

Parish Council meeting re-opened

10) Finance and Staffing:

2012/13 Accounts year to date:

The 2012/13 year to date accounts were reviewed (ref Appendix 1)

Bank Reconciliation

It was AGREED that LF should perform the Bank Reconciliation.

2013/14 budget and precept calculation:

The 2013/14 budget was discussed and further amendments proposed for final consideration at the next Full Council meeting. An updated spread-sheet showing the details to be circulated by LC, summary included in Appendix 2.

11) Approval of Spend and Cheques to be signed

It was PROPOSED by NL, SECONDED by SC and unanimously AGREED that the items to be purchased that were agreed in the Trustee meeting are approved for purchase by the Council. The decision whether these costs are to be recouped from the Charity or treated as a grant to the Charity would be decided at the end of the quarter.

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Charity items approved for immediate purchase:

Reason	Item	Qty	Unit £ (maximum)	Total £ (maximum)
Broken light bulb and safety requirements	12 G10's 5W LED light bulbs & electricity check required	12 1	£7.50 £114.00	£204.00
Keep pavilion floors clean	Doormats	2	£10.00	£20.00
Football club needs access to pavilion store room	Key for storage room	1	£11.00	£11.00
Concern over children burning fingers on radiators.	Radiator Covers	3	£100.00	£300.00
Additional tables for Art Club and improved table layout for Council meetings	Tables (122 x 685 cm)	2	£90.00	£180.00

It was RESOLVED unanimously that the following cheques were approved for signing and that TR and LF were instructed to sign after the meeting.

Payee Description	Power	£	RPPC or Charity	Cheque
Bay West Tree felling around cricket pitch *	na	£385.00	Charity	2106
A Parisi Wages November	LGA 1972 112	Confidential	RPPC	2107
M Bowles Wages November	LGA 1972 112	Confidential	Charity	2108
Linda Collison Wages November	LGA 1972 112	Confidential	RPPC	2109
OCC Pension Fund Employee and Employer Contributions (Nov)	LGA 1972 112	£235.56	RPPC	2110
Linda Collison Expenses: Includes AVG renewal (approved last month)	LGA 1972 111	£114.91	RPPC	2111
G Stevens Repair Car park on Crossroads	Road Traffic Regulations Act 1984 s57	£200.00	RPPC	2112
CPRE Annual Subscription**	LGA 1972 111	£29.00	RPPC	DD

* Tree felling was approved at Trustee meeting held on 8th October 2012 directly after the Full Council meeting and actioned on 17th October 2012.

** Annual subscription taken by Direct Debit.

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12) Clerk's Report (LC)

- NL volunteered to attend the Citizens Advise Bureau AGM on Monday 19th November 2012
- LC confirmed that CM, NL and LC would be attending the SODC/Vale of White Horse District Town and Parish Forum on Wednesday 21st November 2012.

13) Correspondence

In response to three emails of correspondence had been received from Mr M Saunders it was AGREED that:

- a) LC to reload all minutes (unsigned) from previous meetings onto the web and advise Mr Saunders accordingly.
- b) LC to advise Mr Saunders that RPPC took advice from the Conservators (being the local experts in this subject) regarding the legal status of co-opted conservators (ref minutes from the meeting on 12th December 2011)
- c) LC to ask Mr Saunders to clarify his request in the following statement:

"Again in context NDCC 'obdurately' (OSS) forged ahead with intent to fence Kingwood contrary to the Law. Discussion with Cllr Launders over how such expensive Inquiries could be avoided, I raised that RPPC (being required to uphold the same legal requirements) could have taken action to point out that the intent WAS illegal, however he stated we were told it WAS legal! So by whom it should be asked! As Clerk may I raise that it is within your remit to gain evidence to Councils statements and actions"

- d) In response to Mr Saunders request:

Would you ask Cllr Launders to explain to the next Council meeting, in light of item 4; a, i. of the minutes of the Staff and Finance minutes 2/10/12, how with his knowledge that SODC had advised (when he was chairman) that the accounts be kept separate, that the current situation of councils financial management be legally incorrect. Did Cllr Launders raise at any time that the joining of accounts was in fact incorrect. (Please cross reference with his document dated 9th July 2009) I am also concerned at what appears to be Cllrs Launders apparent intent to disregard advice given. Please minute Cllr Launders reply

NL confirmed that:

At the Finance and Staffing Committee meeting on 2nd October 2012 the results of the External Audit were discussed. The external auditors have queried the method of separation and raised concern that the Annual Return included Charity transactions.

RPPC makes every effort to maintain separate accounts for the Charity (Sports Pavilion and Field Rotherfield Peppard) and introduced a new process to ensure this during 2011/12.

From initial investigations it appears that this concern is due to how the figures are presented in the 2011/12 accounts. The RFO is investigating this further and will liaise with the external auditors to ensure a satisfactory presentation for the current year.

14) Matters for next meeting

2012/13 Precept; Play Area; Telephone Box; Carlings Orchard.

Meeting ended at 9:32 pm

Signed:.....

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Appendix 1: 2012/13 Accounts as at October 31st 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	136.21
	Utility refunds from sports clubs	510.00	-
	Other	25.00	-
	TOTAL	1,535.00	-
Total Receipts :		24,117.00	11,413.64
VAT Reimbursement		-	1,238.32
RECEIPTS TOTAL including VAT		24,117.00	12,651.96
SPEND		2012/13	
		Forecasted Spend (budget) £	Actuals
Wages, Pension and NI	RPPC	XXXXXX	XXXX
	Charity (Grant)	XXXX	XXXX
Wages, Pension and NI	TOTAL	10,137.00	2,611.31
Office Rental		240.00	93.00
Phone		240.00	131.66
Postage		85.00	20.70
Office Supplies	Stationery	250.00	41.44
	Web & IT Costs	85.00	304.65
	Software	250.00	-
Pavillion Hire for meetings		280.00	150.00
Office/Admin	TOTAL	1,430.00	741.45
Assets		-	1,270.00
Audit and accountancy		585.00	345.00
General maintenance		50.00	-
General RPPC	TOTAL	50.00	-

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Appendix 1: 2012/13 Accounts as at October 31st 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	297.00
	Books and documentation	100.00	-
	Travel	440.00	180.90
Clerk/Councillor exps	TOTAL	2,100.00	477.90
Carlings Orchard Maintenance		2,250.00	1,250.00
Insurance	RPPC	500.00	281.09
	Charity (Grant)	500.00	-
Insurance	TOTAL	1,000.00	281.09
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	50.00
Parish Plan (** see below)		600.00	50.00
General Reserve A/c ("Misc")	Various	550.00	145.00
	APM : Hire Peppard WMH	80.00	-90.00
	APM : Printing	75.00	71.62
	Diamond Jubilee recognition	-	-
Misc	TOTAL	705.00	126.62
Charity	Repairs (Pavillion/Field)	-	-
	Cleaning Materials (Grant)	30.00	-
	Electricity (Grant)	1,200.00	-
	Water (Grant)	120.00	-
Charity	TOTAL	1,350.00	-

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Appendix 1: 2012/13 Accounts as at October 31st 2012 continued

SPEND continued		<u>2012/13</u>	
		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	35.00
Subscriptions	TOTAL	480.00	200.00
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	-	2224.63
Donations Contributions	TOTAL	2,750.00	4,139.63
SPEND TOTAL		24,117.00	11,513.33
VAT			1,282.58
SPEND TOTAL including VAT			12,795.91

Signed:.....

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Appendix 2**Summary Draft Forecasted Spend 2013/14**

RECEIPTS	<u>2013/14</u>
	Budget/Forecast

Precept	£ 27,094.00
RPPC Receipts	NatWest interest (deposit)
	£ 5.00

Total Receipts :	£ 27,099.00
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SPEND	<u>2013/14</u>
	Budget/Forecast

Wages, Pension and NI	£ 8,774.00
Office/Admin	£ 1,500.00
Assets	£ 500.00
Audit and accountancy	£ 500.00
General RPPC Village Maintenance	£ 25.00
Clerk/Councillor exps	£ 2,500.00
Carlings Orchard Maintenance	£ 2,700.00
Insurance	£ 300.00
Footpaths & Open Spaces	£ 1,000.00
Dog Bins	£ 75.00
Activities from Parish Plan	£ 1,750.00
APM costs	£ 200.00
Subscriptions	£ 520.00
Donations / Grants	£ 2,750.00
Grant to Sports Pavilion & Field, Rotherfield Peppard. (The Charity)	£ 4,000.00

SPEND TOTAL	£ 27,094.00
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