

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of The Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 14th July 2014 at 7:45 pm

Present:

Councillors:	David Hammond	(DH)	Hadley Cooper	(HC)
	Terry Ryan	(TR)	Simon Crouch	(SC)
	Leeanne Flett	(LF)	Veronica Treacher	(VT)

Clerk: Linda Collison (LC)

OCC: David Bartholomew (DB)

SODC: Paul Harrison (PH)

Press: Helen Patchett (Henley Standard).

Members of Public: 4

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

Open Forum:

Members of the public raised concern regarding the over-growing vegetation on the footpath from Gallowstree Crossroad to Shiplake Bottom (see item 4) and traffic speed on Stoke Row Road. Another member of the public thanked District Councillor Harrison for supporting the residents of the parish regarding the possible boundary change and asked what action can be taken with regard to the full page letter from Sonning Common Parish Council in the Henley Standard on Friday 4th July 2014 (see item 5)

1 Apologies:

Apologies were received prior to meeting from Parish Councillors Tony Cotton, Fiona Berry, Valerie Ross and Lee Rawlings.

2 Member's declaration of Pecuniary Interests:

None. LC confirmed that members living in the area that Sonning Common Parish Council were proposing to SODC (as part of the Governance Review) should be part of the parish of Sonning Common did not need to declare a pecuniary interest in item 7 (Governance Review). The Council's position on the Boundary has already been agreed – the items being discussed at this meeting were regarding the address to be made to SODC on Thursday 17th July 2014 and response to be made regarding the open letter from Sonning Common Parish Council to SODC in the Henley Standard on 4th July 2014.

3 Minutes:

It was moved by LF, seconded by TR and resolved unanimously that the minutes of the Full Council meeting held on Monday June 9th 2014 be signed as a true record of the meeting.

4 Matters relating to Oxfordshire County Council (OCC):

• **County Councillors Report: (DB)**

Ofsted Inspections of Children's Services

DB reported last month that Children's Services have been subject to a detailed Ofsted Inspection concerning their Child Protection and Looked after Children's (LAC) Services. In addition, the Local Safeguarding Board (LSB) has been subject to a simultaneous but separate inspection. The outcome of the 4-week inspection is that Children's Services have been judged as **Good** in all six categories:

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Children who need help and protection; LAC; Adoption; Experiences and progress of Care Leavers; Leadership Management and Governance; Oxfordshire Safeguarding Children Board
OCC is delighted with this outcome, which is the result of a lot of hard work from staff, OCC partners and local councillors.

Oxfordshire's Kingfisher Team in Action

There was further good news for Children's Services when they were awarded a **Management Journal (MJ) Achievement Award** alongside their Health & Police partners, for their joint working in the Kingfisher Unit. This is a specialist Unit working with vulnerable children. *More information at:*

<https://www.oxfordshire.gov.uk/cms/news/2014/jun/oxfordshire%E2%80%99skingfisher-team-wins-prestigious-national-award>

Connecting Oxfordshire

The Leader of the Council, Ian Hudspeth, has been presenting strategic transport schemes across the County. Each meeting has focussed on the respective locality and considers the work of the County Council and partners such Network Rail between now and 2020. These presentations and debates play a key part in decisions ahead. Our local meeting is in Henley Town Hall on Wednesday (16th), starting at 7.00pm. DB has urged all nine of the parish councils in my Division to send at least one representative. For more information please see: <https://www.oxfordshire.gov.uk/cms/news/2014/apr/county-council-leader-outlines-his-visiontransport-connecting-oxfordshire>.

It was agreed that a member of the Council should attend the meeting on Wednesday 16th July 2014 at Henley Town Council.

New Children's Homes to Protect Vulnerable Young People

Plans for two new children's homes to ensure the safety of vulnerable young people in care – or at risk of coming into the care system – are set to be unveiled. The council is proposing to build an Assessment Centre in Thame, for up to six children on the 'edge' of the care system, and a 'move-on' home in Didcot for up to four older teenagers preparing to leave care. The homes would enable more of the county's vulnerable young people to live closer to home and reduce the need to send children to costly out-of-county settings where the council also has less control over the quality of placements. *More information at:*

<https://www.oxfordshire.gov.uk/cms/news/2014/jun/new-children%E2%80%99s-homesprotect-vulnerable-young-people>

Future of Learning Disability Services in Oxfordshire

Oxfordshire County Council and Oxfordshire Clinical Commissioning Group are jointly reviewing the commissioning and provision of all services for people with learning disabilities. The council welcomes the HealthWatch and Oxfordshire Family Support Network report, published on 26 June, and will involve them and examine their findings in the review. The primary objective is to ensure the safety of those who are being cared for and OCC continues to work closely with Southern Health NHS Foundation Trust, which provides many of these services in Oxfordshire. This review is part of the planned reassessment of services and the aim of supporting more people with learning disabilities to live in the community with appropriate support with fewer living in hospital-type settings. This also follows national guidance. *More information at:*

<https://www.oxfordshire.gov.uk/cms/news/2014/jun/statementfuture-learning-disability-services-oxfordshire>

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of The Meeting of the Parish Council
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Potential Third Reading Bridge

As previously reported, the second summit held at the beginning of June agreed Wokingham would lead on the traffic modelling. DB had no news yet, but Wokingham agreed to report before the MPs' summer recess.

Repair of Road between Playhatch Roundabout and Sonning Bridge

The road was closed for part of a weekend in June for initial exploratory work. OCC is aiming to repair the road during October and this will necessitate complete road closure for the duration of the works. The longer-term possibility of raising the road is still being evaluated.

• **Highways**

• **Bolts Cross And Gallowstree Road - Traffic Issues**

DB reported that the Gallowstree crossroads sign repair and replacement has been completed. Bolts Cross road markings and sign cleaning have been completed.

• **Horsepond Road – Hedge Outside 'Blenheims'**

DB reported that the owners have not responded to OCC's request to cut back the hedge. An order for the work has been raised and it will be recharged to the owners.

• **Gallowstree Road – Flooding at Old Well Cottage**

DB reported that after some delay, rectification measures are in hand and DB has chased for a start date

• **Stoke Row Road - Kingwood sign**

LC reported that the request to re-instate the 'Kingwood' sign had been made to OCC Highways on 9th July 2014.

• **Stoke Row Road - Flooding**

LC reported that Mike Smith (OCC Infrastructure and Transport) is talking with the Nettlebed Estate to install a soak-away on Peppard Common.

• **Dog lane – Flooding and un-authorized vehicular use.**

LC reported that the over-growing vegetation at the entrance of Dog lane had been cut back revealing the "Restricted By-Way" sign and that Thames Water had investigated the broken drain – reporting that it belonged to OCC. The matter of flooding along Dog Lane was now reported to OCC. LC added that vehicles were using Dog Lane because "sat-navs" were showing Dog Lane as a road. Action: HC to investigate.

• **Footpaths**

• **Broken gate at bottom of footpath 331/12 (nr Springwood Lane)**

It was agreed that The Green Gym should repair the gate and that a maximum of £250 could be spent on the repair – which should include reversing the direction of the gate swing.

• **Footpaths impacted by over-growing vegetation**

It was agreed that letter should be sent to the residents living next to footpaths 331/13 and 331/27 asking them to cut back the over-growing vegetation which is impacting people's ability to walk along the footpath.

• **Japanese Knotweed**

HC reported that Japanese Knotweed was growing nr Stoke Row Road on the Wyfold Estate. DH said that this should be reported to the Wyfold Estate. DH to send contact details of the Resident Estate Director to HC.

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5 Matters relating to South Oxfordshire District Council (SODC):

- **District Councillors Report: (PH)**

- **Sonning Common Parish Council (SCPC)**

- PH explained that SODC has reported some inaccuracies in the full page letter in the Henley Standard by Sonning Common Parish Council (SCPC) on 4th July 2014. These should be included in next week's Henley Standard (25th July 2014). (See item 6 below)

- PH added that since being elected SCPC had increased their administrative spend by 98.1%

- **Local Plan- planning for housing requirements to 2031**

- It was agreed that an extension to response to the Local Plan should be requested (deadline for response is 23rd July 2014) and the final response should be approved at the Planning Committee meeting on Saturday 26th July 2014. Members accepted Councillor Berry's kind offer to draft the response for circulation prior to submission.

- It was agreed that a **village email** would facilitate communication in the parish and enable fast communication when needed. LC to email all members on current alias to ask if they would like to join a 'village' email.

6 Governance Review:

- **SODC Council meeting 17th July 2014**

- It was agreed that DH should address SODC at their Council meeting on 17th July 2014 on behalf of the Parish Council and that the address should not reference housing allocations, but should focus on the over-whelming and almost unanimous wish of the residents in the area that SCPC are proposing to move into Sonning Common, to remain in the Parish of Rotherfield Peppard.

- **SCPC Open Letter in Henley Standard (4th July 2014)**

- DH reported that VT had sent a personal letter sent to the Henley Standard in response to the SCPC Open Letter which had been signed as from "Veronica Treacher, RPPC Councillor and long-time resident of Stoke Row Road and Shiplake Bottom, Rotherfield Peppard" but was printed in the Henley Standard as "Veronica Treacher, Rotherfield Peppard Parish Council".

- It was agreed that a letter should be sent from the Chairman to Henley Standard in response to the SCPC open letter - after the meeting on 17th July 2014.

7 Administration, Finance and Staffing:

- **2014-15 Accounts**

- The 2014-15 Accounts as at 14th July 2014 were reviewed (Appendix 1).

- **2014-15 Risk Assessment**

- It was agreed that the Risk Assessment should be updated to reflect the actions completed and re-circulated for approval in the August meeting. Action LC.

- **Training**

- It was unanimously agreed to that VT should attend the Roles and Responsibilities Course on Wednesday 3rd September 2014.

- DH reported that two members had failed to attend the Planning Training Course on Thursday 10th July 2014, after they had requested to attend the course and it had been paid for. It was suggested that in future members should reimburse the Council in this situation.

ROTHERFIELD PEPPARD PARISH COUNCIL
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• **2014-15 meeting dates**

It was agreed that the Finance and Staffing meeting cancelled on Tuesday 8th July 2014 should be held on Tuesday 5th August 2014.

8 Approval of Spend:

It was RESOLVED unanimously that the following payments are approved. SC and HC were instructed to approve the internet payments:

Ref #	Account	Payee	Description	Power	Amount £
15-196	Donation	PWHM	repairs fitting cost	War Memorials Act 1923	£500.00
15-197	SP&F Grant - Elect	B Gas	Electricity (July Bill)	LGA (Misc Act)1976 s19	£21.93
15-198	SP&F Grant - Elect	B Gas	Electricity (July Bill)	LGA (Misc Act)1976 s19	£17.38
15-199	Staff Costs	T Parisi	July wages	LGA 1972 112	confidential
15-200	Staff Costs	M Bowles	July wages	LGA 1972 112	confidential
15-201	Staff Costs	L Collison	July wages	LGA 1972 112	confidential
15-202	Staff Costs	OCC Pension	July Pension	LGA 1972 112	£169.02
15-203	Staff Costs	HMRC	July PAYE	LGA 1972 112	£29.40
15-204	Staff Costs	Autela Payroll S	Payroll services July	LGA 1972 112	£12.50
15-205	Proj/Kiosk	A Smith	Extra Photo for kiosk	S137	£12.39
15-206	Training	OALC	R&R for Veronica	LGA 1972 111	£78.00
15-207	Village	Green Gym	Repair gate	Open Spaces Act 1906	Up to £250
15-208*	Various	L Collison	Expenses	Various	£419.02
15-209	Carling Orchard	BD Willis	1 st cut	Open Spaces Act 1906	£660
15-210	Council Meetings	Charity	Apr-June Rent	LGA 1972 111	70.00
15-211	SP&F Grant	RES	Pavilion Fire check	LGA (Misc Act)1976 s19	Up to £50
15-212	SP&F Grant	Michael Bowles	Expenses pavilion	LGA (Misc Act)1976 s19	8.59
14-148	Council Meetings	Charity	Jan-March Rent	LGA 1972 111	70.00

* 15-208 to be paid only after approval by Finance and Staffing Committee.

LC reminded members that £500 had been pledged to the Sonning Common Skate Park.

9 Kiosk/Defibrillator:

LC reported that training on how to use the defibrillator was to be provided by qualified paramedics. This is provided free of charge – although a donation to their league of friends (a charity) is appreciated. It was unanimously agreed to pay a donation in accordance with the number of people attending the training. Cost will be an S137 cost.

10 Carlings Orchard:

LF reported that the grass at the Orchard had been cut.

DH reported that there had been no concerns raised from the public about cutting down the spruce following the proposal being reported in the Peppard News. It was therefore agreed that the spruce trees can be removed, but that all cut down and disposal costs should be the responsibility of the residents requesting the removal of the trees. Action LC to notify residents.

11 Correspondence:

A request had been received for notices to be erected in the village advertising the Rotherfield greys fete. Approved by Council – provided they are removed after the event.

12 Matters for next meeting:

Risk Assessment, Play Area.

Meeting ended at 9:20 pm

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Appendix (1): 2014-15 Accounts
 (July actual figures do not include 15-207 and 15-211)

	Apr –Jun		Jul 14		Aug-Mar	Year		
	Actual	Budget	Actual	Budget	Budget	Actual	Forecast	Budget
Income								
SODC Grant	331.00	331.00	0.00	0.00	0.00	331.00	331.00	331.00
Precept	13,447.50	13,447.50	0.00	0.00	13,447.50	13,447.50	26,895.00	26,895.00
Other Income	4.13	1.50	0.00	0.50	4.00	4.66	8.66	6.00
VAT Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	13,782.63	13,780.00	0.00	0.50	13,451.50	13,783.16	27,234.66	27,232.00
Expense					0.00			
Staff Costs	2,609.39	2,054.45	887.31	684.81	5,478.54	3,496.70	8,975.24	8,217.80
Councillor and Clerk	372.00	150.00	86.10	50.03	1,135.97	458.10	1,594.07	1,336.00
Finance, Admin and IT	200.70	577.50	389.73	89.16	973.34	590.43	1,563.77	1,640.00
Insurance	300.00	300.00	0.00	0.00	0.00	300.00	300.00	300.00
Subscriptions	229.00	179.00	25.00	0.00	496.00	254.00	750.00	675.00
Village Upkeep	19.14	612.50	64.54	170.84	2,450.66	83.68	2,534.34	3,234.00
Carlings Orchard	0.00	0.00	660.00	660.00	1,745.00	660.00	2,405.00	2,405.00
Grant to SP&F Charity	1,270.66	1,067.49	46.03	247.59	3,193.92	1,316.69	4,510.61	4,509.00
Donations and Grants	820.00	687.50	500.00	229.17	1,833.33	1,320.00	3,153.33	2,750.00
Projects	415.00	500.00	0.00	166.66	1,333.34	415.00	1,748.34	2,000.00
Miscellaneous	73.00	0.00	25.67	0.00	0.00	98.67	98.67	0.00
S137	0.00	0.00	0.00	0.00	50.00	0.00	50.00	50.00
VAT	316.44	0.00	17.74	0.00	0.00	334.18	334.18	0.00
Total Expense	6,625.53	6,128.44	2,702.12	2,298.26	18,690.10	9,327.65	28,017.75	27,116.80