

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday March 12th 2012 19:30

Present:

Councillors:

David Hammond (Chairman)	(DH)		
Nick Launders	(NL)	Fiona Berry	(FB)
Tony Cotton	(TC)	Leeanne Flett *	(LF)
Clive Mills	(CM)	Valerie Ross**	(VR)
Terry Ryan	(TR)	Hadley Cooper**	(HC)

* left meeting after item 5 below

** from item 7 below.

Linda Collison (Clerk/RFO) (LC)

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

Paul Harrison (SODC)	(PH)
Phil Simms	(Press - Henley Standard)
PCSO Tim Forrest (part meeting)	(TF)
Philip Collings (part meeting)	
George Ratcliffe (part meeting)	

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Open Forum: None

1) **Apologies:** Apologies received prior to meeting from Carol Viney (Oxfordshire County Council)

2) **Member's declaration of Personal and Prejudicial Interests:**
TR declared a personal interest in item 13 below regarding Church Lane.

3) **Minutes:**
It was **MOVED** by DH and **RESOLVED** unanimously that the minutes of the Full Council meeting held on Monday February 13th 2012 be signed as a true record of the meeting.

Agenda change

*At this point it was **MOVED** by DH and **AGREED** unanimously that the Chairman's report be heard after the Police Report and Agenda Items pertaining to Carlings Orchard to accommodate a request from LF to leave the meeting early due to unavoidable commitment.*

4) Police Report

PCSO Tim Forrest reported that there had been no reported crimes in the Parish since his last report.

NL advised TF of his concerns regarding the condition of road markings in the Parish especially at the Colliers Lane/Stoke Row road Junction. TC added that he had reported the poor quality of these road markings to OCC via the web and had subsequently received a phone call from Mark Francis (OCC Highways) confirming that they would be addressed when budget permitted in April.

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday March 12th 2012 19:30

5) Carlings Orchard

Carlings Orchard Event

LF advised that the Unicorn Public House was booked for the event on 31st March 2012 and that all the money for the plaques had been collected. **ACTION:** NL / LC to arrange the purchase of plaques as soon as possible to ensure delivery in time for the event.

Purchase Wire Mesh

It was **PROPOSED** by LF, **SECONDED** by CM and **AGREED** unanimously to purchase wire mesh for the new trees in Carlings Orchard. Price £114 (Incl VAT). **ACTION** LC – before next meeting.

LF left the meeting.

6) Chairman's Report:

DH advised that there had been no response from Mark Saunders following the previous meeting.

DH reminded members of their duty to follow the Code of Conduct

7) Co option of New Councillors

Valerie Ross and Hadley Cooper introduced themselves to the Council and explained their reasons for wanting to join the Council.

VR and HC left the room.

It was **PROPOSED** by TC, **SECONDED** by CM and **AGREED** unanimously that Valerie Ross be CO-OPTED as Councillor for Rotherfield Peppard Parish Council.

It was **PROPOSED** by TR, **SECONDED** by NL and **AGREED** unanimously that Hadley Cooper be CO-OPTED as Councillor for Rotherfield Peppard Parish Council.

VR and HC returned and the meeting was paused while VR and HC completed their Declaration of Acceptance of Office.

8) Oxfordshire County Council (OCC):

a) County Councillor's Report

DH read out County Councillor's report, which had been previously circulated, to Councillors.

- **Road Markings (Ref February RPPC meeting)**

Carol Viney (CV) had escalated the poor road markings to Keith Stenning (Environment & Economy - Highways & Transport) who confirmed that the problem had already been identified and was on the list for repair when new funding is allocated in April 2012.

- **Sonning Common Library**

CV had escalated to Karen Warren (Acting County Librarian) who replied that the current staffing cost of Sonning Common library is £36,233. The reduction in the staffing budget is 50% and therefore the saving to be achieved from April 2015 is £18,116.

Jillian Southwell has been appointed as Library Service Manager to lead the service and can be contacted regarding the Community Library proposal could work in Sonning Common.

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday March 12th 2012 19:30

- **Other Localities Funding**

From CV's small Localities Budget, she has arranged for drop kerbs to be placed in three places Sonning Common: near Carl Woods butchers, near the shops and approaching the Health Centre. Many local people from Peppard shop in Sonning Common. Residents with invalid carriages and walking aids have problems with high kerbs.

CV is also organising a 30 mph solar Vehicle Activated sign approaching the Bird in Hand PH from the village. Sonning Common Parish Council is part funding this.

- CV's localities budget is around £6000 per year and does not stretch very far but as the village centre in Sonning Common serves residents from adjoining parishes

b) **Footpath 26 – between Stoke Row Road and Shiplake Bottom**

CM had spoken to Jonathan Beale (OCC Field Officer, Countryside Service) who confirmed that Southern Electric are investigating both the overgrown hedge next to the sub-station and the condition of the overhead cables along the footpath. LC confirmed this was scheduled for Friday 16th March 2012.

CM suggested that CV is asked to put some funding towards making safe the footpath.

ACTION: LC – before next meeting.

c) **Potholes**

TC advised that he had spoken to Alan Prackley who confirmed that the Pot Holes near the junction of Colliers Lane, Colmore Lane and Stoke Row Road will be filled within 28 days of being reported – ie before Wednesday 4th April 2012. Alan Prackley also advised that British Telecom have been requested to raise the sunken manhole covers according to section 81 of the New Roads and Streetworks Act 1991.

DH encouraged everyone to individually report potholes and sunken manhole covers through the OCC website

9) South Oxfordshire District Council (SODC):

a) **The District Councillor's Report**

Reduction in the number of District Councillor's

In February the Council passed a resolution to reduce the number of District Councillors from the current 48 to a number nearer to 30 for the next election. Since that was proposed the main political groups are settling on 36.

It will be up to the Boundary Commission to work out the breakdown but the one major area, which impacts the Sonning Common Ward, is a requirement for single Councillor Wards throughout the District.

Budget for 2012 now set.

SODC Council tax 2012 is set at £120.64 : a 2.5% reduction from last year. Oxfordshire County Council and Thames Valley Police have held their Council tax at last year's rate. It is only the Town and Parish Councils who have increased their tax rates.

Some Town and Parish Councils have implemented some dramatic increases in their tax rates, often to cover the lack of services such as libraries or to finance neighbourhood plans.

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday March 12th 2012 19:30

The Rotherfield Peppard Council Rates for 2012 will be:

Band D	£1,461.49
Band E	£1,786.27
Band F	£2,111.05
Band G	£2,435.82
Band H	£2,922.98

DH asked why the tax rates between Parishes did not appear to align with Precept amounts.
ACTION: PH to clarify at next meeting.

Young Local Authority of the Year Winners

On Wednesday 22nd February 2012 Ed Neiburg and Carolyn Organ, from the South and Vale Councils, won the National Young Local Authority of the year awards.

Community Investment Fund: £500,000 grants available

SODC will shortly make up to £500,000 available in grants under the new Community Investment Fund (CIF).

- Applications for larger grants (between £15,000 and £100,000) can be made between Monday 5th March 2012 and the end of April 2012. With decisions being announced in June.
- Applications for smaller grants (up to £15,000) can be made between Monday 2nd April 2012 and Monday 4th June 2012. With decisions being announced in August.

Bishopswood Sport group

Rotherfield Peppard Football Club have taken over the running of Bishopswood Sports Ground. With owners of Bishopswood Sports Ground and the Rotherfield Peppard Football Club ground "swapping" ownership.

10) Proposals to purchase shovels for salt bins.

It was MOVED by NL, SECONDED by CM and AGREED unanimously that up to £40 could be spend on Shovels or Scoops for the sale bins.

ACTION: All to investigate and forward information to LC for review at next meeting.

11) Diamond Jubilee

It was agreed that the Diamond Jubilee should be commemorated by replacing two of the existing notice boards with new "Diamond Jubilee" ones, using same font as on the Notice Board in the Bus shelter.

ACTION: LC to work with NL to make a firm proposal at the next meeting.

12) Administration, Finance and Staffing

- LC reported that Nat West couldn't provide the facility of a monthly transfer of funds from the Reserve account to Current Account.
- LC reported that she had obtained 3 insurance quotes for 2012/13, which she will compare and analyse for the next meeting. The quotes used a value of £250,000 for the pavilion and a surveyor will be valuing the pavilion on Wednesday 21st March 2012 at 11 am.
- The actions taken as a result of the Internal Audit report were reviewed. TC suggested that these be

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday March 12th 2012 19:30

forwarded to the internal Auditor. ACTION LC.

LC confirmed that the next Internal Audit is scheduled for Tuesday 10th April 2012 to Thursday 12th April 2012.

- The 2011/12 year-to-date accounts were reviewed.
- It was **MOVED** by TC, **SECONDED** by CM and **AGREED** unanimously that the following grants should be made and funded from the 2011/12 precept:

Peppard War Memorial Hall:	£700
Citizens Advise Bureau:	£200
NDDC for KPCV subject to receipt of grant from TOE	£258

- It was **MOVED** by TC, **SECONDED** by CM and **AGREED** unanimously that the final 2011/12 settlement amount from RPPC to Charity would be £1038.42.

- **Payments for approval**

It was **MOVED** by DH, **SECONDED** by TR and **RESOLVED** unanimously that the following items were approved for payment and that TC, NL and CM were instructed to sign the cheques.

APPROVALS: Detail	RPPC or Charity cost	Approved by Charity Trustee	Amount
Linda Collison - Expenses	Council	na	160.86
A Parisi - Wages: March	Council	na	confidential
Michael Bowles - Wages : March	Charity	Yes	confidential
Peppard News - APM Agendas	Council	na	56.25
SODC - Dog bin emptying	Charity	Yes	48.79
Chairman and Councillor Allowances (total)	Council	na	960.01
OALC - Annual subscription	Council	na	300.80
Steven Quirk - Survey Pavilion	Council	na	250.00
Charity - 2011/12 settlement figure	Council	na	1038.42
Fiber geosynthetics Ltd - Tree Meshes	Council	na	114.30
Post Office (HMRC) - PAYE	Council	na	224.69
BD Willis - Guard Mollies Tree	Council	na	95.00
Unicorn Pub - Carling Orchard event	Council	na	240.00
QuickStep - Plaque Mollies Tree	Council	na	48.96
CAB - Grant	Council	na	200.00
PWMH - Grant	Council	na	700.00
Plaques Carling Orchard (reimbursed from Sponsors)	Council	na	321.80
Kingwood and Peppard Common Volunteer group	Council	na	£258

- **Proposal to change process for producing and issuing minutes**

It was **MOVED** by TC, **SECONDED** by CM and **RESOLVED** unanimously that unapproved draft Full Council minutes should be posted on the Council web site when issued to Councillors with the agenda for the following meeting. A watermark showing "DRAFT" should be printed on these draft minutes.

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday March 12th 2012 19:30

At this point DH asked Councillors if the meeting could be temporarily closed to allow members of the public to participate in the next item. Councillors agreed unanimously.

13) Church Lane:

NL proposed placing a 'NO ENTRY' sign at the north end of Church Lane, preventing traffic entering Church Lane from the B481 at this point. This measure would reduce the risk of accidents on the vulnerable corner.

The meeting was re-opened.

After a detailed discussion, it was agreed that further investigation was required and CM would speak to OCC highways for advice and information. LC to add to the next meeting.

14) Playground for Peppard:

Four Peppard residents had joined TR and CM and Nicole O'Donnell (Community Development Officer) for a meeting on Wednesday 7th March 2012 to discuss the possibility of building a Playground in Peppard.

Nicole had explained to the group the various funding options and the need to perform a feasibility study. The next Playground meeting is to be held on Tuesday 20th March 7.30 pm at the Pavilion.

Councillors expressed their support for this project and recommended that the group take this further.

The subject of a Peppard Playground to be discussed at the Community Survey meeting on Wednesday 21st March 2012.

15) Speed Watch Signs:

This discussion was deferred to the next meeting.

16) Future Events

Councillors were reminded of the following Parish Events :

- i) VILLAGE CLEAN UP on Saturday 17th March 2012.
CM advised that he had arranged litter collection equipment from OCC.
LC was asked to contact litter blitz volunteers as soon as possible. ACTION LC.
- ii) COMMUNITY PLAN PUBLIC MEETING on Wednesday 28th March 2012
- iii) CARLINGS ORCHARD EVENT Saturday 31st March 2012
- iv) ANNUAL PARISH MEETING on Saturday 21st April 2012.
- v) BEATING THE BOUNDS Sunday 13th May 2012
- vi) TRIATHLON
NL advised that the Triathlon Route would be the same as last year.

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday March 12th 2012 19:30

17) Correspondence

- i) A request to erect signs advertising the peppard Bowls Open day was unanimously approved.
- ii) Some free wild flower seeds had been received in a mailer from a company called ValeAg. LC was advised to sow the seeds in Carlings Orchard. ACTION LC.

18) Cheque Signing

NL, TC and CM signed prepared cheques as instructed, Rest to be signed after the meeting when prepared by LC

19) Matters arising for next meeting

Speedwatch signs & Signage in general
Church Lane

Meeting ended at 9:30pm

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday March 12th 2012 19:30

Spend against Budget as at 12th March 2012

		Forecasted Spend (budget)	Actuals detailed	Overspend £ Remaining
Wages, Pension and NI	RPPC	£ 9,439.00	Confidential	£3,488.55
	Charity		Confidential	
Wages, Pension and NI	TOTAL	£ 9,439.00	£ 5,950.45	£3,488.55
Office Rental		£ 300.00	£ 164.05	£135.95
Phone *		£ 220.00	£ 285.41	-£65.41
Postage		£ 115.00	£ 48.27	£66.73
Office Supplies	Stationery	£ 350.00	£ 302.45	-£56.16
	Web & IT Costs		£ 103.71	
	Software		£ -	
Pavillion Hire for meetings		£ -	£ 300.00	-£300.00
Office/Admin	TOTAL	£ 985.00	£ 1,203.89	-£218.89
Assets	Phone : HL Mobile phone	£	£ 12.48	-£721.42
	Phone : LC Landline phone set		£ 16.46	
	Monitor		£ 87.48	
	Salt Bins		£ 600.00	
	Printer / Hand Wrist		£ -	
	Filing Cabinet		£ 5.00	
Assets	TOTAL	£ -	£ 721.42	-£721.42
Audit and accountancy		£ 585.00	£ 755.00	-£170.00
General maintenance	Cleaning Materials (Village)	£ -	£ 67.22	-£67.22
General RPPC	TOTAL	£ -	£ 67.22	-£67.22
Clerk/Councillor exps	Chairman's Allowance	£ 100.00	£ 160.01	-£60.01
	Members Allowances	£ 1,478.00	£ 800.00	£678.00
	Training	£ -	£ 831.00	-£831.00
	Books and documentation	£ -	£ 59.05	-£59.05
	Travel	£ 80.00	£ 452.40	-£372.40
Clerk/Councillor exps	TOTAL	£ 1,658.00	£ 2,302.46	-£644.46
Election Costs		£ 800.00	£ 115.00	£685.00
Carlings Orchard Maintenance	General	£ 2,000.00	£ 1,770.41	£229.59
	Tree / Plaque Sponsoring	£ -	£ 523.01	-£523.01
Carlings Orchard Maintenance		£ 2,000.00	£ 2,293.42	-£293.42
Insurance	RPPC	£ 1,474.00	£ 600.38	£485.62
	Charity		£ 388.00	
Insurance	TOTAL	£ 1,474.00	£ 988.38	£485.62

Continued on next page

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday March 12th 2012 19:30

		Forecasted Spend (budget)	Actuals detailed	Overspend Remaining	£
Dog Bin Emptying	RPPC	£ 300.00	£ 76.14	£147.73	
	Charity		£ 76.14		
Dog Bins	TOTAL	£ 300.00	£ 152.27	£147.73	
Costs of Parish Plan		£ 500.00	£ 1,657.90	-£1,157.90	
Costs for activities resulting from Parish Plan				£0.00	
Parish Plan		£ 500.00	£ 1,657.90	-£1,157.90	
General Reserve A/c ("Misc")	Various	£ 500.00	£ 50.98	-£107.87	
	APM : Hire Peppard WMH April 2011		£ 80.00		
	APM : Printing		£ 110.25		
	APM : Hire Peppard WMH April 2012		£ 160.00		
	Gifts (90th Party, HL leaving)		£ 70.84		
	Mollies Tree		£ 135.80		
Misc	TOTAL	£ 500.00	£ 607.87	-£107.87	
Pavilion (Charity)	Donation	0	£ 738.42	-£738.42	
	Maintenance	£ 1,000.00	£ 726.14	£252.66	
	Cleaning Materials		£ 21.20		
	Electricity	£ 1,100.00	£ 756.74	£190.39	
	Water		£ 152.87		
	Consultancy		£ 927.20	-£927.20	
Pavillion	TOTAL	£ 2,100.00	£ 3,322.57	-£1,222.57	
Subscriptions	Other	£ 500.00		-£222.08	
	Society of Local Clerks		£ 103.00		
	OALC		£ 503.08		
	ORCC		£ 30.00		
	Chilterns Society		£ 25.00		
	CPRE		£ 29.00		
	OS Licence				
	OPFA		£ 32.00		
Subscriptions	TOTAL	£ 500.00	£ 722.08	-£222.08	
Donations, Gifts and Contributions	Peppard News	£ 235.00	£ 235.00	£0.00	
	Peppard Church Maintenance	£ 2,500.00	£ 1,000.00	£ 400.00	
	Peppard War Memorial Hall		£ 900.00		
	NDCC				
	CAB		200		
	Soldiers of Oxon Trust				
	Sue Ryder				
Donations Contributions	TOTAL		£ 2,735.00		
		£ 23,576.00	£ 23,194.93	£ 381.07	
VAT			£ 1,238.32		
TOTAL inc VAT			£ 24,433.25		