

**Rotherfield Peppard Parish Council**

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday September 12<sup>th</sup> 2011 19:30

**Present:**

Nick Launders (Chairman)	(NL)	Terry Ryan	(TR)
David Hammond (Vice-Chairman)	(DH)	Leeanne Flett	(LF)
Tony Cotton	(TC)	Linda Collison (Clerk/RFO)	(LC)
Fiona Berry	(FB)		

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

David Sell, Ian Herriot, Louise Adams, George Ratcliffe, Adrienne Herriot, Betty Butler, Lindsey Metcalf, Dominique Kind, Gavin Brookes, Susan Fulford-Dobson, Emma Biggin, Barry Olsen, Kathie Anderson, David Anderson, Ann Rancombe, Angela Fairweather, Alan Smith, Simon Taylor, Caron Taylor, Wendy Taylor, Tim Southern, Lynne Lambourne, Luisa Malcolm, Steve Malcolm, Phillip Collings, Shirley Hartley-Booth, Roger Hartley-Booth, Rhona Ash, Sarah Brophy, Eric Rothbarth

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**1. Apologies:**

Clive Mills	Attending Sonning Common library meeting
Carol Viney (OCC)	Attending Sonning Common library meeting
Paul Harrison (SODC)	Attending Sonning Common library meeting
Phil Simms (Press)	Attending Sonning Common library meeting

**2. Members Declaration of Personal and Prejudicial Interests:**

FB and LF confirmed their personal interest in agenda item 4 - "Highway measures on B481 for prospective relocation of Peppard School".

TC confirmed his personal interest in agenda item 6 - "The Commons".

**It was proposed and agreed that Agenda Item 3 Oxfordshire County Council brought forward addressed and addressed next.**

**3. Oxfordshire County Council (OCC)**

**a) County Councillor's Report.**

None.

**b) Additional highway measures on B481 for proposed relocation of Peppard School.**

DH read out the RPPC Planning Committee conclusions from the Planning meeting held on Saturday 27<sup>th</sup> August 2011:

1. The original concerns expressed by RPPC are still valid
2. Steps to reduce speed on the B481 are welcome
3. White posts and white gates are not in keeping with the rural aspect of the road
4. There is a need to consult the Police, RoSPA and the Conservators (who own the verge alongside the B481 between Church Lane and the "layby")

**Rotherfield Peppard Parish Council**

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday September 12<sup>th</sup> 2011 19:30

5. The Highways issues all come down to there being insufficient parking. There would be local support for a proposal that had been discussed for parking on Golf Course land with any necessary footpath realignment.

6. Consideration should be given to cutting of the north end of Church Lane and upgrading/adopting the existing route across the common a little further on.

The public were then invited to comment.

Ian Herriot, School Governor, read out a statement from the Governors of Peppard CE Primary School:

1. The safety of the children is of paramount importance to the school governors. The availability of a site of ideal size and location is literally a unique opportunity to provide a safe and secure environment with on site drop-off facilities for both cars and mini buses.
2. The educational case for a new school is very strong and not been seriously challenged. A new school will strongly contribute to maintaining Peppard as a viable village community and ensure local educational provision for the future.
3. The traffic calming scheme has been professionally developed in consultation with OCC Highways Department. It is regarded as fully adequate for the situation and uses measures that are well established and suitable for a rural area. The overall highways situation will be a substantial improvement compared to the present location and significantly better than at other schools in the area.
4. The school has been fully responsive to consultation during the design and application stages and has followed due process throughout.

The public expressed their views concerning the calming measures, specifically the process of incorporating the calming measures in the school relocation application, the suitability of the proposed street "furniture", the safety of children and the potential pickup and drop-off issues.

Phillip Collings raised concern that if the school were to be developed the football pitch would be at risk of becoming a potential development site for new houses. Louise Adams (School Governor) advised that there is a restrictive covenant on the football pitch restricting its use to a playing field.

Rhona Ash confirmed that the Commons Conservators had no objections to the street furniture and trust that the OCC Highways will only use measures that secure the safety of the children.

It was proposed and agreed that following the discussion to uphold the decision made in the planning meeting on Saturday 27<sup>th</sup> August 2011.

**c) Other OCC matters:**

LC advised Council that a revised order for 4 salt bins had been submitted as requested at previous meeting.

It was agreed that LC would respond to the Octabus Dial-a-Ride service questionnaire.

LC confirmed that notices regarding the temporary closure of Colliers Lane on Wednesday 28<sup>th</sup> September 2011 for 3 days were posted on the notice board nearest to Colliers Lane.

DH reminded council that the Henley triathlon was being held next Sunday 18<sup>th</sup> September 2011 and that this would result in temporary road closures.

**Rotherfield Peppard Parish Council**

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday September 12<sup>th</sup> 2011 19:30

**4. Minutes**

It was resolved that the minutes of the meeting held on Monday August 8<sup>th</sup> 2011 be adopted as a true and accurate record.

It was resolved that the approval of the minutes of the extraordinary meeting held on Monday the 22<sup>nd</sup> August 2011 be deferred to next full Council meeting on Monday October 10<sup>th</sup> 2011.

**5. South Oxfordshire District Council (SODC) Matters**

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

PH submitted a report which will be forwarded to council members and attached to the end of these minutes.

PH highlighted that SODC have come top in England for recycling with an average of over 70%. The Sonning Common ward, which we are a part of, has for some time been the best ward in the District for recycling so has contributed heavily to this success.

**6. NDCC (Commons):**

PH submitted a report confirming that

- The meeting of the Friends of Nettlebed and District Common's Conservators will be held on Wednesday 19<sup>th</sup> October 2011 at Highmoor Memorial Hall. The start time is to be confirmed but is probably 7pm.
- Conservators are addressing the issue of garden waste being dumped on the Commons.

NL confirmed that he had met with Jeremy Simon (Chairman NDCC) and advised that :

- RPPC and NDCC should keep in touch on a monthly basis with PH as the main contact.
- The Conservators will look into the issue of safety on the Commons.
- The Conservators will not be removing the salt dump as it is still used for maintenance. OCC pay £600 per annum to NDCC for storing the salt.
- The quality of some of the roads on the common, such as Stevens Lane<sup>1</sup>, continues to be an issue. Nettlebed Estates are not funded to repair these roads but local residents may arrange funding provided that road surfacing materials are approved by the Conservators, on a case by case basis.
- A joint (RPPC and NDCC) litter blitz would be a good idea.

Rhona Ash (member of NDCC) confirmed that Ann Pearce was working on behalf of the Conservators to coordinate the people who volunteered to help with the Commons on the Community Survey volunteer form. An inaugural meeting will be held on Saturday 1<sup>st</sup> Oct 2011

Dr Tim Southern requested the following be added to next months RPPC meeting "Were RPPC consulted on the proposed work on the Commons by the Chiltern Conservation Board?". It was resolved that this would be added to the agenda for discussion at the meeting on Monday 10<sup>th</sup> October 2011.

<sup>1</sup> Should read Ester Carling Lane – manually corrected in October meeting by hand

**Rotherfield Peppard Parish Council**

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday September 12<sup>th</sup> 2011 19:30

## **7. Finance report**

LC presented year-to-date spend and bank reconciliation. LC agreed that for future meetings:

- The report will include a breakdown of receipts as well as spend.
- The Report will detail the Community Plan reserve value from 2010/11 more clearly.
- Bank Statements supporting the accounts will be presented with the accounts.

LC also confirmed the following:

- All actions for HMRC 2010/11 submission are complete but due to lateness of submission RPPC have been fined £300. LC has written to appeal against the fine.
- Clerks new RPPC phone line will be effective from Wednesday 14<sup>th</sup> September 2011.
- BDO has confirmed that they have received all the documentation needed for the 2010/11 external audit

It was resolved that the LC should confirm to Helen Lewis that she should pay the full purchase amount (including VAT) for the printer, cable and wrist rest that RPPC had previously agreed she could purchase from RPPC when she resigned. LC to action.

LC was asked to investigate status of RPPC Ordnance Survey agreement.

## **8. Cheques to sign**

See end of minutes.

## **9. Finance and Staffing**

LC had signed her RPPC offer letter for the position of Clerk and RFO and would bring to the Finance and Staffing meeting on Tuesday 4<sup>th</sup> October 2011.

LC advised that the Post Office had returned the letter to T Parisi enclosing his July wages. The returned letter did not detail reason for return. LC resent the July letter (with wage cheque) and August wages together by recorded delivered. After a week the package was still not showing as delivered on the Post Office Tracking tool and LC escalated the matter with the Post Office. LC confirmed that she would contact Philip Collings, Clerk to Sonning Common Parish Council for further information.

## **10. Training**

The following training was proposed and agreed:

- NL would attend the "Common Land, Village Greens, Rights of Way and Open Spaces" SLCC course on Monday 26<sup>th</sup> September 2011.
- LC would attend the following SLCC Courses:
  - Agendas and Minutes on Thursday 27<sup>th</sup> October 2011
  - Value Added Tax on Monday 7<sup>th</sup> November 2011
  - Working with your Council, long-distance (home working) version.
- FB and LC should attend the OALC planning training Course on Tuesday 6<sup>th</sup> December 2011

**Rotherfield Peppard Parish Council**

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday September 12<sup>th</sup> 2011 19:30

LC to investigate the SODC planning training request submitted to SODC last month.

### **11. Planning Committee**

It was agreed that planning letter dated 22<sup>nd</sup> August 2011 regarding the trees at Mulberry House would be actioned at the planning meeting on Saturday 24<sup>th</sup> September 2011.

### **12. Carlings Orchard**

It was proposed and accepted that LF would take over responsibility for Carlings Orchard .

Budget for planting event was set at £500 maximum: £250 for tree planting requirements and £250 for the event (refreshments, invitations, etc). TC confirmed that sponsors money must be collected before paying for trees or plaques.

### **13. Verges, footpaths and open Spaces**

LC advised that some footpaths were not assigned to a councillor. It was agreed that the councillors responsible for footpaths would be reviewed at the next meeting.

### **14. Correspondence**

Details of correspondence received prior to the agenda being posted had been circulated

### **15. Inspection Logs**

LC advised that some items on the Inspection Logs were not assigned to a councillor. It was agreed that the councillors responsible would be reviewed at the next meeting.

TC reminded the Council that September inspections would need to be reported at the October meeting.

NL agreed to take responsibility for the pavilion meter reading.

### **16. John Howell MP village Tour**

LC confirmed that details of John Howell tour were posted on all notice boards in the village.

### **17. Minute page numbering**

It was agreed that the page numbering of minutes should be as follows (note this replaces the decision made at last months meeting):

- Minutes should be numbered consecutively throughout a calendar year.  
e.g. January minutes would be numbered 1 - 5 , February would be 6 - 8.
- Council should maintain a specific "book" (folder) for the minutes of each committee and council.

### **18. Community Survey**

TC confirmed that both child and adult raffle winners have been identified. LC to arrange for winning cheques to be delivered upon receipt of the winning tickets.

**Rotherfield Peppard Parish Council**

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday September 12<sup>th</sup> 2011 19:30

TC advised that the surveys were still being processed and had received more survey comment sheets. Councillors agreed to help process the forms.

**19. Matters arising**

It was agreed that this item would be called “matters for future meetings” on the RPPC Agenda.

**End of meeting**

**Expenditure Authorisation and Cheque signing**

<b><i>Cheque</i></b>	<b><i>Payee</i></b>	<b><i>£</i></b>	<b><i>Description/Notes</i></b>
1963	Clive Mills	£65.00	Reimbursement : 90 <sup>th</sup> Birthday gifts
1964	RES	£86.16	Fire inspection
1965	Linda Collison	£124.73	Reimbursement : Phone : Monitor
1966	Michael Bowles	£82.33	Wages
1967	Tony Parisi	£61.75	Wages
1968	Rotherfield Peppard PCC	£1000.00	Peppard Church maintenance
1969	Rotherfield Peppard PCC	£235.00	Peppard News