

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of The Annual Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 18th May 2015 at 7:30 pm

Present:

Councillors:	Barry Wood (Chairman)	(BW)	Simon Crouch	(SC)
	Tony Cotton (Vice Chair)	(TC)	Veronica Treacher	(VT)
	Valerie Ross	(VR)		
Clerk:	Linda Collison	(LC)		
OCC:	David Bartholomew (part)	(DB)		
SODC:	David Nimmo-Smith	(DNS)		
Press:	Connor McLoughlin (Henley Standard)			

Members of Public: 6 in total – some part only

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

Open Forum: None.

1 Election of Chairman and Vice Chairman.

It was proposed by TC, seconded by SC and agreed by majority that Councillor Wood is re-elected as Chairman. BW accepted the position and signed the Declaration of Acceptance of Office.

It was proposed by BW, seconded by VR and agreed by majority that Councillor Cotton is re-elected as Vice Chairman. Action: TC accepted the position and signed the Declaration of Acceptance of Office.

2 Apologies:

Apologies were received prior to meeting from Parish Councillors Fiona Berry and Terry Ryan.¹

3 Member’s declaration of Pecuniary Interests: None.

4 Minutes:

VT raised concerns regarding section (1) Apologies where it says ‘*BW expressed concern that the reason (for VT’s apologies) was not valid and members agreed that this was not an acceptable reason for missing the Council meeting*’. VT explained that she had given her apologies with reasons (*pressure of election*) to the Clerk 45 minutes prior to the meeting, and the Clerk had not indicated that there was a problem with this. VT further explained that after the meeting she had received an email from BW describing her actions as irresponsible, asking her to apologise to her fellow members. VT said that the minutes and email were offensive and bullying.

BW replied that his actions were not bullying, all members had a responsibility to the Parish to attend the meetings and should be able to find the time to do so. Preparing for District Council election, BW added, was not a valid reason..

TC reminded members that they were ‘summoned’ to a meeting – not ‘invited’.

VT asked for clarification as to what was a valid reason for not attending.

It was MOVED by SC, seconded by TC and resolved (not unanimous) that the minutes of the Full Council meeting held on Monday April 13th 2015 be signed as a true record of the meeting.

It was agreed that agenda item 5 (matters relating to Oxfordshire County Council) would be considered later when County Councillor Bartholomew had arrived.

¹ After the meeting apologies were received from Councillor Flett. The reason for absence and late notice was accepted by the Chair and Clerk.

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

District Councillors Report: (DNS)

BW welcomed the newly elected District Councillor David Nimmo-Smith.

DNS introduced himself explaining that although he had been a District Councillor many years before, there had been many changes and he was on a learning curve. The ward would be shared with Charles Bailey who would be the main Councillor for RPPC and would attend the RPPC meetings.

BW explained that the main issues for RPPC are planning (especially when the SODC planning Officers/committee accepts 'desk-top' reports from Highways, rather than a site-visit report.

DNS was asked for a District Councillors report to be submitted to the Clerk each month prior to the meeting.

6 Matters relating to Oxfordshire County Council (OCC)

- **County Councillors Report:** (Sent prior to the meeting – Appendix 4)

- **Turning circle opposite the Unicorn Pub**

DB confirmed that he had raised an enquiry with the Area Steward regarding ownership. BW suggested that the posts are removed and the grass made 'solid' to allow busses to drive over. TC did not support this proposal, explaining that the posts are falling as their posts are rotten at the bottom. Action: Add to agenda when ownership is confirmed.

- **Speed Surveys**

DH confirmed that the Results will be issued this week. Action: Add to next agenda.

- **B481 Gravel Hill; Junction Stoke Row Rd and Blounts Court Rd**

DH advised that the Butlers Yard residents have agreed to fund installation of yellow lines up to a cost of £3850 (9x£450), although the total cost is expected to be between £4,000 and £5,000. OCC has no funds to make up the shortfall. The cost is predominantly legal costs including the consultation that will take place before any action is taken.

BW explained that he hoped that the nearby businesses such as The Pet Barn and Johnson Matthey would make up some of the shortfall, and proposed that the Council contributed £250 towards the project. VR raised concern that the yellow lines along Butlers Yard would only benefit the residents of the 9 properties in Butlers Yard and asked whether this was a fair use of Public money.

It was agreed that, as the proposal included yellow lines along Blounts Court Road as well as along Butlers Yard, the Council would contribute £250. The matter to be revisited if Blounts Court Road were to be excluded from the project.

When sufficient funds are collected a consultation will take place looking at location of lines, single or double lines etc.

A member of the public expressed concern that the grass verge between Blounts Court Road and the B481 was deep and impacted the vision of cars joining the B481.

- **Abandoned OCC Signs**

The old OCC signs discovered during the litter-blitz have been collected.

- **Spruce (Larch) Trees on Gravel Hill**

Three trees on Gravel hill have been marked with red circles indicating that OCC Highways arborist had concerns and they may be felled. Clerk explained that the arborist responsible for identifying the trees had left and that his replacement (Edward Faharty) had agreed that he would visit the site (w/c 18th May) before any action was taken. Action: add to next agenda.

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- **Dog Lane junction – traffic and parking issues.**

The combination of lorries entering and leaving the Golf Course, with Coffee shop customers parking on this short stretch of Highway continues to raise concern – DB requested that he is kept informed and sent photographs of the area at busy times.

VR expressed additional concern when the new School playing field opens and children are walking from the school along the road through this area to the playing field. Mr Herriot (School Governor) explained that bollards will be erected and a path built along the edge of the road as a safety condition.

Action: LC to arrange a site meeting of the Golf Course for SC and other members.

VR added that she had seen the lorries parked along the B481 in Sonning Common in the layby's near to the Herb shop, and at Gallowstree cross-roads – on the grass opposite the parking area.

- **OCC Grant**

Due to OCC budget cuts it was unlikely that there would be OCC grants available this year.

- **Potential Third Reading Bridge**

Seven of the nine Parish Councils in DB's division are opposed the bridge, RPPC is yet to decide. Sonning have asked for this to be considered again. Action: To add to next agenda.

- **Sonning Common Skate park**

The Skate Park was complete. RPPC have agreed to purchase a bench (up to £500 including VAT) for the park. Sonning Common Parish Council (SCPC) have requested a specific type of bench (chosen by the youngsters) and asked whether they should purchase on RPPC's behalf. It was agreed that if the funds are given to SCPC that it should be net of VAT (ie £417)

- **Over-growing hedge/trees opposite 'the Grouse and Claret'.**

OCC Highways have confirmed that hedge/trees should be cut back and have identified that the hedges/trees are growing on land that belongs to the land known as 'the Grouse and Claret'. OCC Highways have written to the owners asking for the trees/hedges to be cut back.

7 Appointment of Committees

It was proposed by VR, seconded by SC and agreed unanimously that there should be four Council Committees / Working groups are follows:

Councillor	Finance & Staffing	Planning	Village Working Group	Pavilion Working Group
B Wood	X	X	X - Chair	X
T Cotton	X - Chair	X	X	
F Berry		X - Chair	X	
S Crouch	X			X - Chair
T Ryan	X			X
L Flett	X			
V Ross		X	X	
V Treacher		X		
Non-Councillors			X	X

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Committee Terms of reference:

- **Planning Committee**

It was agreed unanimously to adopt the existing Planning Committee Terms of Reference for another twelve months. LF and TR are to continue as reserve members of the Planning Committee attending a meeting when there is a risk that a Planning Committee meeting will be inquorate. The Planning Committee Terms of Reference for 2015-16 were signed by BW. (Appendix 1)

- **Finance and Staffing Committee**

It was agreed unanimously to amend the 2014-15 Finance and Staffing Committee Terms of Reference to clarify that the Committee has no delegated powers, and instead makes recommendations to Council. The revised Finance and Staffing Committee Terms of Reference to be signed by BW prior to the next meeting. (Appendix 2)

- **Village Working Group**

It was agreed unanimously to adopt the 2014-15 Village Working Group Terms of Reference circulated prior to the meeting. The Village Working Group Terms of Reference were signed by BW.

- **Pavilion Working Group Committee**

It was agreed that Terms of Reference for the Pavilion Working Group should be drawn up for the next Council meeting. Action SC/LC.

8 Administration, Finance and Staffing:

- **2014-15 Final Accounts** – it was agreed to defer this to the June meeting.
- **Internal Audit report** – TC reported that the Council had received a clean Internal Audit report for 2014-15.
- **Pension Contact** – Every employer with at least one member of staff must automatically enrol those who are eligible into a workplace pension scheme and contribute towards it. The staging (start) date for RPPC is 1 May 2017, but the Pensions Regulator must be notified of the Council's nominated contact before 30th June 2015. It was agreed that the contact should be the Chairman and the second contact should be the Autela, the payroll services company for RPPC. .
- **2015-16 subscriptions** – TC proposed, VT seconded and it was agreed unanimously that the following subscriptions. LC to action and pay when the subscriptions become due.

	Date Due	Previous Amount	Amount	
SLCC	01 May 2015	116.00	118.00	actual
ORCC	01 April 2015	65.00	65.00	actual
Chiltern Society	01 July 2015	25.00	25.00	est
OPFA	01 Jan 2016	40.00	40.00	est
OALC	02 Feb 2016	237.55	250.00	est
ICO	02 Feb 2016	35.00	35.00	est
CPRE	05 Feb 2016	36.00	36.00	est
Parish On Line	12 Feb 2016	28.00	28.00	est

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9 Approval of Spend:

It was proposed by TC, seconded by SC and resolved unanimously that the following payments are approved. SC and TC were instructed to approve the internet payments.

Ref #	Account	Payee	Description	Power	£
16-344a	Charity Re-claim	SC Re- imbursement	Projector	LGA(Misc Act)1976 s19	£449.00
16-344b	Charity Re-claim	RTS	Projector install	LGA(Misc Act)1976 s19	£269.78
16-345	Charity Re-claim	S Folland	Electrical wiring	LGA(Misc Act)1976 s19	£200.00
16-346	Charity Re-claim	Lock Solutions	Locks	LGA(Misc Act)1976 s19	£228.60
16-347	Staff Costs	T Parisi	May wages	LGA 1972 112	£49.35
16-348	Staff Costs	M Bowles	May wages	LGA 1972 112	£65.93
16-349	Staff Costs	L Collison	May wages	LGA 1972 112	£549.21
16-350	Staff Costs	HMRC	May PAYE	LGA 1972 112	£28.80
16-351	Staff Costs	OCC Pension	May Pension	LGA 1972 112	£169.02
16-352	Staff Costs	Autela Svs	Payroll svs May	LGA 1972 112	£13.30
16-353	SLCC subscription	SLCC	Subscription	LGA 1972 111	£118.00
16-354	ORCC membership	ORCC	Subscription	LGA 1972 111	£65.00
16-355	Pavillion Cleaning	M Bowles re- imbursement	Pavillion Cleaning	LGA(Misc Act)1976 s19	£5.50
16-356	Electricity Peak	British Gas	May Electricity	LGA(Misc Act)1976 s19	tbc
16-357	Elec off-peak	British Gas	May Electricity	LGA(Misc Act)1976 s19	tbc
16-358	Insurance	Came insurance	Annual insurance	LGA 1972 111	£704.70
	Grant to Charity		Annual insurance	LGA(Misc Act)1976 s19	
16-359	Donation	Sonning Common PC	Bench	LGA(Misc Act)1976 s19	£417
16-360	Internal Audit	JNP Associates	Internal Audits	LGA 1972 111	£80.00
16-361	Approved 2014- 5	Tilehurst Glass	PWMH windows	War Memorials (LAP) Act 1923 s1	£280.00
16-362	Chiltern Soc Sub	Chiltern Society	Subscription	LGA 1972 111	£25.00

10 Members portfolio:

The members' portfolios as shown in appendix 5 were agreed

11 Members' Allowances

- It was proposed by TC, seconded by SC and agreed unanimously, that Elected Members could claim Members Allowances during 2015-16.
- The Resolution to Pay Allowances 2015-16 was signed by BW.
- It was proposed by TC, seconded by VR and agreed unanimously that co-opted members could claim for one printer cartridge and one ream of paper per year from the clerk. Standing orders to be updated to reflect this. (See section 13 below)

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12 Internal Audit 2015-16

It was agreed unanimously that an Internal Auditor should be employed during 2015-16. Action LC to find new auditor.

13 Review of Official Documentation:

- **Standing Orders:**

It was agreed that the Standing Orders should be amended to include the provision of printer cartridge and paper for co-opted members (see item 11 above) – Amendment shown in Appendix 6

The Standing Orders for 2015-16 to be signed by BW prior to the next meeting.

- **Financial Regulations**

It was agreed that the Financial Regulations circulated prior to the meeting (which included a new section covering internet banking) should be adopted. Amendment shown in Appendix 7
The Financial Regulations for 2015-16 were signed by BW.

- **Complaints Procedure/ Code of Practice for Handling Complaints.**

It was agreed that there should be no change to the existing Code of Practice for Handling Complaints.

The Code of Practice for Handling Complaints for 2015-16 was signed by BW

- **Risk Assessment**

It was agreed that there should be no change to the existing Risk Assessment.

The Risk Assessment for 2015-16 were signed by BW

- **Publication Scheme**

It was agreed that there should be no change to the existing Publication Scheme.

The Publication Scheme for 2015-16 was signed by BW

- **Policy for Dealing with Press/Media**

It was agreed that there should be no change to the existing Policy for dealing with requests from the Press/Media.

The Policy for Dealing with Requests from the Press/Media for 2015-16 were signed by BW

14 Calendar of Events

- The 2015-16 meetings dates shown in appendix 8 were agreed.
- It was agreed that the Trustee meeting for the Sports Pavilion and Field Charity would be held on Monday 8th June at 7pm.

15 Matters for future meetings

To include 2014-15, Annual Return, Village Working Group, Townlands Hospital.

16 Correspondence

- **Townlands Hospital:**

BW explained that a six week consultation had begun and that he would be requesting that this included a public meeting in Peppard. Action BW to arrange the meeting.

- **Peppard Revels 2015**

It was agreed that two Revels banners could be erected on the top common – provided permission had been granted by the Conservators.

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- **Rotherfield Greys fete signage.**

It was agreed that Rotherfield Greys Fete signs could be erected in the parish.

- **Peppard Farm.**

The owner of Peppard farm had concerns about safety when leaving her property by car as the builders vehicles (for neighbouring property) were blocking her view onto the road. LC added this had been escalated to Highways and Enforcement.

- **Site for Peppard School.**

The Council had been copied on a letter from a member of the public to the School about the New School site, wanting confirmation that the site was secure and would soon be in use.

SC left the meeting

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PLANNING COMMITTEE MEETING

17 Minutes

It was MOVED by BW, seconded by TC and resolved that the minutes of the Planning Committee meeting on Saturday 25th April 2015 be signed as a true record of the meeting.

18 New Planning Applications

P15/S1343/ HH	Pencoates Church Lane RG9 5JR Increase in roof height of existing bungalow to provide 1st floor accommodation, single storey side/rear extension
	RPPC considers that this application should be approved.
P15/S1468/ FUL	Greenways Chiltern Road RG9 5LP Replacement of existing dwelling
	RPPC supports this application and recommends its approval. However at the Council meeting the neighbours (Fairfield) expressed concerns regarding possible loss of privacy and the height and location of the new garage, which is in front of the property. The applicant confirmed that he would liaise with neighbouring Fairfield's with a view to amending the plans if necessary to protect their privacy.

19 SODC Planning decisions

None at time of agenda being issued

20 Enforcement Actions

Enforcement action	Update/Status
Colmore, Colmore Ln Kingwood RG9 5NA Retrospective planning application for a curved trench denied – not yet filled back in. (P14/S0257/FUL)	With SODC legal department. Action LC to ask for update.
Greys Green Golf Course, Peppard RG9 5JU Various concerns from residents regarding the improvement works. (P14/S0844/FUL)	None. RPPC liaising closely with the Golf Course and will continue to monitor.
Land nr Old Sewage Works off Wyfold Ln Tree felling and laying of hard core creating potential parking area for large vehicles without planning permission.	SODC considers that a breach of planning control has occurred and we have requested that the land be restored to its former condition by 15 May 2015. Action LC to ask for update
Daisy's at the Dog out building Concerns raised that the barn is being used without planning permission/change of use.	With SODC
82 Shiplake Bottom Concerns that the replacement tree had not been planted (TPO 17/2014)	LC to ask (Matt Gulliford, Forestry officer SODC) for an update regarding the replacement tree

Meeting ended at 9:00 pm

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Appendix (1): Planning Committee Terms of Reference

Planning Committee

Members:	All members of the Planning Committee must be Parish Councillors
Appointments:	Planning Committee Chairman and members appointed by Parish Council Parish Council Chairman is ex-officio member with full voting rights
Quorum:	1/3 of members – with a minimum of 3 members
Meetings:	Twice per calendar months to allow responses within required timescales.

Responsibilities:

1. To execute it's Delegated Powers (as below) according to RPPC Code of Conduct and standing orders.
2. To report activities to full Council on a periodic basis
3. Minutes of meetings to be distributed to all members of the Parish Council and to be received at the following Planning Committee meeting and signed by Committee Chairman (or person chairing the meeting).

1 Delegated Powers:

1. The committee shall receive, consider and respond to planning applications from the Local Planning authorities
2. Will consider all matters relating to Listed Building consents, buildings of special interest, historic buildings and buildings in the conservation area, Local development framework, Tree Preservation Orders, Street naming and numbering.
3. To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission.
4. To comment upon and monitor Tree Preservation Orders and to seek approval for further TPO's if deemed necessary.
5. To respond to all relevant consultation documents relating to planning and associated matters.
6. The committee is authorized to appoint advisers as and when necessary to assist in its work.

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Appendix (2): Finance and Staffing Committee Terms of Reference

Finance and Staffing Committee

Members:	All members of the Finance and Staffing Committee must be Parish Councillors
Appointments:	Committee Chairman and members appointed by Parish Council Parish Council Chairman is ex-officio member with full voting rights
Quorum:	1/3 of members – with a minimum of 3 members
Meetings:	Normally 4 times a year.

Responsibilities:

1. To make recommendations to the Full Council regarding Finance and Staffing matters. The Committee has no delegated powers.
2. To work with the Responsible Financial Officer (RFO) of the Council to:
 - establish and maintain a financial calendar of activities and report to Council
 - monitor spend against budget and report regularly to Council
 - make recommendations to Council about expenditure
 - recommend the level of precept to Council
 - monitor all Council property and assets and make recommendations to Council on best use and management of them
 - achieve best value purchasing decisions to ensure value for money
 - review all insurance annually and make recommendations to Council
 - review the financial regulations of the Council and recommend changes to Council
 - Review risk assessments and emergency policy and make recommendations to Council.
3. To recommend to Council the terms of reference and appointment of the internal auditor including remuneration.
4. To review internal audit reports and make recommendations to Council
5. To carry out annual review of the effectiveness of the system for internal audit of its accounting records and of its system for internal control and present findings and proposed changes to Council for approval.
6. To reconcile bank accounts on a quarterly basis.
7. To review S137 payments on a quarterly basis.
8. To review all staffing matters and carry out annual appraisal of Parish Clerk
9. To review all pay scales and make recommendations to Council
10. Minutes of meetings to be distributed to all members of the Parish Council and to be received at the following Finance and Staffing Committee and signed by the Committee Chairman (or person chairing the meeting)
11. To review staff and members expenses on a quarterly basis and recommend payment to Council at the next Full Council meeting.

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Appendix (3): Village Working Group Terms of Reference

Village Working Group

- Members: There will be no maximum number of members. A minimum of 33% of the members will be Rotherfield Peppard Parish Councillors. All members should be residents within the boundaries of the Parish
- Appointments: The Chairman will be appointed by the Rotherfield Peppard Parish Council. The Vice Chairman will be voted by the Village Working Group. The full membership of the Village Working Group will be ratified by resolution of the Parish Council and any objections to membership of the Village Working Group will be the sole responsibility of the Parish Council.
- Quorum: 1/3 of members – with a minimum of 3 members
- Meetings: Meeting held in the Pavilion. A minimum of 6 per annum in a full cycle year.

Responsibilities:

1. To construct a Working Group with a broad balance of RPPC Councillors and RPP residents.
2. To engage the Parish in a tree audit and recommend to RPPC trees suitable for Tree Preservation Orders.(TPOs)
3. To engage the Parish in auditing building infrastructure and recommending to RPPC buildings for preservation actions.
4. To engage the Parish in reviewing the Parish open spaces, including grass verges and car parking areas and recommending to RPPC actions for their long term preservation
5. To engage the Parish in reviewing all present footpaths and recommending to RPPC actions for their maintenance and preservation and the establishment of any new footpaths.
6. To engage the Parish in reviewing all hedgerows and recommending actions to the RPPC on their maintenance and preservation.
7. To review and recommend to RPPC actions for the reinforcement of RPPC Policies relating to signage, public information, street scene development and housing development.
8. To recommend to RPPC the need for any extensions of the designated AONB
9. To engage with either local or National organisations including adjacent Parish Councils in the development of ideas and recommendations for RPPC
10. All recommendations to RPPC to take account of the need for sustainability and biodiversity where appropriate.

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Appendix (4): Page GENERAL OCC REPORT

GENERAL ELECTION IN OXFORDSHIRE

Subsequent to the general election, the Oxfordshire seats of Banbury, Henley, Oxford West & Abingdon, Wantage and Witney all remain Conservative while Oxford East was held by the Labour Party. The Conservative Manifesto outlines a number of policies that will have implications for services run by the County Council, and we will get details as soon as they are available.

LOCAL ELECTIONS

A by-election also took place for the County Council in West Witney & Bampton and was won by James Mills for the Conservatives. The Conservative Independent Alliance retains control of the County Council.

HAVE YOUR SAY ON SOCIAL CARE

Users (and their carers) of social care services, for example, home support, day services and respite care are invited to come along and talk to the Director of Adult Social Care, John Jackson, and senior managers to raise issues and concerns. The event will be held on Saturday 20 June at the King's Centre, Oxford from 1.30-4.30pm.

More information at: <https://www.oxfordshire.gov.uk/cms/content/hearsay>

NEW FIRE CONTROL SERVICE GOES LIVE

Oxfordshire Fire and Rescue Service (OFRS) has joined forces with Royal Berkshire Fire and Rescue Service (RBFRS), and Buckinghamshire & Milton Keynes Fire and Rescue Service (BMKFRS) to create a state of the art emergency call handling centre. This is based at RBFRS HQ in Calcot, Reading.

The Thames Valley Fire Control Service (TVFCS) answers 999 calls and mobilises resources on behalf of the three Fire and Rescue Services (FRS's) to incidents across the Thames Valley, serving a combined population of around 2,253,400. The phased transition to the Thames Valley Fire Control Service (TVFCS) was completed on Thursday 23rd April.

The TVFCS replaces the three FRS's individual control rooms, which were in urgent need of updating following the termination of the Government's national FiRe Control project in 2010. After the FiRe Control project came to an end, each FRS in England was given up to £1.8m grant money each from Government to undertake this work.

For more information: <https://www.oxfordshire.gov.uk/cms/news/2015/apr/new-thames-valleyfire-control-service-goes-live>

CONSULTATION ON SIXTH FORM TRANSPORT

The County Council is consulting on its proposed annual transport policy statement covering young people of sixth form age. The policy statement details the transport provision and financial assistance with transport that the council believes are necessary for Oxfordshire residents of sixth form age who are receiving education or training. A key priority of the Government is to close the gap in attainment between those from poorer and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16-19 education and training. The Government provides funding to tackle disadvantage both through the Education Funding Agency's (EFA) funding formula and through the £180 million 16-19 Bursary Fund to help young people meet the costs of participating in education and training post-16. 2015/16 will be the fifth year of the 16-19 Bursary Fund.

The consultation and supporting documents can be found at:

<https://consultations.oxfordshire.gov.uk/consult.ti/Post16Transport/consultationHome>

FREE SEMINARS TO EXPLAIN NEW CONSUMER RULES TO BUSINESSES

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Free seminars to help Oxfordshire businesses understand new consumer rules due to be brought in during October are being held by Trading Standards in June. These changes to the rules will affect most goods or services and involve consumer rights relating to what to do if those goods or services are faulty. The major changes cover:

- What should happen when goods are faulty.
- What should happen when digital content is faulty.
- How services should match up to what has been agreed, and what should happen when they do not or when they are not provided with reasonable care and skill.
- Unfair terms in a contract.
- What happens when a business is acting in a way which isn't competitive.
- Written notice for routine inspections by public enforcers, such as Trading Standards.
- Greater flexibility for public enforcers to respond to breaches of consumer law, such as seeking redress for consumers who have suffered harm.

For more information: <https://www.oxfordshire.gov.uk/cms/news/2015/apr/free-seminarsexplain-new-consumer-rules-businesses>

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Appendix (5): Members portfolios

Councillor	Area of Responsibility	Representative for Peppard organisation	Notice Board	Risk Assessment	Footpaths
<u>B Wood</u>	Parish Relations Press Townlands Hospital		Stoke Row Rd Bus Stop	Bus Shelter, Salt Bin	35, 36, 37, 38, 39
<u>T Cotton</u>	Commons Footpaths Emergency Plan		Unicorn	Salt Bin, Bus Shelter	1, 2, 3, 4, 9
<u>F Berry</u>	Consultations Co-Ordinator.			Top Common benches	8, 32,33
<u>S Crouch</u>	Pavilion IT		Pavilion	Pavilion inside	26, 27, 28, 29
<u>T Ryan</u>	Present School Playground	Peppard Education Trust	School	Pavilion outside Sports Field, Kiosk. Salt Bin	12, 13, 16, 17, 18
<u>L Flett</u>	Carlings Orchard New School	Peppard Education Trust (sub)	Stephens Lane	Carlings Orchard Dog Bin Peppard Wood Salt Bin	10, 11, 14, 15, XX*
<u>V Ross</u>	Consultations Co-Ordinator Play Area	War Memorial Hall		Millennium Tree (Top Common)	19
<u>V Treacher</u>	Environment (CPRE + other)	Relief in Need		Benches at Gallowstree Xroads	5, 30, 31, 34
<u>Other 1</u>					
<u>Other 2</u>					

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of The Annual Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 18th May 2015 at 7:30 pm

Appendix (6): Amendments to Standing Orders

The following sections were added to section 30 of the financial regulations

F: Allowances can be paid to elected members according to The Local Authorities (Members' Allowances) Regulations 2003. Allowances are paid during the last 3 months of the financial year; the amount is pro-rata for the months in the elected role. Each year the Council should resolve whether to pay allowances that year, and each member must complete an Allowance Claim form before payment is paid. Co-opted members (not eligible for Allowances) can claim one cartridge and one ream of paper per year to cover costs.

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Appendix (7): Amendments to financial regulations

The following sections were added to section 6 of the financial regulations:

6.5 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

6.6 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided the Clerk keeps copies of the approvers' written confirmation confirming the transactions they have approved.

6.7. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.8 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

6.9 Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.10 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.11 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk [the RFO] and two members. A programme of regular checks of standing data with suppliers will be followed.

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Appendix (8): 2015-16 meeting dates

2015-16 Council Meetings (& Events)				
June 2015	Monday	8 th	7:00 pm	Trustee meeting for Sports Pavilion & Field Charity
	Monday	8 th	7:30 pm	Full Council and Planning
	Saturday	20 th	10:00 am	Planning
July	Tuesday	7 th	7:30 pm	Finance and Staffing
	Monday	13 th	7:30 pm	Full Council and Planning
	Saturday	25 th	10:00 am	Planning
August	Monday	10 th	7:30 pm	Full Council and Planning
	Saturday	22 nd	10:00 am	Planning
September	Monday	14 th	7:30 pm	Trustee meeting for Sports Pavilion & Field Charity
			8:00 pm	Full Council and Planning
	Saturday	26 th	10:00 am	Planning
October	Tuesday	6 th	7:30 pm	Finance and Staffing
	Monday	12 th	7:30 pm	Full Council and Planning
	Saturday	24 th	10:00 am	Planning
November	Monday	9 th	7:30 pm	Full Council and Planning
	Saturday	21 st	10:00 am	Planning
December	Monday	14 th	7:30 pm	Full Council and Planning
	Tuesday	15 th	7:30 pm	Finance and Staffing
	Saturday	19 th	10:00 am	Planning
Jan 2016	Monday	11 th	7:30 pm	Full Council and Planning
	Saturday	23 rd	10:00 am	Planning
February	Monday	8 th	7:30 pm	Full Council and Planning
	Saturday	27 th	10:00 am	Planning
March	Monday	14 th	7:30 pm	Trustee meeting for Sports Pavilion & Field Charity
			8:00pm	Full Council and Planning
	Saturday	26 th	10:00 am	Planning
April	Saturday	2 nd	10:00 am	Litter Blitz
	Tuesday	5 th	7:30 pm	Finance and Staffing
	Monday	11 th	7:30 pm	Full Council and Planning
	Saturday	30 th	10:00 am	Planning
May	Sunday	1 st	2:00pm	Beating the Bounds (Rogation Sunday)
	Monday	9 th	7:30 pm	Full Council** and Planning
	Saturday	28 th	10:00 am	Planning

** Annual meeting of the Parish Council

2015 Annual Parish Meeting
The Annual Parish Meeting will be held on Saturday 23rd April 2016 at 10:00 am at the Peppard War Memorial Hall, Gallowstree Road, Peppard Common, RG9 5JA