

**ROTHERFIELD PEPPARD PARISH COUNCIL**

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday August 13<sup>th</sup> 2012 at 7:30 pm

**Present:**

- Chairman:** David Hammond (DH)
- Councillors:** Tony Cotton (TC) Valerie Ross (VR)  
Nick Launders (NL) Hadley Cooper (HC)  
Clive Mills (part) (CM) Simon Crouch (SC)  
Fiona Berry (FB)
- Clerk:** Linda Collison (LC)  
**OCC** Carol Viney (CV)
- Press** Phil Simms
- Members of Public:** 1

**Open Forum:**

No members of the public wanted to address the meeting.

**1) Apologies:**

Apologies were received prior to meeting from Councillors Terry Ryan and Leeanne Flett. Councillor Clive Mills also sent his apologies advising that he was unable to join the meeting until 8:45pm.

**2) Member’s declaration of Pecuniary Interests: None.**

**3) Minutes:**

It was MOVED by TC, SECONDED by SC and RESOLVED unanimously that the minutes of the Full Council meeting held on Monday July 9th 2012 be signed as a true record of the meeting.

**4) Chairman’s Report: None.**

**5) Oxfordshire County Council (CV)**

**Community Fund**

CV advised that there is a £140,000 pot of funding for Big Society Community Transport projects that communities can apply for funding of local transport schemes.

**A-Board signs**

CV advised that A-Board signs are not permitted on (County) Council land.

**Japanese knotweed**

The Sonning Common and Binfield Heath have reported Japanese Knotweed growing in their parishes. Rotherfield Peppard should report all cases of Japanese Knotweed to CV.

**Henley Triathlon Sunday 16th September 2012**

CV advised that there are more entries this year than in 2011.

TC raised concern that the affected roads are closed for an unacceptably long time, adding that if this was to be an annual (commercial) event that the organisers must do a better job at limiting the amount of time a road is closed for.

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NL explained that the Triathlon route depends upon the number of entrants – it is important that the density of riders is maintained at a certain level. Fewer entrants will result in a smaller route but more laps. More riders will result in a larger route with fewer laps. This explains why the route was not agreed last year until nearer the race date.

CV confirmed that she would escalate TC's concerns with the organising team, but suggested that those concerned should attend the "wash-up" meeting after the race to raise this point and other concerns that the parish has.

### **OCC Depot Visit**

It was agreed that HC would attend the depot meeting with either NL or CM.

ACTION: LC to arrange.

### **Overgrowing hedges**

CV confirmed that the first steps to address overgrowing hedges that impact the roads is for the local Parish Council to write to the offending land-owner asking them to address the situation.

*It was agreed that agenda item 17 "Roads and Speeding Traffic" be considered next.*

## **6) Roads and Speeding Traffic**

It was AGREED that Roads and Speeding Traffic is a subject that the Parish Council should concern itself with, that it supports taking the specific issues identified and recommended solutions to OCC Highways, that it supports exploring the Neighbourhood Speedwatch idea and will continue to review any additional steps that can be taken to address the issue.

A meeting to discuss the areas of concern should be arranged. The meeting should include CV, The OCC Highways Safety Officer, Keith Stenning OCC Highways Steward, DH, LC and members of the Road and Speeding Traffic group as available. Before the meeting CV, the OCC Highways Safety Officer, Keith Stenning, DH and LC should visit the locations identified as being of concern.

ACTION LC to arrange with CV.

FB advised that any action from this project should be sensitive to the local residents – a solution in one area may not be the appropriate solution in another area.

FB also reminded Council that there are road and traffic recommendations linked to the school relocation and that there should be a meeting with the school to understand the implications of these recommendations.

NL confirmed that he is continuing to investigate the possibility of a Neighbourhood SpeedWatch scheme and that there is a training package available. CV offered to find out the procedure for setting up a Neighbourhood SpeedWatch scheme from the police. LC confirmed that she will contact Purley on Thames Parish Council to ask if they could give guidance and feedback on operating a Neighbourhood SpeedWatch team.. ACTION: LC

ACTION: LC to forward DH emails regarding the Roads and Speeding project to CV.

## **7) South Oxfordshire District Council:**

**District Councillors Report:** None

### **Electoral Review**

It was AGREED that RPPC has a close affinity to rural communities such as Rotherfield Greys and Highmoor and that this should be reflected in the new Ward Boundaries. It was also noted that these Parishes are in the catchment area for the (Peppard) School.

ACTION: LC to respond to The Review Officer before 28th August 2012.

**Signed :** .....

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### 8) Police: None

### 9) John Howell MP Village Tour:

John Howell MP will be repeating his Village tour this year and will be outside Peppard School on Friday 28th September 2012.

### 10) Commons (TC)

The Nettlebed and District Conservators (NDCC) quarterly meeting was held on 13th July 2012.

The draft Management Plan for Kingwood Common has been updated and is to be shared with the Kingwood and Peppard Common Volunteers on the 1st September 2012 and 6th October 2012.

ACTION: TC to circulate draft Management Plan to RPPC members.

The Traveling fair that visits Nettlebed each year has requested to hold their fair on Peppard Top Common this year for a week in August or September. It was AGREED that the fair did not require Council permission to go ahead but that RPPC would support a one year trial of the fair.

Garden waste has been deposited on Peppard Top Common.

ACTION: LC to find out whether the fly-tipping clear-up service included garden waste.

### 11) Community Plan

It was PROPOSED by TC, SECONDED by FB and AGREED unanimously that the Community Plan working party be ended and that all further work resulting from the Community Survey, including writing the Plan, will be undertaken by the Parish Council.

### 12) Notice Boards

It was PROPOSED by NL, SECONDED by SC and AGREED unanimously to purchase the new Jubilee Notice Board and replacement notice board for the Bus Shelter from the Acorn Workshop.

ACTION LC to arrange

### 13) Finance and Staffing

#### Appointment new Clerk and RFO

It was PROPOSED by TC and SECONDED by HC that Linda Collison is recruited to the position of Clerk and RFO to RPPC effective 14th August 2012. Salary will be according to NJC salary point LC1 Spinal Column 25 Points, and the hours would be 15 per week until 31st March 2013, when they would be reduced to 12 hours per week.

TC confirmed that he and DH had performed an Annual Review for LC on Monday 6th August 2012 where the 2012/13 Clerk/RFO annual goals were agreed as follows:

- Completion CILCA (Power of Competence for RPPC)
- Reduce hours down to 12/week
- Clean Audits – Internal and External
- Finalise Process Document
- Reduce Paper waste & printer cartridges
- Finalise Rules document for Pavilion;
- To look at ways to improve maintenance of RPPC website

ACTION: TC to circulate Review Summary

#### External Audit

LC advised that she had received the two following questions from the external auditor:

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*“You have mentioned that an ex-councillor was unpaid in the position of clerk from August to April. Can you please confirm how long ago this ex-councillor was a member of the council”?*

*“You have mentioned that 'various payments' include £25 of Christmas gift for staff. Please confirm to whom this was paid and whether this was a gift or cash payment. If the payment was to an individual(s), please state under what section this payment was made.”*

LC confirmed that she had answered the questions and had been advised that the audit should be complete within the next 4 weeks.

### Charity Insurance costs

It was AGREED to implement the split of insurance premium between RPPC and Charity according to the values provided by the insurance company: Charity £459.03 and RPPC £281.09.

ACTION LC

### Bank Reconciliation

LC advised that the Bank statement for the Reserve Account for 31<sup>st</sup> July 2012 had not yet been received.

It was AGREED that NL should verify the Bank Reconciliation for June 30th 2012 before the next Full Council meeting. ACTION NL.

## 14) Approval of Spend and Cheques to be signed

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

Payee	Description	Power	£	Date Spend Approved	RPPC or Charity
Peppard News	Play Area Fliers	LGA 1972 s137	£50.00	Feb 2012	RPPC
Henley Plumbing & Heating	Shower pull cord	Charity	£114.00	July 2012	Charity
	Shower and kitchen repairs	Charity	£126.66	Aug 2012	
A Parisi	Wages	LGA 1972 112	Confidential	Aug 2012	RPPC
M Bowles	Wages	Charity	Confidential	Aug 2012	Charity
L Collison	Claim	LGA 1972 112	£106.22	Aug 2012	RPPC
OALC	Training	LGA 1972 111	£198.00	July 2012	RPPC
SLCC (Training)	VAT on ref 2062	LGA 1972 111	£8.00	Aug 2012	RPPC
RES	Annual service	Charity	£100.02	Aug 2012	Charity
BD Willis	Carling Orchard Mowing & Hedges	Open Spaces 1906 7	£950.00	May 2012	RPPC
Vale training	Training KPCV	Open Spaces 1906 7	£138.00	Mch/Apr 2012	RPPC
The Acorn Workshop	New Notice Boards	LGA 1972 111	£1,150.00	Aug 2012	RPPC

## 15) Clerk's Report (LC)

### New Register of Interests

LC advised that she has asked SODC Legal and Democratic Services the following questions:

- Can a spouse's disclosable pecuniary interest (including their occupation) be removed from the forms?
- Can the land registry number be entered on the form rather than their actual address?

**Signed** : .....

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SODC Legal and Democratic Services have advised that they will investigate the request and respond before the end of the month.

**ACTION:** Members wishing to submit revised forms should give to LC who will consolidate and forward to SODC Legal and Democratic Services before the Register of Interests information is made available on the web at the end of August.

### **Illegal Signage**

LC advised that she had sent follow-up letters to all businesses in the village where an earlier letter had been sent. It was noted that the offending boards for the Red Lion and Ruchetta Restaurant had been removed.

A letter regarding illegal signage had been received which begins:

“ Dear Linda, and RPPC members - excluding members with a Prejudicial Interest to Manor Farm”,

NL PROPOSED, DH SECONDED and it was AGREED (with two ABSTENTIONS), that LC should seek advice before forwarding the letter to all or part of the Council and will advise the sender accordingly. If appropriate the letter will be considered at the next (September) meeting.

### **SODC Town and Parish Forum**

It was agreed that NL and LC would attend the Town and Parish Forum on Wednesday 21st November 2012. Any other members wanting to attend should contact LC ASAP.

### **OPFA Playground Inspection training**

It was agreed that CM would attend the OPFA Playground Inspection training on 22nd September 2012 if the Play Area project goes ahead.

### **Telephone Box near Peppard School**

It was agreed that LC should investigate the adoption of the telephone box and give a report to the council at next meeting. ACTION LC.

## **16) Footpaths / Public Rights of Way (TC)**

TC, DH and LC had met with Susan Maguire (Chiltern Society / Henley and Goring Ramblers Group) to discuss the public rights of way in the Parish and how the Council can work with Ms Maguire to make sure the footpaths are clear and safe. It was agreed that the Council would keep in touch with Ms Maguire and vice versa with any Footpath issues.

The existing list of Peppard Public Rights of way was reviewed. HC agreed to take over responsibility for footpaths 10 and 11 from LC:

DH advised that all Public Rights of Way should be checked at least once per year and asked that “Inspection of Public Rights of Way” be added to next meeting”.  
ACTION LC.

## **17) Play Area Working Project:**

CM advised that the Play Area volunteers did not accept the additional clause “Other Play Areas in the Vicinity” in the Play Area mandate (ref July meeting), as it was perceived as a “get-out” clause for the Council. Having discussed the matter with Nicole O’Donnell at ORCC, and in order to get the volunteers back onto the Play Area working party, CM PROPOSED that the Council revisit this decision and delete this extra clause at the next Full council meeting (Monday 10<sup>th</sup> September 2012).

SC insisted that the clause remain in the mandate, explaining that the evaluation made to date is “very poor” and “not complete”. SC added that further, more comprehensive analysis of the existing sites, and other sites within the Parish should be considered.

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Following a lengthy discussion it was AGREED that LC would confirm the rules regarding revisiting a previously made resolution and if permitted the proposal to delete this additional clause from the Play Area Mandate would be added to the September meeting agenda. ACTION LC.

It was AGREED to accept the offer of advice on the project from Neil Coleman a freelance play consultant.

### 18) Correspondence

LC confirmed that all correspondence had been communicated via email.

### 19) Matters for next meeting

Donations Policy, Carling Orchard (mowing paths to benches / removal fir trees in corner of Stoke Row road and Wyfold Lane); John Howell MP's visit. TC sent his apologies for next meeting.

### 20) Cheque signing

TC and FB signed the following cheques as instructed.

Payee	Description	£	RPPC or Charity	Cheque #
Peppard News	Play Area Fliers	£50.00	RPPC	2078
Henley Plumbing & Heating	Pavillion repairs	£240.66.	Charity	2079
A Parisi	Wages	Confidential	RPPC	2080
M Bowles	Wages	Confidential	Charity	2081
L Collison	Claim	£106.22	RPPC	2082
OALC	Training	£198.00	RPPC	2083
SLCC	VAT on ref 2062	£8.00	RPPC	2084
RES	Annual service	£100.02	Charity	2085
BD Willis	Carling Orchard Mowing & Hedges	£950.00	RPPC	2086
Vale training	Training KPCV	£138.00	RPPC	2087
The Acorn Workshop	New Notice Boards	£1,150.00	RPPC	2088

Note: Invoices for Cheques 2085 and 2088 not yet received, cheques to be signed upon their receipt

Meeting ended at 10:15 pm

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### Appendix 1: 2012/13 Accounts as at July 31st 2012

RECEIPTS		2012/13	
		Forecasted Receipt	Actuals
<b>Precept</b>		£ 22,547.00	£ 11,273.50
RPPC Receipts	Nat West interest (deposit)	£ 5.00	£ 2.05
	Investments / Treasury Stock / Interest	£ 30.00	£ -
	TOTAL	£ 35.00	£ 2.05
Charity Receipts	Fees / Hire charge	£ 1,000.00	£ 615.00
	Utility refunds from sports clubs	£ 510.00	£ -
	Other	£ 25.00	£ -
	TOTAL	£ 1,535.00	£ 615.00
<b>Total Receipts :</b>		£ 24,117.00	£ 11,890.55
VAT Reimbursement			£ 1,238.32
<b>RECEIPTS TOTAL including VAT</b>		£ 24,117.00	£ 13,128.87
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	£ 364.82
Office Rental		£ 240.00	£ 52.00
Phone		£ 240.00	£ 69.60
Postage		£ 85.00	£ 9.90
Office Supplies	Stationery	£ 250.00	£ 20.67
	Web & IT Costs	£ 85.00	£ -
	Software	£ 250.00	£ -
Pavillion Hire for meetings		£ 280.00	£ 80.00
Office/Admin	TOTAL	£ 1,430.00	£ 232.17
Assets		£ -	£ -
Audit and accountancy		£ 585.00	£ 60.00
General maintenance		£ 50.00	£ -
General RPPC	TOTAL	£ 50.00	£ -

**Signed :** .....

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### Appendix 1: 2012/13 Accounts as at July 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	£ 165.00
	Books and documentation	£ 100.00	£ -
	Travel	£ 440.00	£ 137.70
Clerk/Councillor exps	TOTAL	£ 2,100.00	£ 302.70
Carlings Orchard Maintenance		£ 2,250.00	£ -
Insurance	RPPC	£ 500.00	£ 281.09
	Charity (Grant)	£ 500.00	£ 459.03
Insurance	TOTAL	£ 1,000.00	£ 740.12
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	£ -
Parish Plan (** see below)		£ 600.00	£ -
General Reserve A/c ("Misc")	Various	£ 550.00	£ 125.00
	APM : Hire Peppard WMH	£ 80.00	-£ 90.00
	APM : Printing	£ 75.00	£ 71.62
	Diamond Jubilee recognition	£ -	£ -
Misc	TOTAL	£ 705.00	£ 106.62
Charity	Maintenance	£ -	£ -
	Cleaning Materials (Grant)	£ 30.00	£ -
	Electricity (Grant)	£ 1,200.00	£ 212.22
	Water (Grant)	£ 120.00	£ -
Charity	TOTAL	£ 1,350.00	£ 212.22



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

SPEND continued		2012/13	
		Forecasted Spend (budget)	Actuals detailed
	Other		£ -
	Society of Local Clerks	£ 105.00	£ 110.00
	OALC	£ 255.00	£ -
Subscriptions	ORCC	£ 30.00	£ 30.00
	Chilterns Society	£ 25.00	£ 25.00
	CPRE	£ 30.00	£ -
	OPFA	£ 35.00	£ -
Subscriptions	<b>TOTAL</b>	<b>£ 480.00</b>	<b>£ 165.00</b>
	Peppard News	£ 250.00	£ 435.00
	Peppard Church Maintenance	£ 1,000.00	£ 1,000.00
Donations, Gifts and Contributions	Peppard War Memorial Hall	£ -	£ -
	NDCC	£ -	£ 365.00
	Other	£ 1,500.00	£ -
	Sports Pavilion & Field (Rotherfield Peppard) Charity		<b>1086.34</b>
Donations Contributions	<b>TOTAL</b>	<b>£ 2,750.00</b>	<b>£ 2,886.34</b>
<b>SPEND TOTAL</b>		<b>£ 24,117.00</b>	<b>£ 5,090.32</b>
VAT			£ 892.71
<b>SPEND TOTAL including VAT</b>			<b>£ 5,983.03</b>