

## ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday January 14<sup>th</sup> 2013 at 7:30 pm

### Present:

**Chairman:** David Hammond (DH)

**Councillors:** Tony Cotton (TC) Hadley Cooper (HC)  
Clive Mills (CM) Valerie Ross (VR)  
Fiona Berry (FB) Simon Crouch (SC)

**Clerk:** Linda Collison (LC)

**Press** Dan Robinson

**Members of Public:** None

**Key:** "The Charity" = The Sports Pavilion and Field, Rotherfield Peppard Charity

### Open Forum

#### 1) Apologies:

Apologies were received prior to meeting from Parish Councillors Leeanne Flett and Terry Ryan; District Councillor Paul Harrison and County Councillor Carol Viney.

#### 2) Member's declaration of Pecuniary Interests:

All members declared a fiduciary interest in agenda item 11 however LC confirmed that the dispensation granted at the previous meeting on 10<sup>th</sup> December 2012 applied.

#### 3) Chairman's Report:

Chairman reminded members that following the resignation of Councillor Launders at the previous meeting, there was a vacancy on the Council, and also members wishing to claim their Councillors Allowance should complete the Allowance Form before the next meeting.  
Action: LC to issue form.

#### 4) Minutes:

It was MOVED by TC, SECONDED by FB and RESOLVED unanimously that the minutes of the Full Council meeting held on Monday December 10th 2012 be signed as a true record of the meeting.

#### 5) Police Report: None.

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

##### a) Public Rights of Way.

LC reported that footpaths 331/9 and 331/15 were now clear and that the hedges along footpath 331/26 had not yet been addressed by Southern Electric. LC was asked to escalate to Jonathan Beale at OCC.

##### b) County Councillors Report (submitted prior to the meeting):

"I attended the County Council Scrutiny Budget Meetings last Thursday to discuss with all Council Members the savings we need to achieve in this year's budget. We are aiming to set a below inflation budget of 1.99%. This will be further debated when all the budget allocations from the Government are available.

Hopefully, all the footpaths in Rotherfield Peppard which I have authorised to be cleared have been finished. I understand OCC have been in contact with some of the owners of the properties affected.

You have put in an application to the Community Locality Fund for a gate in Carlings Community Orchard which I have been very pleased to endorse.

The timescale for processing of the application is 30 days from receipt of the application. The actual timeframe is often shorter depending on the number of applications being processed at any one time.

The cost has been earmarked from my locality Fund to process the reduction in traffic

**Signed:**.....

## ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday January 14<sup>th</sup> 2013 at 7:30 pm

speed at the three points of the Bolts Cross (B481) junction. As you know the TRO (Traffic Regulation Order) is in process and, as the police traffic team now agrees, it is likely to go ahead. For some reason, they could not, however, sanction a move to 30mph and have opted for 40mph. I know some members of the parish council have queried this, as have I. I am going ahead with it as any reduction is better than the 60mph allowed on de restricted roads and the junction will be safer if people drive nearer to 40mph than 60mph. I hope the Parish Council agrees.”

c) **Proposal to apply for funding from Community Locality Fund for gate at Carlings Orchard.**

It was unanimously AGREED to apply for funding for the Locality Fund for the new gate at Carlings Orchard. The application should cover the cost of a gate matching the existing gates at the orchard and for the installation of the gate by The Green Gym. Action LC.

### 7) South Oxfordshire County Council:

#### District Councillors Report (submitted prior to the meeting)

a) **“Community Charge Reduction**

The District Council will be dropping its community charge by 2.5%. This is a further result of the Council’s cost reduction programme which has come about by combining services between South Oxfordshire and the Vale of the White Horse.

b) **Proposed Changes to Building Regulations 2013**

A Communities and Local Government circular dated 19 December 2012 announced a number of proposed changes, most of which come into force on 6 April 2013.

c) **Core Strategy Adopted**

In December 2012 the core strategy has finally been adopted by the District Council after its approval by the government’s inspectorate. The next stage will be the rural site allocations which look to the 12 biggest villages in South Oxfordshire to take 40% of the housing allocations.”

d) **District Ward Boundaries.**

The Boundary commission public consultation is now over and we await the result in the near future.”

### 8) Sonning Common Neighbourhood Plan (SCNP):

CM advised that a meeting had been held on Monday 7<sup>th</sup> January 2013 with David Burson (Planning Policy Officer SODC) to further understand the implications of the SCNP on the Parish of Rotherfield Peppard.

After a lengthy discussion it was AGREED that CM, FB and TC should form a team (working group) to work with the SCNP team and, if possible, to draft a Memorandum of Understanding to be submitted to Council for ratification.

### 9) Finance and Staffing:

#### Finance and Staffing Chairman’s Report

TC PROPOSED and it was unanimously AGREED that the following recommendations from the Finance and Staffing meeting held on Tuesday 8<sup>th</sup> January 2013 be APPROVED:

a) **Corrective action for the 2011/12 Audit qualification regarding The Charity Accounts**

To implement a revised process (ref Appendix 1) for management of The Charity income and costs, previously agreed by the external auditors. Effective from 1<sup>st</sup> January 2013.

This included agreeing at the beginning of each quarter whether the payments made during that quarter by The Charity should be recouped from the charity’s bank account or paid for by the Council as a Grant to The Charity).

All Charity running costs such as electricity, water rates, charity dog bin emptying and wages that are incurred during the final quarter of 2012/13 (ie January, February and March

## ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday January 14<sup>th</sup> 2013 at 7:30 pm

2013) would all be paid by the Council as a Grant to The Charity.

The cost of all wages, electricity and charity dog bin emptying incurred during the previous quarter (October, November and December 2012) would be a grant from the Council. The cost of the repairs would be recouped from The Charity. (Appendix 2)

b) **2013/14 Budget and Precept**

The precept for 2013/4 should be £27,094 minus the £225.49 council tax reduction scheme funding. ie £26,869. TC advised that this would result in an annual household Council Tax payment for a Band D dwelling of £30.51.

It was noted that the forecasted cashbook balance at the end of 2012/13 was £10,672. However it was recognised that some forecasted spend may not be required.

c) **Internal Audit**

Jean Nunn would perform the Internal Audit again this year at the end of February. LC was asked to draft the Terms of Reference which should include a focus on the Charity accounts.

d) **Bank signatories**

All member should be Bank Signatories for the Nat West Current Account.  
Action LC to arrange.

e) **Unity Trust Bank**

LC to further investigate a bank account with Unity Trust with full internet banking (and multi on-line cheque/payment signatures) to start in April, alongside the existing Nat West Accounts. For consideration at next meeting.

f) **Electricity Supplier for the Pavilion.**

The electricity provider with the best price should replace British Gas from 1<sup>st</sup> April 2013. LC to obtain details for approval at next Council meeting.

g) **Councillor and Staff Training**

A register of training was to be maintained. LC to circulate current list of training attended for members to correct or confirm.

h) **Accounting Package**

An Accounting package (such as QuickBooks) should be investigated for implementation starting 1<sup>st</sup> April 2013. For consideration at next meeting.

**2012/13 year to date accounts**

The 2012/13 year to date accounts were reviewed (ref Appendix 4)

**Bank Reconciliation**

It was AGREED that FB should perform the Bank Reconciliation as at 31<sup>st</sup> December 2012.

**10) 2013/4 Precept**

LC completed and signed the precept Request Form requesting a precept of £26,869.

*RPPC meeting closed for Trustee meeting of the Sports Pavilion and Field Charity*

**11) Trustee Meeting**

It was AGREED that Councillors Hammond and Cotton sign the football contract with Rotherfield United Football Club on behalf of RPPC.

Action: DH and TC to sign and LC to circulate the final Agreement to all members.

It was agreed that all members should be Bank Signatories for the Charity Caf Bank Account.

*RPPC meeting re-opened*

**Signed:.....**

## ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday January 14<sup>th</sup> 2013 at 7:30 pm

### 12) Approval of Spend and Cheques to be signed:

It was RESOLVED unanimously that the following cheques were approved for signing and that TC and FB were instructed to sign after the meeting.

Payee / Description	Power	£	RPPC or Charity	Cheque
<b>A Parisi</b> Wages January	LGA 1972 112	Confidential	RPPC	<b>2123</b>
<b>M Bowles</b> Wages January	LG (Misc) Act 1976 s19	Confidential	Charity	<b>2124</b>
<b>Linda Collison</b> Wages January	LGA 1972 112	Confidential	RPPC	<b>2125</b>
<b>OCC Pension Fund</b> Employee and Employer Contributions (Jan)	LGA 1972 112	£157.04	RPPC	<b>2126</b>
<b>Linda Collison</b> Expenses: (Home and Phone)	LGA 1972 111	£35.56	RPPC	<b>2127</b>
<b>J Herbert</b> Re-issue 2018 (lost).	LGA 1972 137	£50.00	RPPC	<b>2128</b>
<b>Post Office</b> PAYE October – December 2012	LGA 1972 112	£35.05	RPPC	<b>2129</b>
<b>Thames Water</b> Water rates	LG (Misc) Act 1976 s19	£22.78	Charity	<b>2120</b>
<b>PWMH</b> Planings for resurface work	RTA 1984 s57	£108.00	RPPC	<b>2121</b>

### 13) Amendment to Standing Orders:

After a lengthy discussion it was agreed that FB would draft a revised proposal clarifying the actions required by a member when they have an interest (pecuniary or otherwise) in a subject to be considered at the next Council meeting.

### 14) Annual Parish Meeting (20<sup>th</sup> April 2013)

It was agreed that an insert should be made in the next edition of the Peppard News detailing the Annual Parish Meeting. Cost of this was approved by the Council (in keeping with last year's cost of £56.25).

### 15) Beating the Bounds (Rogation Sunday):

Members were advised that the Beating the Bounds this year was on Sunday 5<sup>th</sup> May and to consider whether the event should be made more children "friendly" with treasure hunts and quizzes on route. To be further considered at next meeting.

### 16) Peppard War Memorial Hall (PWMH)

Following the resignation of the Chairman of the PWMH, RPPC had been approached to see if the management and Charities of PWMH and the Pavilion and Field could be combined. After a short discussion it was agreed that more information was required to fully understand the implications. Action: CM and LC

### 17) Village Website

DH reported that he and LC had met with members of the Peppard News team with a view to creating a "Village" website. Concern was raised regarding whether the Council should "share" a website with a Newsletter – potential conflict of interest  
DH confirmed that no decision had been made and he was waiting for Peppard News to propose additional details.

## ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday January 14<sup>th</sup> 2013 at 7:30 pm

### 18) Correspondence

#### a) Grit Bins

An email had been received stating that the grit bin on Blounts Court Road needed replenishing. It was AGREED that LC should arrange for empty bins to be filled by OCC highways and payment to do so was authorised.

Each of the four grit bins were assigned a Councillor:

- Bin outside the School : HC
- Bin on Blounts Court Road : VR
- Bin near The Unicorn Pub : TC
- Bin near Bus Stop, Stoke Row Road : SC

Each monitor asked to place a scoop in each bin and to check the level of grit and report to LC.

#### b) Illegal Signage:

An email had been received regarding RPPC's policy for handling "illegal signage". LC advised that she had contacted other local Parish Councils and that none of the Councils that replied implemented any special rules or processes.

It was AGREED that the current process for handling for "Illegal Signage" agreed on 16<sup>th</sup> April 2012 should remain:

*"When requested by a Parishioner, the council will contact the person responsible for an illegally posted sign, provide information on why it is illegal, and request its removal. If, after a suitable period, this has not been done, the Clerk should take further action either by arranging for the removal of the sign or by requesting support from SODC/OCC. At all times following guidelines set by SODC/OCC."*

LC was asked to respond to the letter accordingly and also to apologise again for any distress caused as a result of the Council's earlier misunderstanding of a previous case and any misinformation provided as a result of that misunderstanding.

LC also asked to write to the businesses that continue to display notices on the Highway, explaining that the matter will be escalated to OCC Highways if the notices are not removed within 14 days.

#### c) Conveyance and Land registration of the Pavilion/Field

An email had been received regarding the Conveyance and Land registration of the Pavilion/Field in 2004/5.

It was AGREED that this subject would be considered at the next Council.

#### d) Travelling Fair:

An email had been received expressing concerns over the plans to have a fair to be held on Peppard Common in 2013. It was AGREED that this was a matter for the Conservators and the decision regarding a fair on Peppard Common in 2013 made at the meeting on 13th August 2012 be upheld. *"the fair did not require Council permission to go ahead but that RPPC would support a one year trial of the fair"*.

### 19) Matters for next meeting: (Monday 11<sup>th</sup> February 2013)

Neighbourhood Plan, Grants, Allowances, NDCC Report, Play Area, Standing Orders, Unity Bank Account, Accounting Package, Beating the Bounds, Pavillion/Field Conveyance.

Meeting ended at 9:45 pm

## ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday January 14<sup>th</sup> 2013 at 7:30 pm

### Appendix 1:

#### 2011/12 External Audit Qualification: Process Change

1. All hiring fees from the pavilion and field should be paid directly into the Sports Pavilion and Field Rotherfield Peppard Charity ("The Charity") bank account. (Aka Caf Account)
2. The Charity continues to make its own separate Annual Return each year.
3. The Parish Council can purchase items for The Charity\* using the Council Bank Account and either :
  - a) Recoup the funds from the Charity\*\*.  
The amount recouped must be approved by the Trustee (in a trustee meeting) and will be a transfer from the Charity Bank Account to the Council Bank Account in the *same month* as payment is made from the Council Bank Account.  
  
or
  - b) Code directly as a Grant to the Charity.  
eg Electricity bills for the pavilion should be coded in the Parish Council Accounts as a grant to "The Charity" and not coded as "electricity" to be recoded at a later date

Note:

\* When purchasing items for the Charity, whether a recouped cost or a grant to the Charity, normal Parish Council rules apply and the statutory power used in the purchase must be *clearly minuted*.

\*\* The recouped amount is net of VAT

## ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday January 14<sup>th</sup> 2013 at 7:30 pm

### Appendix 2: October – December 2012 Charity Spend

		Wages	Bins	Electricity	Other*
Wages		£246.99			
Electricity				122.19	
Dog Bins			£40.67		
Repairs/Maintenance	Tree felling around field				£385.00
	Door Mats				£24.31
	Replacement bulbs & light check in pavilion				£204.00
	Radiator guards				£180.00
	Tables				£187.00
		£246.99	£40.67	122.19	£980.31

\*Other: To be recouped from the Charity

Wages/Bins and Electricity: are Grants to The Charity

## ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday January 14<sup>th</sup> 2013 at 7:30 pm

### Appendix 3: 2012/13 Accounts as at December 31st 2012

RECEIPTS		2012/13 Receipts	
		BUDGET Year £	ACTUALS To Date £
<b>Precept</b>		22,547.00	22,547.50
RPPC Receipts	Nat West interest (deposit)	5.00	3.93
	Investments / Treasury Stock / Interest	30.00	-
	TOTAL	35.00	3.93
Charity Receipts	Fees / Hire charge	1,000.00	646.21
	Utility refunds from sports clubs	510.00	-
	Other	25.00	-
	TOTAL	1,535.00	646.21
<b>Total Receipts :</b>		<b>24,117.00</b>	<b>23,197.14</b>
VAT Reimbursement		-	1,238.32
<b>RECEIPTS TOTAL including VAT</b>		<b>24,117.00</b>	<b>24,435.46</b>
SPEND		2012/13 Spend	
		BUDGET Year £	ACTUALS To Date £
Wages, Pension and NI	RPPC	XXXXXX	XXXX
	Charity (Grant)	XXXX	XXXX
Wages, Pension and NI		10,137.00	2,611.31
Office Rental		240.00	123.00
Phone		240.00	167.99
Postage		85.00	20.70
Office Supplies	Stationery	250.00	57.67
	Web & IT Costs	85.00	304.65
	Software	250.00	28.33
Pavillion Hire for meetings		280.00	220.00
Office/Admin		1,430.00	922.34
Assets		-	1,270.00
Audit and accountancy		585.00	345.00
General maintenance		50.00	-
General RPPC		50.00	-

**Signed:**.....

## ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday January 14<sup>th</sup> 2013 at 7:30 pm

### Appendix 3: 2012/13 Accounts as at December 31<sup>st</sup> 2012 (continued)

SPEND continued		2012/13 SPEND	
		BUDGET Year £	ACTUALS To Date £
Clerk/Councillor exps	Chairman's Allowance	200.00	-
	Members Allowances	960.00	-
	Training	400.00	297.00
	Books and documentation	100.00	-
	Travel	440.00	206.10
Clerk/Councillor exps	TOTAL	2,100.00	503.10
Carlings Orchard Maintenance		2,250.00	1,250.00
Insurance	RPPC	500.00	281.09
	Charity (Grant)	500.00	-
Insurance	TOTAL	1,000.00	281.09
Footpaths & Open Spaces		500.00	200.00-
Dog Bin Emptying	RPPC	90.00	61.00
	Charity	90.00	40.66
Dog Bins	TOTAL	180.00	101.66
Costs for activities resulting from Parish Plan		600.00	100.00
Parish Plan (** see below)		600.00	100.00
General Reserve A/c ("Misc")	Various	550.00	193.35
	APM : Hire Peppard WMH	80.00	-90.00
	APM : Printing	75.00	71.62
	Diamond Jubilee recognition	-	-
Misc	TOTAL	705.00	174.97
Charity	Repairs (Pavillion/Field)	-	980.31
	Cleaning Materials (Grant)	30.00	-
	Electricity (Grant)	1,200.00	122.19
	Water (Grant)	120.00	-
Charity	TOTAL	1,350.00	1,102.50

Signed:.....

## ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday January 14<sup>th</sup> 2013 at 7:30 pm

### Appendix 3: 2012/13 Accounts as at December 31st 2012 (continued)

SPEND continued		2012/13 Spend	
		BUDGET Year £	ACTUALS To Date £
	Other	-	-
	Society of Local Clerks	105.00	110.00
	OALC	255.00	-
	ORCC	30.00	30.00
	Chilterns Society	25.00	25.00
	CPRE	30.00	29.00
	OPFA	35.00	35.00
Subscriptions	TOTAL	480.00	229.00
	Peppard News	250.00	435.00
	Peppard Church Maintenance	1,000.00	1,000.00
	Peppard War Memorial Hall	-	-
	NDCC	-	480.00
	Other	1,500.00	
	Sports Pavilion & Field (Rotherfield Peppard) Charity	-	2224.63
Donations Contributions	TOTAL	2,750.00	4,139.63
<b>SPEND TOTAL</b>		<b>24,117.00</b>	<b>15,145.36</b>
VAT			1,408.01
<b>SPEND TOTAL including VAT</b>			<b>16,553.37</b>