

**Rotherfield Peppard Parish Council**

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on  
Monday February 13<sup>th</sup> 2012 19:30

**Present:**

David Hammond (Chairman)	(DH)	Fiona Berry	(FB)
Nick Launders	(NL)	Terry Ryan	(TR)
Tony Cotton	(TC)	Leeanne Flett	(LF)
Clive Mills	(CM)		

Linda Collison (Clerk/RFO) (LC)

Phil Simms Henley Standard (Press) PCSO Tim Forrest (Police) (part meeting)

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

Hadley Cooper	Valerie Ross
Guy Peirson Hagger	Rhona Ash
Mark Saunders (part meeting)	

=====  
**Open Forum:**

M Saunders presented his account of the purchase of the Sports Pavilion and Field.

DH advised that the Council would consider the information and respond at the next Council meeting.

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

2) **Member's declaration of Personal and Prejudicial Interests:** None.

3) **Minutes:**

It was **MOVED** by DH and **RESOLVED** unanimously that the minutes of the Full Council meeting held on Monday January 9<sup>th</sup> 2012 be signed as a true record of the meeting.

4) **Chairman's Report:**

DH presented a summary of the "Ownership of Sports Ground":

"In 1946, the Sports Ground was given to the Parish under a Deed of Gift by Mr Lionel Chator. The land was part of Peppard Common and was subject to the terms of the 1906 Nettlebed and District Commons (Preservation) Act 1906.

In the early 1950s (exact dates not researched) the War Memorial Pavilion was built on the site.

The Commons Registration Act of 1965 required that all Common Land be registered. In 1967 the Sports Ground was registered by Oxfordshire County Council as a Village Green based on an application by RPPC on 19 May 1967. On 7 December 1967 the land was included in an application from Nettlebed and District Conservators to be registered as part of Peppard Common. The conflict was not noted until February 1973 – after both entries had become final. Having taken advice from the Department of the Environment, Oxfordshire County Council referred the matter to the Commons Commissioner. The Commissioner advised that for technical reasons it could not be referred at that stage, but if an amicable agreement between the parties could be reached, then Oxfordshire County Council could modify the entries in the register.

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During 1973 there was discussion between RPPC and NDCC resulting in the withdrawal of the Sports Ground from the NDCC application for registration of Peppard Common.

In 1972 it was noted that the application from Rotherfield Peppard for registration of the Sports Ground as a Village Green had not included confirmation of ownership. It was further noted that ownership of the whole of Peppard Common had been claimed in the application for Commons Registration by the Fleming family. Having resolved the overlapping registrations, it was still necessary to determine ownership of the Sports Ground as far as the Commons Commissioners were concerned. This was referred to a hearing, which eventually took place on 19<sup>th</sup> July 1978. The hearing confirmed that RPPC was the owner based on the Deed of Gift made on 4<sup>th</sup> November 1946 by Lionel George Chator.

In 2004, the Council was approached by solicitors acting for the Fleming family who were attempting to register their land under the provisions of the Land Registration Act 2002, which came into effect on 13<sup>th</sup> October 2003. They specifically did not want to dispute the Parish Council's ownership registered under the 1965 Commons Registration Act, nor claim ownership of the land, but wanted to clarify the boundary and see any relevant documentation, as much of their documentation had been lost during the blitz in the Second World War. In fact, RPPC were unable to provide either an original copy of the Deed of Gift nor any prior deeds to confirm Mr Chator's ownership. It was therefore agreed to create a new conveyance to put the matter beyond doubt and to enable to Parish to register the Sports Field at the Land Registry.

It was reported to the April 2005 Annual Parish Meeting that RPPC had accepted an offer from the Flemings to have a new conveyance drawn up to confirm title for the future and apply for registration at the Land Registry. RPPC duly instructed Coopers & Caldecut (Solicitors) in Henley to execute the legal work. The new Conveyance (which referenced the 1946 Deed of Gift) was completed on 19<sup>th</sup> January 2005.

During 2006 and 2007 there were discussions with the Land Registry concerning filing of the Title. The issue centred on whether or not a restriction on disposing of the land should be included or not. This was finally resolved after consultation with the Charity Commission in November 2007 when the restriction was added and the Land Registry filing was completed. This was reported in the Council Minutes of 11 February 2008 (the December 2007 meeting having been a short meeting at which a new Chairman was elected)."

It was **MOVED** by DH and **SECONDED** by TR that LC responds to the email from Mark Saunders on 10<sup>th</sup> November 2011 for information and clarification regarding the Sports Pavilion and Field.

It was **MOVED** by DH and **AGREED** unanimously that RPPC spend no more time on this subject other than requests for information. Any complaint from Mr Saunders should be forwarded to the Standards Committee.

It was reported that Mr Saunders had requested a suitable time to go through the RPPC files. LC agreed to set time to do this.

5) **Election of Vice Chairman**

It was **MOVED** by DH and **SECONDED** by CM and **RESOLVED** unanimously that TC be elected as Vice Chairman to Rotherfield Peppard Parish Council.

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### 6) Police Report

PCSO Tim Forrest reported that:

- Rotherfield Peppard has been quiet but details of Thames Valley Police and crime in the village and local neighbourhood can be found on the Thames Valley website:  
<http://www.thamesvalley.police.uk/>.
- The telephone number 101 could be used to contact the local police.
- The police continue to monitor the traffic near to the School and on Drays Lane and confirmed that several parking tickets had been issued. LF thanked the police and confirmed that the presence of the police at Church Lane had improved the situation – on the days when the police were present.

### 7) Agenda change

At this point DH advised the Council that the internal auditor had recommended that Agenda items relating to the Charity should be at the beginning or end of the Council meeting and not part of the Council meeting. This will make it easier for Councillors and the public to differentiate discussions and decisions made by the Council performing as Parish Council or as the Trustee to the Charity.

It was **MOVED** by LF **SECONDED** by TC and **AGREED** unanimously to move agenda item 10 (Sports Pavilion and Field, Rotherfield Peppard) to the end of the meeting.

### 8) Oxfordshire County Council (OCC) and South Oxfordshire District Council (SODC) Reports

DH advised that he had contacted CV and PH asking that they submit a report to LC each month, which could be circulated to Councillors prior to the meeting. Adding that where there were no particular issues that required CV or PH presence at the meeting that they should not feel an obligation to attend.

CV had accepted this suggestion.

### 9) Oxfordshire County Council (OCC):

#### a) County Councillor's Report

DH read out County Councillor's brief report submitted by CV prior to the meeting:

"Oxfordshire County Councillors voted on Friday 10<sup>th</sup> February 2012 at Full Council that there would be no increase in Council Tax from OCC 2012/2013."

#### b) Pot Holes/ Road Markings

DH encouraged all Councillors to report potholes individually. NL advised that road markings were very bad in some areas particularly near the Unicorn. TC advised he had reported the poor road markings but had received no response.

**ACTION:** LC to escalate to CV.

#### c) Salt Bins:

It was reported that during the snow most of the Salt Bins had remained untouched. DH suggested providing shovels might help. To be considered at next meeting.

### 10) South Oxfordshire District Council (SODC):

#### a) The District Councillor's Report - none

#### b) Reviews of District Councillor Numbers – Briefing Session

It was agreed that NL and FB would attend the session on Wednesday 29<sup>th</sup> February 2012 at 3 pm on behalf of RPPC.

**ACTION:** LC to arrange.

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### 11) NDCC (The “Commons):

TC confirmed that he had attended the NDCC meeting on Friday 27<sup>th</sup> January 2012, and reported the following in relation to Kingwood and Peppard Commons:

- There are concerns over the erosion of the Top Common near to the Red Lion both near to the parking area and further along Colliers lane.
- The Kingwood and Peppard Commons Volunteers (KPCV) had met on Saturday 4<sup>th</sup> February 2012 when they had completed a great job clearing brush cuttings from the glades on Kingwood Common.
- The KPCV's had requested £4000 in funding from TOE (Trust for Oxfordshire's Environment). KPCV would need to raise 20% themselves and a quiz night will be held in April to raise money. TOE to advise funding by Friday 17<sup>th</sup> February 2012.

TR raised concern over the parking along Peppard Common on Church Lane. CM advised that the Considerate Contractors could be consulted if the erosion is being caused by builders.

**ACTION:** TC agreed to raise at the next NDCC meeting.

DH advised that the option of blocking off Church Lane before it reaches the B481 had been raised by member of public with SODC in connection with the School relocation and suggested this is discussed fully at a future meeting.

**ACTION:** NL and TC agreed to prepare a proposal on the subject for the next meeting.

### 12) Administration, Finance and Staffing

- It was **MOVED** by TC, **SECONDED** by LF and **RESOLVED** unanimously that the Publication Scheme be adopted. Document was signed by DH, to be loaded onto the web. **ACTION** LC.
- It was **MOVED** by TR, **SECONDED** by CM and **RESOLVED** unanimously that the Risk Assessment document be adopted. Document was signed by DH, to be loaded onto the web. **ACTION** LC.
- It was agreed that the Process document should be maintained and be available for all Councillors. **ACTION:** LC to investigate a “Councillor-only” section on the web to store files.

CM requested that the Committees Terms of Reference and other similar documents should be included in the process document. Council **AGREED** unanimously - **ACTION** LC

- It was **MOVED** by TC, **SECONDED** by NL and **RESOLVED** unanimously that the Financial Regulations be adopted. Document was signed by DH, to be loaded onto the web. **ACTION** LC.
- It was **MOVED** by TC, **SECONDED** by LF and **RESOLVED** unanimously that the Standing Orders be adopted. Document was signed by DH, to be loaded onto the web. **ACTION** LC.
- It was **MOVED** by FB, **SECONDED** by CM and **RESOLVED** unanimously to pay Councillors' Allowances in March 2012. **ACTION** LC.
- It was **AGREED** that the Chairman's Allowance should be split proportionally between NL and DH
- It was **MOVED** by LF, **SECONDED** by CM and **RESOLVED** unanimously to set up monthly standing orders from reserve account to current account to ensure funds always available in current account. **ACTION** LC.
- It was **MOVED** by NL, **SECONDED** by FB and **RESOLVED** unanimously to set up monthly standing orders for payment of wages, if acceptable to employees. **ACTION** LC.

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- It was **MOVED** by FB, **SECONDED** by LF and **RESOLVED** unanimously to adopt new payment approval process, which will include:
  - Identifying S137 payments at time of approval and ensuring Council resolves on S137 payments
  - Separating the payment approval and cheque signing processes.  
The payment/cheque approval will continue to occur during the Finance and Staffing section of the meeting, however the cheque signing is to be moved to end of the meeting. At time of approval, two Councillors will be identified and “instructed to sign”. The meeting will be “paused” while the “instructed” Councillors sign the cheques.
  
- TC reported that the “Getting to grips with Finance” Training on 31<sup>st</sup> January 2012 was very useful and all Councillors should attend. Some interesting points were:
  - Some insurance Companies require that Parish Councils hold references for the Parish Clerk in order to provide Fidelity cover. TC advised this should be investigated.
  - Importance of submitting Audit papers in time
  - Annual return requires comments where difference from current year actual to previous years actuals is greater than 10% or more than £100.
  
- The revised fixed asset values were reviewed. LC asked to verify Bus Shelter and railings valuations. **ACTION LC**
  
- LC agreed to contact 3 insurance companies for insurance quotes using current estimate values. **ACTION LC.**
  
- LC also requested to include Charity Assets and to arrange for the Pavilion to be valued for insurance purposes as soon as possible. Item to be considered in Trustee (Sports Pavilion and Field) meeting. **ACTION LC.**
  
- It was **MOVED** by TR, **SECONDED** by CM and **RESOLVED** unanimously that the following items were approved for payment:

<b>APPROVALS: Detail</b>	<b>S137?</b>	<b>RPPC or Charity cost</b>	<b>Approved by Charity Trustee</b>	<b>Amount</b>
TC Expenses	No	RPPC	Na	£118.57
Wages: T Parisi	No	RPPC	Na	Confidential
Wages: M Bowles	No	Charity	Yes	Confidential
LC Expenses	No	RPPC	Na	£100.36
Thames Water (Oct 25 –Jan 16)	No	Charity	Yes	£94.57
Southern Electric – Paid by Standing Order	No	Charity	Yes	£160.07
Agendas and fliers for Peppard News for APM	No	RPPC	Na	£60 (up to)
Internal Auditor Invoice	No	RPPC	Na	£140.00

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- It was **MOVED** by NL, **SECONDED** by CM and **RESOLVED** unanimously that TR and LF be instructed to validate and sign the following cheques:

APPROVALS: Detail	S137?	Cheque Number	Approved by Charity Trustee	Amount
TC Expenses	No	2016	Na	£118.57
Wages: T Parisi	No	2017	Na	Confidential
Wages: M Bowles	No	2018	Yes	Confidential
LC Expenses	No	2019	Na	£100.36
Thames Water (Oct 25 –Jan 16)	No	2020	Yes	£94.57
Agendas and fliers for Peppard News for APM	No	tba	Na	£60 (up to)
Internal Auditor Invoice	No	2021	Na	£140.00

- LC advised that the Internal Auditors report had been received identifying some improvements. LC agreed to investigate and to propose recommendations at next meeting. **ACTION LC.**
- Bank reconciliation for 31<sup>st</sup> January 2012 was handed to TC for approval. It was noted that bank reconciliation for 31<sup>st</sup> December 2011 had been approved and signed by NL.
- Back-up flash drives were rotated between LC and DH (Chairman) /TC (Chairman Finance and Staffing Committee)

### 13) Carlings Orchard

LF confirmed that:

- Approximately 50 people will be attending the Celebration Event on Saturday 31<sup>st</sup> March 2012 from 2-4pm which will be held at The Unicorn public house.
- All sponsors had agreed that the £6 surplus between £20 donation and the £14 cost of the tree could be donated to RPPC to cover other Carling Orchard expenses.
- About half the sponsors wanted plaques. Plaque would be of similar type to the plaque for Mollies Tree.
  - TR **PROPOSED** and it was **AGREED** unanimously that LF and NL agree plaque style to be used for Carlings Orchard and Mollies Tree.
  - LF to arrange plaques and collect money, then instruct LC to order. Plaques are needed in time for celebration event.

### 14) Verges, footpaths and open Spaces:

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

LC advised that:

- J Beale Field Officer (South-East) Countryside Service Oxfordshire County Council had confirmed that it is OCC responsibility to ensure the footpath is clear.
- Residents of 52 Shiplake Bottom had started to clear the hedge. This had been reported to OCC.

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- Tim Southern had contacted the Council again regarding the condition of the footpath and had been advised that OCC were now dealing with it.

### b) Mollie's tree

LC advised that a revised quote of £95 for a simpler wooden tree guard had been received from Mr Willis It was **MOVED** by DH, **SECONDED** by TR and **RESOLVED** unanimously that NL should go ahead with Mr Willis's tree guard if the style and quality was acceptable to him. **ACTION** NL  
NL agreed to circulate final wording of Mollies Tree. **ACTION** NL

### 15) APM

DH confirmed that the APM agenda had been sent to Peppard News for inclusion in the next Spring edition. It was confirmed that John Howell MP would be attending and that the open format style of the meeting hopes to encourage public participation and question.

DH to ask Jeremy Simon (Chair NDCC) to attend and provide a report from the Conservators.

### 16) Village Clean Up

#### a) Date

It was confirmed that the Village Clean Up would be held on Saturday 17<sup>th</sup> March 2012.

#### b) Equipment

CM agreed to source High Viz jackets and litter picks from SODC and would deliver to the same three drop off places as last year.

#### c) Volunteers

LC was asked to contact volunteers from the community Survey regarding the Village Clean Up.

#### d) Insurance/clean up processes

LC agreed to contact insurance regarding insurance for Councillors and volunteers for Village Clean up.

### 17) Correspondence

The following documentation received in the past month was discussed:

- a) Email regarding Speedwatch signs: **ACTION:** LC to add to next meeting agenda for discussion
- b) Letter from Thames Valley Primary Care Agency regarding rurality of area: **ACTION** LC to respond.
- c) Invitation to Chairman of South Oxfordshire Councils Charity Dinner. **ACTION:** anyone wishing to go to contact LC.
- d) Email from OCC Rail Development team: Investigation to participate in Rail Strategy consultation. **ACTION:** forward to CM
- e) Oxfordshire nature Conservation forum invitation to environments groups conference. **ACTION:** LC to contact volunteers from Community Survey.
- f) Email from Philip Collings regarding Henley Standard article regarding the refurbishment of the War Memorial plaque. NL and CM to respond.
- g) Letter of thanks from Philip Collings paying for the refurbishment of the War Memorial plaque
- h) Letter from Ryder-Cheshire Volunteer group asking for donation. **ACTION:** to be considered next month.

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- i) Letter from OCC regarding Parish transport Representative meeting on Tuesday 24<sup>th</sup> January 2012.  
ACTION: forward to CM
- j) Letter from the Local Government Boundary Commission enclosing their final recommendations for OCC.
- k) Email from Tim Southern regarding clarification of the Conservators Constitution. LC to ACTION.

**18) Cheque Signing**

LF and TR signed cheques as instructed.

**19) Matters arising for next meeting**

Shovels for Salt Bins

Proposal for regarding the possible blocking off Church Lane before it reaches the B481 (NL and TC)

Grants

Update regarding a Playground for Peppard

Community Plan Public meeting 7:30 pm Wednesday 28<sup>th</sup> March 2012

Speedwatch signs

Meeting ended at 9:45pm

and was followed by a Sports and Pavilion Charity Trustee meeting.  
(Minuted separately)

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### Spend Analysis as at 31<sup>st</sup> January 2012

		<b>Spend Analysis 2011/12 to end January</b>		
		Forecasted Spend (budget)	Actuals detailed	Overspend £ Remaining
Wages, Pension and NI	RPPC		<i>Confidential</i>	<i>Confidential</i>
	Charity	£ 9,439.00	<i>Confidential</i>	
Wages, Pension and NI	TOTAL	£ 9,439.00	£ 5,462.30	£ 3,976.70
Office Rental		£ 300.00	£ 138.05	161.95
Phone *		£ 220.00	£ 252.86	-32.86
Postage		£ 115.00	£ 29.20	85.80
Office Supplies	Stationery		£ 189.63	
	Web & IT Costs	£ 350.00	£ 103.71	56.66
Office/Admin	TOTAL	£ 985.00	£ 713.45	£ 271.55
Assets	Phone: HL Mobile phone		£ 12.48	
	Phone: LC Landline phone		£ 16.46	
	Monitor		£ 87.48	
	Salt Bins	£ -	£ 600.00	-721.42
	Cable & wrist rest		£ -	
	Printer		£ -	
	Filing Cabinet		£ 5.00	
Assets	TOTAL	£ -	£ 721.42	-£ 721.42
Audit and accountancy		£ 585.00	£ 615.00	-30.00
General maintenance	Cleaning Materials (Village)	£ -	£ 67.22	-67.22
General RPPC	TOTAL	£ -	£ 67.22	-£ 67.22
Clerk/Councillor exps	Chairman's Allowance	£ 100.00	£ -	100.00
	Members Allowances	£ 1,478.00	£ -	1,478.00
	Training	£ -	£ 831.00	-831.00
	Books and documentation		£ 59.05	-59.05
	Travel	£ 80.00	£ 321.00	-241.00
Clerk/Councillor exps	TOTAL	£ 1,658.00	£ 1,211.05	£ 446.95
Election Costs		£ 800.00	£ 115.00	£ 685.00
Carlings Orchard Maintenance	General	£ 2,000.00	£ 1,475.16	524.84
	Tree Sponsoring	£ -	£ 234.00	-234.00
Carlings Orchard Maintenance		£ 2,000.00	£ 1,709.16	£ 290.84
Insurance	RPPC		£ 600.38	
	Charity	£ 1,474.00	£ 388.00	485.62
Insurance	TOTAL	£ 1,474.00	£ 988.38	£ 485.62

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### Spend Analysis as at 31<sup>st</sup> January 2012 continued

-	
Dog Bin Emptying	RPPC
	Charity
Dog Bins	TOTAL
Costs of Parish Plan	
Costs for activities resulting from Parish Plan	
Parish Plan (** see below)	
General Reserve A/c ("Misc")	Various
	APM: Hire Peppard WMH April 2011
	APM: Printing
	APM: Hire Peppard WMH April 2012
	Gifts (90th Party, HL leaving)
Misc	TOTAL
Pavilion (Charity)	Maintenance
	Cleaning Materials
	Electricity
	Water
	Consultancy
Pavilion	TOTAL
Subscriptions	Other
	Society of Local Clerks
	OALC
	ORCC
	Chilterns Society
	CPRE
	OPFA
Subscriptions	TOTAL
Donations, Gifts and Contributions	Peppard News
	Peppard Church Maintenance
	Peppard War Memorial Hall
	Other
Donations Contributions	TOTAL

Spend Analysis 2011/12 to end January			
Forecasted Spend (budget)	Actuals detailed		Overspend £ Remaining
£ 300.00	£ 55.81		188.39
	£ 55.81		
£ 300.00	£ 111.61		£ 188.39
£ 500.00	£ 1,610.96		-1,110.96
			0.00
£ 500.00	£ 1,610.96		-£ 1,110.96
£ 500.00	£ 50.98		84.18
	£ 80.00		
	£ 54.00		
	£ 160.00		
	£ 70.84		
£ 500.00	£ 415.82		£ 84.18
£ 1,000.00	£ 726.14		252.66
	£ 21.20		
£ 1,100.00	£ 604.28		437.42
	£ 58.30		
	£ 677.20		-677.20
£ 2,100.00	£ 2,087.12		£ 12.88
£ 500.00		£ 103.00	28.59
		£ 252.41	
		£ 30.00	
		£ 25.00	
		£ 29.00	
		£ 32.00	
£ 500.00	£ 471.41		£ 28.59
£ 235.00	£ 235.00		0.00
£ 2,500.00	£ 1,000.00		1,300.00
	£ 200.00		
£ 2,735.00	£ 1,435.00		£ 1,300.00
£ 23,576.00	£ 17,734.90		£ 5,841.10