

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday December 12th 2011 19:30

Present:

Nick Launders (Chairman)	(NL)	Fiona Berry	(FB)
Tony Cotton	(TC)	Terry Ryan	(TR)
Clive Mills	(CM)	Linda Collison (Clerk/RFO)	(LC)
Henley Standard (Press)		Phil Simms	

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

PCSO: Michael Rawnsley

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Open Forum:

PCSO Rawnsley introduced himself and advised the Council of the current police initiatives in the area including Speed Enforcement on the B481, the Church "adopt-a-cop" project and the parking situation outside Peppard School while building works were underway in Drays Lane. He also advised that the telephone number for non-urgent police issues was 101.

At the end of the Open Forum TR requested that "Police report" should be included in every Full Council Agenda.

1) Apologies:

Apologies received prior to meeting from:

David Hammond (DH) (Parish Councillor)
Leeanne Flett (LF) (Parish Councillor)
Carol Viney (CV) (Oxfordshire County Council (OCC))
Paul Harrison (PH) (South Oxfordshire District Council (SODC))

2) Members declaration of Personal and Prejudicial Interests

NL declared a personal interest in item 6b, as he is a friend of some of the neighbours of Hillchoice, Stoke Row Road.

3) Minutes

It was resolved that the minutes of the Full Council meeting held on Monday November 14th 2011 be adopted as a true and accurate record, subject to the correction in spelling of Paul Darby's surname.

4) Oxfordshire County Council (OCC)

a) **County Councillor's Report** – none received.

b) **Salt Bins**

It was confirmed that the four green salt bins filled with salt/grit had been installed.
LC to display notices regarding the use of the salt bins on notice boards, the web and inside the lids of the salt bins them selves.
LC to check insurance regarding the salt bins and their usage.

c) **Sonning Common Library**

CM advised that the financial support for Sonning Common Library had now been set to 50% government funded (originally 30%). The details for funding the non-government portion were

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still being discussed.

NL asked what the short fall was in terms of money – ie how much in pounds is 50%. To ask CV at next meeting.

5) South Oxfordshire District Council (SODC)

The District Councillor's Report - sent prior to meeting and read out by NL

"Council of the Year

South Oxfordshire and the Vale District Councils have been short listed for the "Council of the Year" award by the Local Government Chronicle. The organisers of this competition will be doing further reviews with the SODC & the Vale in January and then the final result will be announced early next year.

Council Tax reduction.

Residents in South Oxfordshire are set to be the first in the country to see their council tax go down, under proposals put forward by the Leader of South Oxfordshire District Council.

Cllr Ann Ducker today became the first council leader to announce that her council intends to reduce its council tax in 2012/13, a move which would be a welcome boost to many residents throughout the district.

Cllr Ducker is proposing a 2.5 per cent reduction. This would reduce the amount that a Band D taxpayer pays for the services provided by South Oxfordshire District Council from £123.73 to £120.64. The current level of council tax charged in South Oxfordshire is already one of the 20 lowest in the country for district councils, and the 2012/13 reduction will guarantee that residents will get even better value for money from their council tax when compared to many other districts throughout the country.

South Oxfordshire District Council is able to put forward the proposed reduction thanks to years of careful management of resources. In the last few years, the council has joined up with neighbouring Vale of White Horse District Council to provide the majority of services on a shared basis, a move which delivers savings in excess of £5 million a year.

It has also outsourced a number of key services, securing both high performance (the waste recycling rate, for example, is one of the best in the country, regularly exceeding 70 per cent), and low unit cost. It has also invested money soundly in both property and financial markets to secure a steady income that makes it less vulnerable to fluctuations in Government funding.

Core Strategy.

South Oxfordshire District Council has reacted with dismay to a key change to its Core Strategy proposed by a Government appointed planning inspector.

The Core Strategy sets out how many new homes should be built and jobs created in South Oxfordshire by 2027. For the towns of Didcot, Thame and Wallingford it also identifies the sites for development.

The core strategy has been developed over a four-year period with extensive community involvement and technical assessments of the proposed sites.

Recently the core strategy underwent a public examination where the planning inspector heard evidence from local councils, residents and other interested groups and individuals.

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The change proposed which causes concern to the council is set out in the inspector's statement in which he advises that homes at Wallingford should be built to the south, Site E at Winterbrook, rather than to the west, Site B toward Brightwell-cum-Sotwell, the option favoured by the council.

Free Parking Saturdays

To encourage local shopping the SODC car parks in Henley and the other market towns are free from midday onwards on Saturday 17th and 24th December.

Neighbourhood Planning Area Publication – Thame and Woodcote

I've included the District Council's press release on neighbourhood plans. The neighbourhood plan carries more weight than a Parish Plan but can adopt a Parish Plan into this document:-

As part of the neighbourhood planning process, the district council is tasked with publicising proposals for neighbourhood plan areas. Following the award of 'front runner status' for the neighbourhood planning process for Thame Town Council and Woodcote Parish Council respectively, we are formally publicising the proposed neighbourhood plan areas, which these councils wish to do their neighbourhood plans. This information can be viewed by visiting www.southoxon.gov.uk/neighbourhoodplans.

The publication period starts from Friday 9 December until 27 January 2012. Anyone wishing to make a comment regarding the respective neighbourhood plan areas, can send comments through to planning.policy@southoxon.gov.uk. This is not a consultation on the neighbourhood plans. This is simply a publication period to allow an opportunity for comment on the proposed neighbourhood plan areas.

If you have any further queries please contact Scott Riley, Planning community engagement officer, tel 01491 823718 email scott.riley@southandvale.gov.uk

Queen's Jubilee and Olympics celebrations.

Finally I've included the following communication we've received on what to do if we intend to either mark the Queen's Diamond Jubilee or the Olympics:-

As you know 2012 will be an exciting year, with the Olympic Games and Diamond Jubilee being events to celebrate.

We would be grateful if you could inform us of your plans to mark these events by writing to us before the end of January. Please send your letter to the address above, marked for the attention of the waste administration team. This is so we can ensure that our street cleansing and waste collection resources are deployed in the most effective way and also to help local communities make these occasions a success.

When planning your event and when responding to this letter we would ask you to address the following points.

Temporary Road Closures – closures need to be requested three weeks before the date of the event. Further details on Temporary Road Closures are available on our website www.southoxon.gov.uk or by calling Legal & Democratic Services on 01235 540415.

Selling alcohol – if you are considering selling alcohol you will need to apply for a licence. Further details on Premises Licences and Temporary Event Notices are available on our website www.southoxon.gov.uk or by calling the Licensing team on 01491 823209.

You must apply for licences and temporary road closures by the deadlines given in order to comply with legislative requirements.

Street cleansing – after every party there is always the clean up. To help you with this task the council has litter picking equipment that can be loaned for public use free of charge. However we

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do have a limited number of litter pick sets available and so these will be loaned on a first come first served basis. A small refundable deposit may be required. When responding to this letter please indicated if you wish to join the list requesting equipment, specifying when you will need it.

Waste collection – if your planned event falls on your waste collection day please highlight that in your letter.

In case your residents are planning their own events, please communicate the points raised within this letter and encourage them to contact us to let us know their plans.

By planning now for these special occasions we can work together to make 2012 a year to remember. “

Action: NL to contact John Hasler (Revels Chairman) regarding required actions required for Queen’s Jubilee and Olympics celebrations.

6) Planning

a) Neighbourhood Plan

It was agreed that RPPC would not at this time develop a neighbourhood Plan primarily due to four main reasons:

- i) A Neighbourhood Plan would cost in excess of £17,000, which would be passed on to the local taxpayer.
(LC advised that this amount could be obtained through the 2012/13 precept and repaid in 2013/14 if not used during 2012/13)
- ii) A Neighbourhood plan is used to identify areas in the Parish which could be used for development, it is not an instrument for preventing development and new-build in the Parish
- iii) The already established SODC Core Strategy already sets out how many new homes should be built in South Oxfordshire by 2027.
- iv) The results of the Rotherfield Peppard Community Survey should be consulted before deciding on any action.

b) Special Motion regarding recent planning decisions P11/E1305 and P11/E1797

It was unanimously agreed that the previously made decisions regarding planning applications P11/E1305 and P11/E1797 (relating to the property Hillchoice) could be revisited at the next Planning meeting (9:30 pm same day)

7) Carlings Orchard

a) Tree Planting day

In the absence of LF, NL gave a brief summary of the Tree Planting Event at Carlings Orchard:

On Saturday 10th December 2011, many volunteers including Tree expert Andrew Hawkins, gathered at Carlings Orchard for a very successful day planting 17 new fruit trees. LF was thanked for her hard work, drive and enthusiasm.

b) Rowan Tree

It was agreed that the Rowan tree purchased by LF for £14 could be reimbursed by RPPC and planted in the Orchard, but it should not be a memorial tree

c) Sponsorship Money

LC confirmed that sponsorship money for all the trees had been collected and banked.

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8) War Memorial Plaque

CM confirmed that the restoration work on the plaque was on going but not yet complete.

9) Finance and Staffing

a) New Procedures

TC advised that further to a meeting with Andrew Marsden (VAT expert) he and LC proposed the following new procedures (circulated before meeting):

**Procedures for managing costs and income for the Sports Pavilion and Field
Rotherfield Peppard Charity (The "Charity")**

- (a) All expenditure and income of the Charity is put through the RPPC bank account.
- (b) Once per quarter RPPC prepares an invoice to the Charity for sum owing (income less expenditure). The amounts will be net of VAT.
- (c) This invoice should say 'Expenditure less income for the quarter ended --- expended or collected by RPPC as agent for the Charity'.
- (d) Depending on the financial position of the Charity this invoice can be paid by the Charity or considered a Grant from RPPC

Procedure for managing VAT on grants/donations

In the case of other charities or bodies VAT is recoverable on "donations" of goods or services from a Parish Council, provided that:

- (a) The goods are ordered, invoiced and paid for by RPPC.
- (b) The amount of VAT recoverable is proportional to the amount of contribution by RPPC.

It was agreed to adopt these new procedures.

An invoice for Charity spend year-to-date would be reviewed at next Finance and Staffing Committee meeting.

b) Items for 2012/13 Precept

It was agreed that the following items should be considered in the process for calculating the 2012/13 (in addition to items already submitted and routine items):

- Carling Orchard Items submitted by LF prior to meeting.
- War Memorial Hall Donation
- Footpath Maintenance
- Footpath signage
- Community Plan
- Pavilion car park area and lighting

Other items to be considered should be sent to LC before Saturday 31st December 2011.

c) Financial Support for Kingwood Common Volunteers Group

It was agreed that RPPC will support the volunteer group but the amount is to be decided after the Nettlebed and District Commons Conservators confirm their contribution amount.

d) Attendees for "Roles and Responsibilities Course" February 27th 2012.

It was agreed that places for LC, TR, CM and FB should be reserved for this course. Cancellations can be made prior to Monday 30th January 2012 will result in 100% refund.

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10) Verges, footpaths and open Spaces

a) Footpath 331/26 (off Stoke Row road)

CM advised that he had escalated to OCC (SE) Field Officer Jonathan Beale (JB) who would be talking to the offending neighbouring residents (including Electricity Board)
JB had subsequently contacted LC and LC has agreed to write to neighbouring resident cc JB who would take action end of January if needed.

b) Mollie's tree

NL would circulate revised wording for the plaque.
LC advised she had received a verbal quote from BD Willis for £250 for the erection of a tree guard to match the Millennium tree guard on Top Common. It was agreed that this was too expensive, TR offered to obtain quotes for alternative tree guards.

11) Clerks report

a) Charity update

LC confirmed that the Charity Accounts for 2010/11 would be reviewed in January Finance & Staffing and Full Council meetings (submission deadline is Tuesday January 31st 2012)
It was agreed to hold a Trustee meeting after the planning meeting on Wednesday 21st December 2011 to discuss approval for payment for sink water heater and to finalise the Cricket Club Agreement
It was agreed that all Councillors should be CAF Bank Account signatories – LC to arrange.

b) General Admin

Bank reconciliation as at 1st December 2011 was prepared for review by TC
LC confirmed that the free of charge PSMA agreement was now set up replacing previous Ordnance Survey agreement.
LC confirmed that the new Computer back-up process was set up. Back-up flash drives were given to NL and TC for safe storage. Process to be added to Process document.

c) Enquiries from public.

i) Litter on salt pile in Kingwood Common

Litter cleared by Kingwood Common Volunteer Group on Saturday 3rd December 2011

ii) Oak tree/ Electricity cables in Gypsy Lane.

Awaiting Southern Electric to report back. LC to ask OCC for help identifying owner land where tree is planted.

iii) Request for confirmation regarding ownership of Peppard Pavilion and Sports field.

LC has consulted the Solicitor who is assisting with the Cricket Club Agreement (David Quayle, Slade Legal) who advised that:

RPPC hold (own) the Land and Pavilion in trust for the Charity. (Clarified in the Conveyance document dated the 19th January 2005.)
Although held in trust, RPPC are the registered Freehold proprietors of the Field and Pavilion with the Land Registry ref (ON254736).
RPPC's Title is described as "Absolute" which means that the Land Registry were entirely satisfied as to the Parish Council's Title when the registered in March 2005.

iv) Request from Mark Saunders to present to Council why RPPC should not make donations to the conservators.

It was agreed that Mark Saunders could use the Public Forum at the beginning of a Full Council Meeting to make this presentation if he wishes to do so.

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v) **Commons Log updates (questions from public regarding the Commons)**

[Note: Thank you to Elizabeth Smeeton (Clerk to NDCC) and Rhona Ash for help with the answers to these questions.]

(1) Question “What Material can be used on Esther Carling lane?”

Note: Only that part of the road from Stoke Row Road to the Speed bump on the entrance to the houses next to Carlings Orchard is Common Land. The name of this part of the road is unclear. Ester Carling Road, Steven’s Land and Dove Lane are not on Common Land.

To answer – “what material can be used to repair roads on Common Lane”:

There's a distinction between adopted roads (which are tarmac even where they are on the common) an unadopted tracks, drives and footways. On these, there may be an element of tarmac, as this helps to bind the surface together. Different situations (and budgets) call for different solutions. 'Black -top' tarmac, paving slabs, block pavers, and pea shingle (10mm) are not acceptable.

Any scheme proposed by residents should be submitted to the Conservators for approval before any work is done. Recent examples of surfacing materials used by residents with our approval are:

--Hoggin, road scalpings, large shingle (gravel) or other natural material.

--Granite chippings rolled into a tarmac base.

--Breedon Golden Amber Gravel or similar, which is self-binding and can be rolled in. (As used by National Trust)

A contractor such as Richard Hazell can offer advice on surface dressings and costs.

The Conservators would be happy to discuss with the residents of Esther Carling Lane once they have a proposal in place.

(2) Clarification confirming the Conservators Constitution: _

The Conservators have confirmed that Rhona Ash's status as a co-opted Conservator is entirely legal and her contribution is immensely valued.

(3) Update regarding Oak Tree, Colmore Lane:

Agent for the Nettlebed Estate advised Conservators on Friday 25th November 2011 that the Investigation is underway into the respective titles of this piece of lane between Colmore and Kingwood Common.

(4) Updater regarding Trees at Lime Avenue:

Agent for Nettlebed Estate advised conservators on Friday 25th November 2011 that the tree survey has been completed and the report is awaited.

(5) Update Tarmac on Top Common:

There has been no update received yet from OCC Highways – tarmac is still on the Common.

12) Community Survey

TC advised that he had received the results of the Community Survey. A total of 899 adults in Rotherfield Peppard had returned completed questionnaires.

Funding for activities regarding Broadband coverage that may result from the findings can be obtained from DEFRA if applied for before the end January 2012.

A Community Survey meeting is planned for January 2012. It was agreed that Anton Nath should attend this meeting if possible. (LC to arrange)

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TC advised that the Community Survey had already resulted in some success – volunteers from the volunteer sheet are involved with Kingwood Common Volunteers groups, Carlings Orchard and The Peppard Revels.

Council gave a vote of thanks to TC for managing the survey activities and success so far.

13) Correspondence

LC confirmed that apart from the following all correspondence received had been previously circulated:

- A letter from Henley and district CAB appealing for financial aid.

14) Elections

It was proposed (CM), seconded (FB) and unanimously approved to appoint NL as a member of the Planning Committee.

It was proposed (TC), seconded (TF) and unanimously approved to appoint NL as a member of the Finance and Staffing Committee

It was proposed (NL), seconded (TC) and unanimously approved to appoint CM as official RPPC representative for Peppard News.

It was proposed (NL), seconded (TC) and unanimously agreed to elect DH as a Chairman of Rotherfield Peppard Parish Council.

NL confirmed he would remain as Councillor for RPPC.

TC thanked NL for leading the Council through a period of immense change and for handing the Council over in good shape for the future. All members of the Council agreed and expressed their appreciation for NL's hard work and leadership during his time as Chairman.

Meeting ended at 21:35

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SPEND APPROVAL AND PAYMENTS

APPROVALS: Detail	RPPC or Charity cost	Approved by Charity Trustee	a. Amount
LC Expenses RPPC	RPPC	Na	£226.82
Reimbursement Cheque for LC re items for Carlings Orchard planting (Compost, Watering system, Tree Guards)	RPPC	Na	£214.80
LC Expenses Charity	Charity	Yes	£9.99
Wages: T Parisi	RPPC	Na	Confidential
Wages: M Bowles	Charity	Yes	Confidential
Wages: M Bowles Expenses (£8.56)	Charity	Yes	£8.56
Payment to Slade Legal advise on Cricket Agreement	Charity	Yes	£720.00
Roof Insulation (Pavilion)	Charity	Yes	£540.00
NL Expenses 110 * 45p	RPPC	Na	£49.50
Training Course: Roles and Responsibilities £40 per person (x4)	RPPC	Na	£160.00

The following cheques were signed directly after the meeting:

Cheques	Detail	b. Date Approved	Amount
2000	LC Expenses RPPC	12 Dec 2011	£226.82
2001	Reimbursement Cheque for LC re items for Carlings Orchard planting (Compost, Watering system, Tree Guards)	12 Dec 2011	£214.80
2002	LC Expenses Charity	12 Dec 2011	£9.99
2004	Wages: T Parisi	12 Dec 2011	Confidential
2005	Wages: M Bowles	12 Dec 2011	Confidential
2006	Wages: M Bowles Expenses (£8.56)	12 Dec 2011	£8.56
2007	Payment to Slade Legal: advise on Cricket Agreement	12 Dec 2011	£720.00
2008	Roof Insulation (Pavilion)	12 Dec 2011	£540.00
2009	NL Expenses 110 * 45p	12 Dec 2011	£49.50

2003 = void