

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on Monday November 14th 2011 19:30

Present:

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

Oxfordshire County Council (OCC):	Carol Viney (CV)
South Oxfordshire District Council (SODC):	Paul Harrison (PH)
Henley Standard (Press)	Phil Simms

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

Paul Derby, Eric Rothbarth, Mark Saunders, Elizabeth Smeeton, Ann Pearce

=====

1) Apologies:

Tony Cotton (TC) (apologies sent prior to meeting)

2) Members declaration of Personal and Prejudicial Interests

NL declared a personal interest in item 10, as he has family members in the armed forces.

3) Minutes

It was resolved that the minutes of the Full Council meeting held on Monday October 10^h 2011 be adopted as a true and accurate record.

4) Oxfordshire County Council (OCC)

a) County Councillor's Report

i) Oxfordshire Fire and Rescue Service scoops national award

Oxfordshire County Council's Fire and Rescue Service has been presented with a prestigious national award for its work in fundraising for [The Fire Fighters Charity](#). The service was honoured with the title 'Brigade of the Year' at the Spirit of Fire Awards held in Canary Wharf, London on Friday 4th November 2011.

ii) Chiltern Edge Youth Club

The Youth club was forced to close when OCC funding ceased. However the Club has now received a grant from the OCC Big Society start up fund and re-opened its doors last Wednesday 3rd November 2011 for a You Tell Us evening. The Club Management Committee has decided to restrict member's ages from 10 to 16. The 10 to 13 year olds will have their club night each Wednesday from 7.9 p.m. and the 14 to 16 each Thursday evenings. It will run throughout the year, including during school holidays.

iii) Keith Mitchell, Leader of Oxfordshire County Council, announced on Monday 7th November 2011, that he would be standing down as Leader at the AGM Meeting on Tuesday 15th May 2012. He has been Leader for 10 years.

b) OCC response to the National Planning Policy Framework Consultation.

CV advised that she had forwarded the response by OCC to the NPPF Consultation to RPPC prior to the meeting.

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday November 14th 2011 19:30

c) Salt Bins

LC advised that there was still no date for installation of salt bins. CM expressed his dissatisfaction at the service from OCC and is concerned that they may not be installed in time for the first snowfall. He asked CV to escalate. LC to forward Salt Bin order details to CV.

d) Salt Pile on Kingwood Common.

Rare orchids found growing near the salt pile on Kingwood Common have complicated the clearing of litter from the site so the newly formed Commons working party, under Ann Pearce's leadership, will clear the litter on Saturday 3rd December 2011.

CV to liaise with Elizabeth Smeeton (Clerk to the Conservators) with regard to the salt pile being removed altogether from Kingwood.

5) South Oxfordshire District Council (SODC) Matters

a) PH presented the District Councillor's Report

i) Waste Collection after Christmas

SODC has decided to suspend garden waste collections for two weeks over the Christmas period. This is to enable the collection of extra household waste put out during Christmas and The New Year when very little garden waste is created.

SODC will not be collecting Christmas trees as part of the normal (black/grey) rubbish collection, but homes with garden waste collections can use their brown bins to deposit their unwanted Christmas trees.

ii) Police advice for tackling scams

Thames Valley Police have set up a new website (www.consumerdirect.gov.uk) in response to an increase in concerns from residents in South Oxfordshire and the Vale of White Horse about scams and hoax email messages.

iii) Icelandic Banks (Kaupthing Singer & Friedlander (KSF) Update)

The total now repaid to SODC is £1.66m, in respect of the claim for £2.6m (the £2.5m investment originally placed with KSF plus interest). The forecasted total repayment is expected to be between £2m and £2.3m.

iv) SODC appointed members of Nettlebed and District Commons Conservators.

Tony Cotton and Malcolm Lewis have been appointed as SODC appointed members of Nettlebed and District Commons Conservators for 2011/2012. Tony replaces Nigel Wooding who served as a Conservator for twelve years

b) SODC response to the National Planning Policy framework consultation.

District Councillors met with John Howell MP and raised their concerns regarding the National Planning Policy. Mr Howell responded by emphasising the need for Town and Parish Councils to have their own planning policy, although stated that in decision making District Policy will take precedence. Thame and Woodcote are piloting the concept with their own Neighbourhood Plan.

DH expressed his dismay with the tone of the letter from Mr Howell (dated 11th October 2011) detailing the Government's Planning Reforms and Mr Howell's lack of contribution to the parliamentary debate on the subject on Thursday 20th October 2011.

The initial consultation period closed on Saturday 22nd October 2011.

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday November 14th 2011 19:30

Action: to add "**National Planning Policy**" to next agenda to start preparing for the next round of discussions on this subject.

c) Mulberry House

It was proposed and agreed to send the letter drafted by DH to Mr Gammie regarding the destruction of the trees in Mulberry house protected under the Tree Preservation Order 02/2010.

NL confirmed that OCC Highways are leading an on-going investigation into the holes dug inside Mulberry House property near to the larch trees lining the B481.

d) Town and Parish Forum 22nd November 2011

It was agreed that DH and either FB or NL would attend the Town and Parish Forum on Tuesday November 22nd 2011

6) NDCC (The Commons):

a) PH presented a report for the Nettlebed and District Commons Conservators:

i) Kingwood Volunteers

About 20 people turned out on Saturday 5th November 2011 for the second session of the newly formed Kingwood Common volunteer group. A loop of (mainly) concrete paths has now been cleared to provide an easy-access woodland walk starting at the Red House car park, with a diversion to a heath land glade. The group will meet on the first Saturday of each month, the next session on Saturday 3rd December 2011 will finish with a BBQ. For more information contact Ann Pearce ann@annspetcare.co.uk / 01491 628 049

ii) Friends meeting / Chiltern Commons Project

Fifty Friends of Nettlebed Commons met on Wednesday 19th October 2011. Rachel Sanderson (Chilterns Commons Project) gave an inspiring account of the aims of the newly launched Chiltern Commons Project. Future activities will include guided walks, talks and family events.

iii) Orchids found at Salt Pile/Depot

A colony of orchids has been found growing near the Kingwood salt pile. There is also evidence that local wildlife is using the Salt Pile as a salt lick.

b) Earth mound in front of The Wish, on Peppard Top Common.

Several members of the public have raised concern regarding the appearance and legality of the earth mound in front of The Wish on Peppard Top Common.

Paul Derby (owner of The Wish) explained that in consultation with the Conservators he had paid for the topsoil and sub soil to build the earth mound in an attempt to maintain a single-track road, reduce the traffic speed along the road and limit the erosion of cars onto the Common. He was upset by some of the recent comments regarding the earth mound.

NL read from a letter from Mark Saunders detailing the 2006 Commons Act section:

(1) A person may not, except with the consent of the appropriate national authority, carry out any restricted works on land to which this section applies.

(2) In subsection (1) "restricted works" are—

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday November 14th 2011 19:30

- (a) *Works which have the effect of preventing or impeding access to or over any land to which this section applies;*
- (b) *Works for the resurfacing of land.*
- (3) *The reference to works in subsection (2)(a) includes in particular*
 - (a) *The erection of fencing;*
 - (b) *The construction of buildings and other structures;*
 - (c) *The digging of ditches and trenches and the building of embankments.*

It was agreed that it was not clear whether the building of the earth mound was a breach of this act and that legal assistance would be needed to resolve.

DH suggested that the existence of the earth mound on the other side of the Common along Church Lane had set a precedent.

NL suggested that RPPC consult SODC for legal advice. Mark Saunders advised that District Council has no jurisdiction and that County Court is the only legal recourse.

DH welcomed the discussion and apologised for any previous misunderstanding on this subject. He suggested that the Council agree to take no further action on this subject and that concerned members of the public could, of course, take private action.

NL suggested that he research the legal aspect further and to defer the decision until the December meeting.

The Councillors resolved to take no further action regarding the earth mound on Peppard Top Common and agreed that if they wish members of the public could take private action.

7) Terms of Reference

The revised Terms of Reference for the Planning and the Staffing & Finance Committees were approved and accepted. LC to post to the web site.

8) Finance and Staffing

a) Clerk/RFO Report

- i) LC advised that RPPC had joined the Thames Valley Police forum.
- ii) LC has attended the SLCC training courses for "VAT" and "Minutes & Agendas".
- iii) LC confirmed that she and FB would attend the "How local Councils fit into the Planning Systems" training on Tuesday December 6th 2011.
- iv) LC confirmed that she, TR and TC would attend the "Getting to grips with Finance" training course Tuesday 31st January 2012.
- v) In TC's absence DH will review the Bank Reconciliation this month.
- vi) LC suggested a new process for payment approval and cheque signing. A sheet detailing all items for approval and all cheques to be signed would be circulated to all Councillors at each Full Council meeting. Councillors proposed and agreed to implement this new process.

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday November 14th 2011 19:30

b) Annual Return for the year to 31st March 2011

The Councillors approved and accepted the Annual Return for the year to 31st March 2011. LC advised that the documents have been available on the RPPC web site since September 2011

LC confirmed that a plan of action to address the external auditor's comments had been agreed in the Finance and Staffing meeting on Tuesday 4th October 2011, and approved at the October Full Council meeting.

c) 2012/13 Precept

Councillors were given details of the RPPC spend for the past three years and asked to inform LC, before the next Full Council meeting, of any financial requirements for year 2012/13 that they believe should be included in the precept. To be reviewed at next meeting.

LC was asked to confirm precept submission deadline. (Action LC)

d) Payment authorisation and cheque payments

Councillors approved the payment authorisation and cheque payments as details on the Payment authorisation and cheque payments document (enclosed at end of minutes)

9) Agenda format

It was agreed that in future meetings would open with an "Open Forum" session for the public to raise their questions and concerns. Although this will be the only time during the meeting that the public will be permitted to speak in future meetings, it allows the public to share their views and questions on a subject before it is discussed in the meeting. The "Open Forum" should be limited to 5-10 minutes.

The Council resolved on using email to distribute agendas to Councillors. A Councillor should notify the Clerk (LC) when he/she is without email/broadband so that Agendas can be distributed in hard copy either by hand or post.

10) Peppard War Memorial hall

CM explained that the Commemorative Plaque at the Peppard War Memorial Hall was not in good condition, and proposed that RPPC pay to refurbishment of the sign.

LC confirmed that there were sufficient funds and it was agreed to pay up to £200 pounds on the restoration of the plaque. CM to action.

11) Revels update

CM advised that the preparations for the Revels event 2012 were well underway and as yet there was no decision on how RPPC donation was to be spent. Tickets would go on sale during February. Residents of Rotherfield Peppard and Sonning Common being given two weeks priority purchase period. The Revels Committee are arranging a Beacon which will be lit on Monday 4th June 2012 at 10pm, as part of the Queens Diamond Jubilee Beacon event.

12) Carlings Orchard

LF advised that unfortunately the planting event is to be postponed, as there can be no guarantee for a delivery date on the trees. The warm weather has delayed the lifting of the trees from the ground. LF hopes that the trees can still be planted on Saturday 10th December 2011 and

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday November 14th 2011 19:30

appealed for Councillors to help dig the holes. A new planting event will be scheduled for spring 2012. LF to notify sponsors

TR expressed his thanks to Alexander Hood for donating the stakes for the new trees.

13) Verges, footpaths and open Spaces

a) **Footpath Schedule**

It was agreed that LC takes responsibility for the 2 footpaths previously assigned to LF.

b) **Status Footpath 331/26 (off Stoke Row road)**

LC advised that Southern Electric had confirmed that they would investigate the overhanging hedges this week and report back.

CM confirmed that ultimately OCC were responsible for Public Footpaths and that Jon Beale had emailed through a guide detailing the maintenance of Public Rights of Way. Mr Beale has agreed to take a look at the path and recommend action.

It was agreed that LC should write to the households that own the offending hedges. Asking for the hedges to be cut back making the footpath more accessible.

CM advised that the leaves on the footpath need removing and would obtain cost from Mr Willis for removal of the leaves. The Council approved to spend of up to £100 to remove the leaves before the weather worsens. CM to contact Mr Willis.

c) **Status of Oak Tree in Gypsy Lane**

LC confirmed that Southern Electric had confirmed that they would investigate the cables through the Oak Tree this week and report back.

d) **Status regarding Mollie's Tree**

It was agreed to purchase a plaque for up to £50 for placing beside "Mollie's Tree", NL to action.

LC to contact Mr Willis to obtain a quote for the installation of a tree guard around Mollie's Tree.

e) **Letter from M Saunders**

It was agreed that LC maintain a log of all public questions/concerns regarding the Commons and works closely with Clerk to the Conservators for speedy resolution. LC to inform Mark Saunders.

f) **2012 Queen Elizabeth II Fields Challenge – Fields in Trust.**

Councillors were asked to consider whether RPPC wanted to propose any "open space" within Rotherfield Peppard for the 2012 Queen Elizabeth II Fields Challenge. If accepted a "Fields in Trust" approval would be required before any building could be made on the site.

LC to find out more about the schedule – specifically whether there are any other restriction on use of land.

14) Risk Assessment

DH presented the updated Risk Assessment Document

LC was asked to email the document to all Councillors.

Councillors asked to review and if possible to action any of the activities listed under "What further activity is necessary?"

15) Correspondence

LC detailed the following correspondence:

- a) A letter of thanks from Toby Greenwood on behalf of Rotherfield Peppard Parochial Church Council for the donation towards the maintenance of the Churchyard.

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday November 14th 2011 19:30

- b) An invitation to the OALC Winter meeting to be held on 21st November 2011-11-19
- c) An invitation to the SLCC Branch training day and annual General Meeting
- d) Details regarding the Queens Diamond Jubilee Beacon 4th June 2012. As discussed this has been passed onto the Revels Committee.
- e) Appeal for donation from the Oxfordshire Memorial bell Appeal. LC confirmed to file this with other donation requests for review later in the financial year,
- f) Lawyers acting for the sale of Minton House have requested copies of documents relating to the entrance to Minton House. The entrance crosses a small part of the land, which is included in the Playing Field land owned by RPPC.
- g) RPPC had received complaints regarding lights at the Tennis Courts, which were left on over night. The Tennis Club had responded by explaining that these were low-level lights that provide "very modest illumination" along the access path between the Clubhouse and road. The push button that operates these lights became stuck that night The Tennis Club has arranged for the button to be fixed.
- h) ORCC Community purchase of Salt bags. A scheme where Parish Council can buy salt in bulk and re-bag into smaller quantities for the public. It was agreed that Rotherfield Peppard does not have the facilities to manage this.

16) Public Question Time

Ann Pearce gave a presentation on the activities of the Commons Conservators working group:

- In 2012 there will be an Easter event with activities for children and guided walks through the Commons. This is to promote awareness of the Commons.
- On Saturday 3rd December 2011 the working group would address the Salt Pile area on Kingwood Common and that there would be a BBQ afterwards. Everyone is welcome.
- The working group requires additional tools such as brush cutters and asked the Council if they would consider donating some money towards this. Ann was asked to provide estimates of cost for a Brush Cutter.

The Council wished to thank Ann for her hard work setting up and managing the working group.

17) Christmas

NL announced that he would like to host a Christmas gathering December and asked councillors to provide a list of guests they would like to invite.

18) Resignation Nick Launders as Chairman of Rotherfield Peppard Parish Council

Nick advised the Council that after three years as Chairman he wishes to stand down at the end of the next Full Council meeting. Nick will formally tender his resignation in a letter to the Council during the next few weeks. Demands of other commitments have made it increasingly difficult for Nick to devote the time he would like as Chairman to the Council. Nick will continue as a Councillor.

The Councillors were surprised and saddened by the announcement but understood the reasons. They were delighted that Nick is staying on as a Councillor.

Councillors wishing to apply for the position of Chairman should notify NL and LC before Thursday 1st December 2011.

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday November 14th 2011 19:30

19) Matters for Future meetings

- New Councillor Notices - status
- Community Survey - update
- Ordnance Survey agreement - update
- Employment status of Mr Bowles and Mr Parisi – update/resolution
- Election of New Chairman.

Meeting ended at 22:15

Rotherfield Peppard Parish Council

Minutes of the Meeting Held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard, on
Monday November 14th 2011 19:30

Expenditure Authorisation

The following spend was approved at the meeting:

Detail	Amount
DAVID HAMMOND - Expenses	83.00
OALC - Finance Training: L Collison, T Ryan, T Cotton	198.00
WMH - Hire for 2012 APM	60.00
STEVE MALCOM - Young Persons Survey Raffle	25.00
SLCC - VAT Training Course: L Collison	114.00
THAMES WATER - Water rates	58.30
SODC - Dog Bins	40.64
BACA - Sock, gloves and black bags for T Parisi	80.66
MICHAEL BOWLES - Wages: November	Confidential
TONY PARISI - Wages: November	Confidential
LINDA COLLISON - Expenses	376.85
WMH - Deposit for 2012 APM	100.00
Internal notice board for pavilion	10.00
A Marsden - advise for Charity VAT management	£50/hr + 40p/mile
Solicitor: Cricket Agreement	To £600 (+VAT)
Fix element in heating	Unspecified
Insulation roof	To £540 (+VAT)

The following cheques were signed directly after the meeting:

Detail	Amount	Date approved	Cheque Number
DAVID HAMMOND - Expenses	83.00	Nov 14 2011	1986
OALC - Finance Training: L Collison, T Ryan, T Cotton	198.00	Nov 14 2011	1987
WMH - Hire for 2012 APM	60.00	Nov 14 2011	1988
STEVE MALCOM - Young Persons Survey Raffle	25.00	Nov 14 2011	1989
SLCC - VAT Training Course: L Collison	114.00	Sept 12 2011	1990
THAMES WATER - Water rates	58.30	Nov 14 2011	1991
SODC - Dog Bins	40.64	Nov 14 2011	1992
BACA - Sock, gloves and black bags for T Parisi	80.66	Nov 14 2011	1993
MICHAEL BOWLES - Wages: November	Confidential	Nov 14 2011	1994
TONY PARISI - Wages: November	Confidential	Nov 14 2011	1995
LINDA COLLISON - Expenses	376.85	Nov 14 2011	1996
WMH - Deposit for 2012 APM	100.00	Nov 14 2011	1997