

ROTHERFIELD PEPPARD PARISH COUNCIL

Draft Minutes of The Full Council Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 12th October 2015 at 7:30 pm

Present:

Councillors:	Tony Cotton (Chair)	(SC)	Tony Rancombe	(AR)
	Fiona Berry	(FB)	Terry Ryan	(TR)
	Simon Crouch	(SC)	Valerie Ross	(VR)
	Leeanne Flett	(LF)	Veronica Treacher	(VT)

Clerk: Linda Collison (LC)

OCC: Councillor David Bartholomew (part)

Press: None

Members of Public: 5 in total (1 full Council, 3 planning, 1 both meetings)

Members and public were reminded that the meeting was being recorded and that the recordings would be deleted when the minutes were approved and signed.

Open Forum: A member of the public asked for feedback following the Council's meeting with John Howell MP. TC explained that three members of the parish Council spent about 1 hour where Planning, Neighbourhood plans, Broadband, Townlands Hospital, Enforcement, Closure of recycling centres and the potential Third Reading Bridge were discussed.

1 Apologies:

None.

2 Member's declaration of Pecuniary Interests:

None.

3 Minutes:

It was moved by AR, seconded by SC and resolved unanimously that the minutes of the Full Council meeting held on Monday September 14th 2015 be signed as a true record of the meeting.

4 Matters relating to Oxfordshire County Council (OCC) :

- **County Councillors Report General:** Report sent prior to the meeting - See Appendix 1.

In addition to his report DB added that OCC will have to make a further £50m cuts, and the cuts in service necessary to achieve this are being put out to consultation. OCC cannot increase the Council tax above 1.9% without a referendum which will cost £600-£700k. Therefore OCC either have to agree cuts in spending or have a referendum with a view to increasing Council tax above 1.9% - but this will cost in excess of £600k from the budget, and may not result in support for tax increases. OCC are not the only County Council in this situation.

- **Traffic on Blounts Court Road.**

AR reported that a member of the public had raised concern about the traffic along Blounts Court Road (ref August Minutes) and that a traffic survey had been commissioned by the Parish Council. AR explained that the results showed that there was little speeding over 30mph (the speed limit) but that key to the issue is that there is no path along part of the road. AR suggested that most of the speeding was probably from traffic travelling south on the B481 and taking the slip road into Blounts Court Road, adding that a change in this would be very expensive. FB suggested that the proposed change to the entrance from the B481 onto Stoke Row Road (planning application P15/S3072/FUL) could reduce the speed of traffic as it enters Blounts Court road.

A member of the public was invited to speak. She explained that there was signage (eg SLOW) written on the road and suggested that repainting this may help to reduce the speed.

DB said that he would investigate whether OCC could repaint these.

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- **Turning circle outside Unicorn Pub**

TC reported that there is to be a change in tenant of the Unicorn Pub, adding that the departing tenant had explained that Brakspear had installed the posts originally but they were repeatedly knocked down. On some occasions the bus company had replaced them on some occasions Brakspear had replaced them. TC had been given the telephone number of Brakspear property manager and was trying to speak with him.

- **Highways, Footpaths and signage**

LC reported that a member of the public had raised concern about the surface of footpath 12, following the replacement of one of the fences along the footpath. Having consulted some maps, LC explained that the footpath is Council property and therefore the surface should be restored to its former state. TC proposed that the neighbouring residents should be given until the next meeting to restore the path, at which time LC would talk to them.

Action: to add to next month's agenda.

DB left the meeting.

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

- **SODC Councillor's Report**

Apologies were received from Councillor Nimmo-Smith.

No report received.

- **Community Infrastructure Levy.**

No action to be taken.

6 Proposed Play Area on Top Common:

TR explained that he was now at the stage when an application to DEFRA needed to be made and that he would be meeting with VR & LC in the following week to complete the application form. **TR confirmed that apart from the boundary hedge, there will be no other planting.**

TR also reported that Council needed to respond to a resident of Springwood Lane had raised concerns regarding the safety of the location. Action LC/TR.

7 The Village

- **Broadband in the Village**

SC referred everyone to the website 'betterbroadbandoxfordshire.org.uk' for updates of when the residents of Rotherfield Peppard will be connected to superfast broadband.

However SC explained that the information is a little misleading because there are two key stages to being added to superfast broadband:

- 1) Upgrading of the cabinets and
- 2) The connection of these cabinets to the telephone exchange.

At the moment several of the cabinets have been upgraded, but their connection is 'a long way off'.

Action SC to keep the Council updated.

- **Waste bins on pavements**

VT reported that the waste team had visited Shiplake bottom and had noticed that there were a few bins left out (after Wednesday the collection day). The waste team were planning to return the following week (ie 8th October) but there was a general issue with collections that day, so it needed to be deferred and he would return this week (ie 15th October). VT added that since this matter had been reported the previous month there had been fewer bins left out on the pavement, and wondered if that was a result if the matter being addressed by Council.

Action VT/LC to ask for update.

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- **Cars parking on pavements**

VT had located copies of leaflets used by RPPC previously to deter drivers from parking vehicles on the pavement. This leaflet carries the official stamp of the police, OCC and ODCP (Oxfordshire Council of Disabled People). It was agreed that the Clerk should order 100 new (A5) copies of the leaflet, and make them available to the resident who raised concern about cars parked along Stoke Row Road, and others as requested. Maximum spend £50. It was noted that the law concerning parked vehicles on pavements is vague, there is no law preventing parking on pavement – but it is illegal to drive on pavements.

- **Replacement benches at Gallows tree crossroads ¹**

Following the decision in September that the Tudor Iroko bench, with delivery at £150 and fittings at £26.60, was too expensive, LC had identified the Aubel Seat – details circulated prior to the meeting. Cost £429.98 + VAT, plus installation. TC proposed and it was unanimously agreed, to proceed with this bench, and to ask if Hallet the Handyman could install.

- **Illegal signs in the village**

LC explained that when illegal signage is reported to the Council, RPPC follow the law as outlined by OCC (Highways Act 1980) and SODC (advertising consent), but added there is no Policy for the Council to support this. It was unanimously agreed to adopt the following policy for illegal signage and post on the rppc.org.uk website. Action LC.

Rotherfield Peppard Parish Council will ask the owners of all unauthorised signs to remove the signs. If this request is ignored for a period of 7 days, the Parish Council will ask Oxfordshire County Council to use their power to remove them. Where no contact details are provided on the illegal signage, and the sign has been in place for more than 7 days, the Parish Council will remove the sign and place a note on the website stating where the sign can be collected from. Unclaimed signs will be destroyed if not collected for a period of 7 days, following the details being placed on the web.

LC also explained that documentation suggests that OCC has delegated their powers to remove authorised signage to RPPC. Action LC to verify.

8 Carlings Orchard

AR reported that he had emailed with the neighbouring resident of Carlings Orchard, who had previously raised concerns about the Orchard, especially regarding a number of dead trees. The gentleman suggested removing the grass at the bottom the trees, putting down fertiliser and mulching in spring. AR asked the Council to consider whether a gardener for few hours each month would be the solution. **It was suggested that before recruiting a gardener, AR should ask the neighbouring resident if he, or somebody he knew, would be interested in taking on the routine gardening of the orchard.**

LF explained that the trees planted five years ago were watered for the first two years as recommended, but they should be able to survive on their own now. LF suggested asking for volunteers to weed around the bottom of the trees. TC suggested spraying, thus protecting the roots.

AR confirmed he would ask the neighbouring resident to meet up and discuss further.

It was agreed that AR would join LF as a Councillor responsible for Carlings Orchard.

9 Administration, Finance and Staffing.

TC (as Chair of Finance and Staffing) updated the Council with a report from the Finance and Staffing Committee held on Tuesday 6th October 2015, where the following were proposed:

¹ Ref 16-415

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- To accept the 2015-16 accounts to 30th September 2015 (Appendix 2) circulated prior to the meeting were reviewed and accepted.
- To remove cashbook entries 15-256/7 (from last year) where the payment has not been made (and in this case the project has been superseded by 16-444/5).
- SC to check the Bank Reconciliation as at 30th September 2015.
- To review and approve Clerk's expenses for July – September 2015, circulated prior to the meeting and verified by LF prior to the meeting.
- To employ Mr Phil Hood, Arrow Accounting as Internal Auditor for 2015-16 and agree terms of engagement circulated prior to the meeting.
- To defer all donation requests (three received so far) to February 2016 when available funds are known.
- Members submit their 2016-17 budget requirements/suggestions to the Clerk before 21st October 2015 and the draft 2016-17 budget should be prepared by the Clerk for review at next (November) meeting, for finalisation at December meeting.
- To change the date of the December Finance and Staffing Committee meeting to 1st December 2015.
- To agree 2016-17 budget and precept amount at the December meeting, and cancel the January 2016 Full Council meeting. The Planning Committee meeting to remain if required.
- To pay for replacement of the faulty heat detector in the pavilion and for the emergency lights to be tested. (16-447) (RPPC cost of £108.23 + VAT)
- Proposal to pay £591 + £41.19(VAT) for the installation of timer switches in the pavilion – this is £71 higher (excluding VAT) than previously approved. (Trustee Cost)
- To approve the purchase of 2 sets of curtains (to £50 max) for the pavilion. This keeps the total spend on curtains under £200, the amount already approved. (Trustee Cost)
- To accept a new official RPPC rubber stamp, donated by a resident, to be used on official business as required. Appendix 3.
- For TR to represent the Council at the Remembrance Sunday service at All Saints Church, Peppard and to agree a donation of £50 for the wreath.
- For SC to represent the Council at the Advent Sunday service at All Saints Church, Peppard on 29th November 2015
- To communicate to Peppard residents that there are no representatives on the Council neither from Wyfold, the Wyfold Estate nor from the Ester Carling area. However TC added that there had already been some interest following the advertisement in the Henley Standard for Councillors.
- Confidential Item (ref page 615 of the minutes)
- To accept the following year end time table for audit purposes:
 - 5th April 2016: Finance and Staffing Committee meeting where the year-end figures are reviewed.
 - 11th April 2016: Full Council meeting where year-end figures are approved.
 - Between 12th April and 12th June 2016 :
 - Clerk Completes Annual Return (completes form and explains differences)
 - Internal Audit for year 2015-16 is completed
 - Internal Auditor complete sign Annual Return
 - 13th June 2016: Full Council meeting where the Annual Return is approved and signed.
 - RPPC submits Annual Return to BDO on or before 27th June 2016.

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- Dates for the members of public can exercise their rights to view the accounts/annual return would be from Tuesday 21st June 2016 to 1st August 2016.

Action: LC to confirm with new Internal Auditor.

- To approve Full council meeting on Monday 13th June 2016 (not previously agreed)
The above were proposed by TR and, seconded by and agreed unanimously.

TC reported that SC had attended a Finance Training Course on Wednesday 30th September 2015 and that VT and AR are booked on the Planning training Course on Monday 2nd November 2015. SC said that the Finance Course was excellent and recommended it to all members.

10 Approval of Spend:

It was proposed by TC and resolved unanimously that the payments shown in Appendix 3 are approved for payment.

11 On line approvers

It was agreed that TR and AR should approve the payments on Unity Trust.

12 Correspondence:

LC confirmed that all correspondence had been covered in the meeting or circulated to members.

LF, SC, AR, TR and VT left the meeting

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PLANNING COMMITTEE MEETING

FB reminded the meeting that a recording was being made

13 Minutes: None.

14 Declaration of Interest: None

15 New Planning Applications

Application
<p>P15/S3120/FUL Small World Kingwood Common RG9 5NB Removal of condition 6 (code for sustainable homes) of planning permission P13/S2043/FUL Erection of replacement dwelling</p>
<p>Rotherfield Peppard Parish Council considers that this application should be REFUSED and "Condition 6 (Code for sustainable homes) on application P13/S2043/FUL should remain. When the government withdrew the code for sustainable homes earlier this year, it did not apply to the management of legacy cases.</p> <p>Legacy cases are defined as those where residential developments are legally contracted to apply a code policy (eg. affordable housing funded through the national Affordable Housing Programme 2015 to 2018, or earlier programme), or where planning permission has been granted subject to a condition stipulating discharge of a code level, and developers are not appealing the condition or seeking to have it removed or varied.</p> <p>This application for the removal of condition 6 (Code for sustainable homes) has been made after the code for sustainable homes was withdrawn by Government and is, therefore, a legacy case.</p>
<p>P15/S2416/HH Amended Woodside Blounts Court Road Peppard Common RG9 5EU Single rear and side extension to provide open plan kitchen/ dining and utility room (extension ridge height and external finish as amended by revised plans received 30th October 2015)</p>
<p>Rotherfield Peppard Parish Council considers that this application should be APPROVED.</p>
<p>P15/S3189/HH Constantia Wyfold Lane Peppard Common RG9 5LR Conversion of existing detached garage into garden/day room</p>
<p>Rotherfield Peppard Parish Council considers that this application should be APPROVED with the following conditions:</p> <ol style="list-style-type: none"> 1) That the garage (even after conversion into a day room) is not for residential use. 2) That the condition in application P03/S0260 to remove permitted development rights carries forward and remains a condition on the property.

16 SODC Planning decisions

Application	RPPC Decision	SODC Decision
<p>P15/S2425/HH Rudgewick Springwood Lane RG9 5JJ Erection of a timber shed at the back of the garden</p>	APPROVAL	APPROVAL
<p>P15/S2588/FUL Land to the rear of Gable Cottage Gravel Hill RG9 5HD Variation of condition 2 (compliance with approved plans) of planning permission P14/S0796/FUL</p>	NSV	APPROVAL

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17 P15/S3072/FUL, The Square Cottage & The Square House 1 Stoke Row Road

A letter has been received from a resident regarding Council's response to application P15/S3072/FUL, suggesting that the Council's response should have included 'a request for parking controls and traffic management as a traffic/pedestrian accident is just waiting to happen'. FB explained that application P15/S3072/FUL was originally considered in P14/S2032/O and the Parish Council's response to this application was as follows:

The Committee considers that this application should be REFUSED for the following reasons:

- This is an over-development of the plot.
- Lack of privacy for dwellings - the garden to the proposed 4 bed house no privacy from the proposed 3 bed house & the existing Square house has limited privacy from either the new dwellings.
- The proposal is a single road passing each house in turn – essentially a cul-de-sac. All emergency services, deliveries, visitors etc would need to pass across the front of Square House, to get to the second house and third house. Similarly passing the second house to get to the third. This is poor design and will have a detrimental impact on Square House
- entry from the Stoke Row Road / B481 is dangerous - an additional dwelling on site will increase risk of accidents.

FB added that, SODC granted permission for this application, and that this new application (P15/S3072/FUL) was an amendment for changes to access onto the property with the aim of improving road safety, which the Planning Committee supported

It was agreed that LC should respond to explain.

18 Enforcement Actions

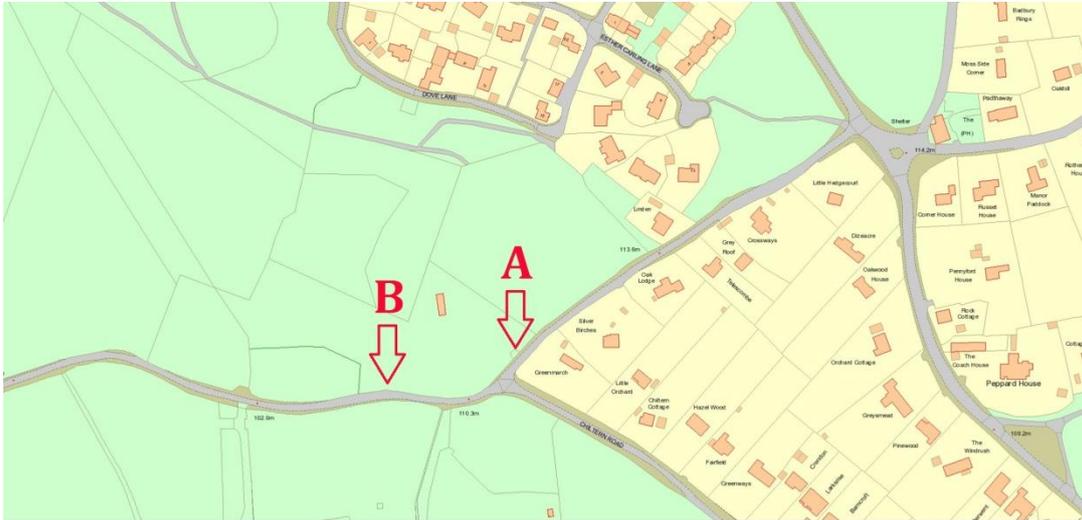
Outstanding enforcement actions
<p>Red Lion: – Concern has been raised that The Red Lion is planning to turn the barn at the back of the pub into a function room, without the appropriate planning consents.</p>
<p>The Tennant of the Red Lion has explained that Brakspear's planning consultant believes that the whole property is under the same planning usage class: "A4 Drinking Establishments"² and that there are no plans to make any changes over the winter, at which time they will check with Building Control.</p> <p>As is not clear from the guidance whether Planning permission for change of use when a function room is being created from a former outhouse of a public house. LC to contact SODC Planning and ask whether change of use is required, ie.</p> <ul style="list-style-type: none"> • Does the use class A4 include function rooms? • The proposed function room is in a building separate from the main public house not previously used for any public activities. Is this covered by the use class A4? • Is planning permission required because a function room will have more implications on neighbour amenity i.e. noise, parking etc. than the current drinking establishment activity?
<p>Land nr Old Sewage Works off Wyfold Ln</p> <p>Tree felling and laying of hard core creating potential parking area for large vehicles without planning permission. SODC had subsequently considered this a breach of planning control has occurred and has requested that the land be restored to its former condition by 15 May 2015.</p>
<p>It is understood that the owner of the land is now bankrupt, LC to ask enforcement the implication of this.</p>

² A4 caters specifically for pubs and bars, i.e. places where the primary purpose is the sale and consumption of alcoholic drink ON the premises.

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Additional Access to field off Wyfold Lane – A new access has been cut through an ancient hedge onto a field without permission and part of the hedge dramatically cut back.



Key:

- A. Shows where a gate was installed in 2012. The Council understands that at the time the Countryside officer raised concern that this gate was installed within an ancient hedge with important ecological interest and the hedge should not be further damaged. The hedge has been dramatically cut back this year
- B. Shows where a new entrance has been cut into the hedge earlier this year. It has been covered with dead vegetation.

In addition to this being an ancient hedge with important ecological interest, destruction of it was detrimental to the wildlife and the species that may have existed in the hedge.

Action LC to report these to planning enforcement and to the Country Side officer.

Meeting ended at 9:30 pm

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Appendix (1): County Councillors Report

BUDGET

The hard work of preparing a budget for 2016/17 is well under way. Later this month OCC will be announcing the areas that are being considered for making savings. There will be a series of road shows and a consultation to enable residents to express their views.

CHILDREN'S CENTRE AND EARLY INTERVENTION CHANGES

The council's Cabinet endorsed a proposal for a full public consultation to take place during the autumn on the future of children's centres and early intervention hubs. The proposals follow the findings of a cross-party review of the council's early intervention services, and children's centres, which was reported to Cabinet in June. That review recommended that a network of Children and Family Resource Centres for 0-19 year-olds are developed targeted to those areas of greatest need, with a good geographical spread of centres. The focus would be on supporting the most vulnerable children and families. Under the proposals £8m would be saved from the current overall £16m budget for children's centres and the Early Intervention Service. The remaining £8m budget for the current children's centres and early intervention services would be combined with the existing £4m budget for children's social care's Family Support Teams, creating a new £12m service. There will be extensive consultation throughout the autumn before any decision is taken.

REFUGEE CRISIS

People in Oxfordshire have been shocked and saddened by the images they have seen of refugees fleeing brutal regimes such as that in Syria, where civil war is raging. After the Prime Minister announced that Britain would need to accept more refugees from Syria, the County Council has been talking to partner agencies to see what can be done. The County Council has a legal responsibility to protect young children known as Unaccompanied Asylum Seekers; the number in the care of OCC has doubled over the last year to around 50. Government is being asked for additional funding to minimise the impact on OCC services.

HIGH SHERIFF'S 2015 COMMUNITY INTEGRATION AWARD

A special award that is intended to provide support for projects that foster or encourage integration between different groups in Oxfordshire is now open for applications. The event is organised through OCVA and provides financial support up to a maximum of £3,000 for any individual project, or in smaller amounts depending on the requirements of the project. Deadline for applications is October 9 and the Awards Ceremony will take place in the Mayor's Parlour at 5.30 on 8 December. The High Sheriff Tom Birch Reynardson said:

"Oxfordshire is a county which enjoys great diversity in its geographic character, its economy, its social structures and its people. This award seeks to reward and promote new initiatives to foster community integration and to build greater common knowledge and understanding between communities in the great county of Oxfordshire. Projects may focus on any aspect of community life and may be new or already exist. We very much look forward to receiving applications from the local community." Applications can be made via the OCVA website at <http://ocva.org.uk/high-sheriff-2015/>

FREE ELECTRIC BLANKET TESTING NEAR YOU

As winter approaches Oxfordshire County Council's Fire & Rescue Service and Trading Standards are arranging free electric blanket testing around the county to help people stay safe as well as warm. Free tests will be available in October at 10 venues throughout Oxfordshire. Testing is by pre-booked appointment only, strictly on a first come, first served basis. Anyone wanting to get an electric blanket tested should call Trading Standards on 01865 815 000 option 4 to arrange an appointment or email communityengagement@oxfordshire.gov.uk. The electric blanket testing team will be visiting venues in the following different locations around the county and have a target of 100 tests a day. Details here: <https://www.oxfordshire.gov.uk/cms/news/2015/sep/free-electric-blanket-testing-near-you>

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DIDCOT SCHOOL/ROTHERFIELD PEPPARD CONSERVATION AREA

The clerk sent me details of a planning application for a Didcot school that said it impacted on Rotherfield Peppard conservation area. I referred the matter to OCC planning officers and they had no knowledge of the matter. I then referred it to the District Councillor to investigate.

PEPPARD SCHOOL

Governor Ian Herriot has advised me he has had a meeting with a finance company to progress the school build and subsequently had a meeting with the relevant OCC Cabinet member to discuss the proposal.

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Appendix (2): YTD Accounts

	<u>Apr - Jun</u> <u>15</u>	<u>Jul - Sep</u> <u>15</u>	<u>Oct - Dec</u> <u>15</u>	<u>Jan - Mar</u> <u>16</u>	<u>TOTAL</u>	
					<u>Apr '15 - Mar</u> <u>16</u>	<u>Year</u> <u>Budget</u>
Income						
Precept	13,750.00	13,750.00	0.00	0.00	27,500.00	27,500.00
Other Income	261.30	511.40	0.00	0.00	772.70	264.00
Total Income	14,011.30	14,261.40	0.00	0.00	28,272.70	27,764.00
Expense						
Staff Costs	2,623.77	2,997.79	930.11	0.00	6,551.67	11,013.56
Councillor and Clerk	0.00	209.45	161.40	0.00	370.85	700.00
Finance, Admin and IT	275.82	718.07	109.32	0.00	1,103.21	1,742.00
Insurance	300.00	0.00	0.00	0.00	300.00	300.00
Subscriptions	208.00	0.00	0.00	0.00	208.00	665.00
Village Upkeep	41.86	554.98	19.00	0.00	615.84	525.00
Carlings Orchard	0.00	2,200.00	0.00	0.00	2,200.00	1,790.00
Grant to SP&F Charity	931.17	725.12	618.40	0.00	2,274.69	2,400.00
Donations and Grants	709.17	1,250.00	0.00	0.00	1,959.17	4,750.00
Projects	192.50	19.00	0.00	0.00	211.50	2,240.00
Miscellaneous	-40.00	600.00	2.50	0.00	562.50	0.00
Trustee Purchases	1,094.45	-859.95	961.50	0.00	1,196.00	0.00
S137	0.00	0.00	50.00	0.00	50.00	100.00
VAT paid	348.60	307.83	87.72	0.00	744.15	0.00
Total Expense	6,685.34	8,722.29	2,939.95	0.00	18,347.58	26,225.56

October figures include payments on the October payments list (next page) – some estimates.

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Appendix (3) New Council Stamp



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Appendix (4): Approved Payments

Approved in previous meetings –for payment this month

	Account	Payee	Description	Amount £	Power
16-412	Trustee Purchase	Greenbarnes Ltd	Hanging Sign	-£281.40	LGA(Misc Act)1976 s19
16-429	Clr & Clerk	Henley Standard *	Advertising for Cllrs	-£193.68	LGA 1972 111
16-410	Misc	OCC Highways	Road Survey	-£120.00	LGA 1972 112
16-430	Village upkeep	Solo Press *	Printing cards	-£19.00	S137
16-415	Village upkeep	Binshop	New Bench Aubel -	-£429.98 +VAT	Opn Spcs Act 1906

New items - for spend and payment approval

	Account	Payee	Description	Amount £	Power
16-431	Staff Costs	T Parisi	October wages	** -£49.35	LGA 1972 112
16-432	Staff Costs	M Bowles	October wages	** -£65.93	LGA 1972 112
16-433	Staff Costs	L Collison	October wages	** -£598.85	LGA 1972 112
16-434	Staff Costs	OCC Pension	October Pension	** -£181.28	LGA 1972 112
16-435	Staff Costs	HMRC	October PAYE	** -£49.35	LGA 1972 112
16-436	Staff Costs	Autela Payroll Svs	Payroll Svs Oct	-£13.30	LGA 1972 111
16-437	Grant to SP&F	British Gas	Electricity October	*** tbc	LGA(Misc Act)1976 s19
16-438	Grant to SP&F	British Gas	Electricity October	*** tbc	
16-439	Trustee Purchase	Hallet the Handy Man	Repair toilet	-£155.00	
16-440	Various	L Collison	Expenses (Jul-Sept)	-£118.82	Various ³
16-441	Trustee Purchase	Fashion Interiors*	5 curtain poles pavilion	-£95.50 +VAT ⁴	LGA(Misc Act)1976 s19
16-442	Trustee Purchase	Hallet the Handy Man	Install curtain poles	-£50.00 ⁵	
16-443	Trustee Purchase	Argos*	2 curtains pavilion	** -£50.00	
16-444	Grant to SP&F	Dust in Time	Spring Clean pavilion	-£285.00	LGA(Misc Act)1976 s19
16-445	<i>Confidential</i>				
16-446	S137	British Legion - tbc	Poppy Wreath	£50.00	S137
16-447	Grant to SP&F	RES	Fire insp/heat detector	£108.23+VAT	LGA(Misc Act)1976 s19
16-448	Trustee Purchase	S Folland Electrician	Timer switches	-£632.12	

* = LC Reimburse

** = Estimates - actual amounts not known at time of meeting.

*** = Amount unknown at time of meeting – Direct Debit payments based on usage.

³ After meeting noted this was the net amount, ie VAT to be added. Actual total = £124.68. To be reported at next meeting.

⁴ After meeting noted that Vat already included in £95.50

⁵ Actual invoice was £75 - quote for £50 was for 3 windows not 5. To be reported at next meeting.