

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of The Full Council Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 8th June 2015 at 7:30 pm

Present:

Councillors:	Barry Wood (Chairman)	(BW)	(Part)
	Fiona Berry	(FB)	
	Simon Crouch	(SC)	
	Valerie Ross	(VR)	
	Veronica Treacher	(VT)	
	Tony Rancombe	(AR)	(Part)
Clerk:	Linda Collison	(LC)	
OCC:	David Bartholomew	(DB)	(Part)
SODC:	Charles Bailey	(CB)	(Part)
Press:	Connor McLoughlin (Henley Standard)		

Members of Public: 5 in total – some part only

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

Open Forum:

None at this time. (See below)

1 Apologies:

Apologies were received and accepted from Parish Councillors Tony Cotton, Leeanne Flett and Terry Ryan.

2 Member’s declaration of Pecuniary Interests: None, however FB explained that she had a non-pecuniary interest in agenda item 7 (Reading Third Bridge).

3 Minutes:

It was moved by SC, seconded by VR and resolved (one abstention) that the minutes of the Full Council meeting held on Monday May 15th 2015 be signed as a true record of the meeting. ¹

A member of the public raised concern that when he had arrived at 7:30pm there was no Open Forum. BW explained that at 7:30pm he had announced the Open Forum but the gentleman was not in the room. The member of the public stated that the computer display projected on the wall still showed 7:30 when he entered the room. BW agreed to allow an Open Forum at this time.

Open Forum:

The Member of Public explained that having read the article in the Henley Standard regarding bullying at the previous Council meeting, he wanted to express his support for Councillor Treacher and thanked all Councillors for the work they do for the village. He asked that the Chairman create cohesion within the Council. BW replied confirming that it is his intention to create cohesion, adding that if the Council did not accept this they should put forward a motion of no-confidence.

4 Co-option new member:

Mr Tony Rancombe introduced himself to the Council and explained his reasons for wanting to join the Council.

Mr Rancombe left the room

It was proposed by SC seconded by VT and agreed unanimously that Tony Rancombe should be co-opted onto the Council.

¹ The May minutes were at the end of the meeting by SC who was acting Chairman at that time.

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Mr Rancombe returned and was advised of the Council's decision. The meeting was then paused while Mr Rancombe signed the Declaration of Office (witnessed by the Clerk) and joined the Council.

The meeting resumed.

BW proposed that items 5 and 6 were moved down the agenda. FB explained that a change of order could not proceed without a proposal and an agreed vote by the Council. BW requested that items 5 and 6 be merged into item 7. FB explained that this was unclear and asked for proposal that could be voted on by the Council.

The matter was not resolved and BW resigned from the Council and left the meeting.

It was proposed by VR, seconded by FB and agreed unanimously that SC should chair the rest of the meeting.

5 Peppard School:

On Friday 4th June 2014, BW, Councillor Flett and LC met with Ian Herriot and Louise Adams to discuss the short term plans for the school development, specifically looking at the proposed work at the Dog Lane Layby. Notes from the meeting had been circulated prior to the meeting.

Mr Herriot confirmed that the school was proceeding with the design of highway safety mitigation measures required to satisfy condition number 15 of the planning application.

The design for work at the Dog Lane layby had to be finalised as soon as possible so they could get the section 278 agreement from OCC highways required before they could start the work. This was likely to take time because OCC highways had work on neighbourhood plans to complete at the same time.

The school aimed to be using the new playing field/grounds in early autumn, when it is expected groups of 15 or 30 children will walk to and from the school to the new facilities for PE lessons. The safety measures for the route will take about 2 weeks to complete.

6 The Dog Lay-by:

In addition to residents, three interested parties use the Dog Layby – the New School, Greys Green Golf Course, and Daisy's at the Dog. Both the New School development and the Golf Course have approved planning applications each with their own approved traffic plans (the school's approved first, followed by the Golf Course). A planning enforcement has been raised by RPPC's Planning Committee for the development work and use of the barn at Daisy's at the Dog.

DB reported that OCC Highways Officers have now taken on board the seriousness of this issue. Peter Ronald is the lead. The OCC Cabinet Member has also instructed SODC Planning Enforcement to become involved.

It was agreed that this matter should be considered by the Planning Committee, who would make a proposal to RPPC's Full Council.

Action: FB to talk to relevant parties and to present her findings at future Planning Committee meeting.

7 Matters relating to Oxfordshire County Council (OCC)

- **County Councillors Report General:**

Sent prior to the meeting – Appendix 1

- **Speed survey results.**

Action: Deferred to next meeting.

- **Turning circle outside Unicorn Pub.**

DB confirmed that this land did belong to OCC adding that and OCC has no objection to the removal of the posts by RPPC. However, it remains unclear who actually owns the posts.

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- **Yellow lines at Junction on B481 at Gravel Hill, Blounts Court Rd and Stoke Row Rd.**

BW had previously advised that funds were in place to move this scheme forward and OCC Senior Traffic Technician Mark Francis has put in a request to the contractor for firm prices for two alternative schemes. OCC are not funding this project – just facilitating the project. RPPC had previously committed £250 to the project, provided the solution included Blounts Court Road.

- **Spruce/larch trees on Gravel Hill.**

OCC highways Arborists had confirmed that 2 of the larch/spruce trees at Gravel Hill need to be felled. VT proposed, SC seconded and it was agreed (1 abstention) that two large replacement trees of the same species to those felled be planted. Action: LC.

- **Third Reading Bridge.**

Action: Deferred to next meeting.

- **Detritus along road verges on Stoke row road (Opposite Pennyford House) 688233.**

DB confirmed that he is investigating this issue.

- **Devolution Powers**

VT asked DB for more information about the possible devolution of powers. DB confirmed that this was a project aimed at securing more funds from Westminster by making collective approach between three counties (Buckinghamshire, Northamptonshire and Oxfordshire). See Appendix 1. Action: add to next meeting Agenda.

- **OCC Parish Chair's meeting 17th June 2015.**

It was agreed that either Councillor Cotton (as vice-chair) or Simon Crouch would attend this meeting. Action: SC to confirm.

8 OCC Highways reports for SODC Planning Applications.

It was proposed by VR, seconded by SC and agreed that further discussion on this subject was not required and this item should be dismissed.

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

District Councillors Report: (CB)

SC welcomed the newly elected District Councillor Charles Bailey.

CB introduced himself explaining that it was still early days, adding that the ward would be shared with David Nimmo-Smith (DNS) and that in time either he or DNS would be named as the main contact for RPPC. Both CB and DNS are substitutes for the SODC Planning Committee.

Capital Communities Grants.

CB confirmed that SODC offers grants to capital community projects in South Oxfordshire through its two Communities Capital Grant Schemes. There is a large grant scheme offering between £15,000 and £100,000 and small scheme offering up to £15,000. Deadline for application for the larger grants is 24th July 2015.

CB said he would confirm whether the Council could apply for two grants – one for the school's work at Dog Lane and one for the proposed Play Area.

10 Townlands Hospital

It was agreed that that RPPC should pay for the hiring of the pavilion for the Townlands Hospital meeting on Thursday 11th June 2015.

11 Local Parishes working together on mutual Issues

Action: Deferred to next meeting.

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12 Village Working Group

Action: Deferred to next meeting.

13 Charity (Trustee) Actions

It was proposed by SC, seconded by FB and agreed (one abstention) that Rotherfield Peppard Football should pay a donation to the Charity at the end of 2015 equivalent to £5 per hour for the hire of the pavilion during 2015.

Action: SC to inform the Football club.

14 Pavilion Working group

SC clarified that the proposed Pavilion and Sports Field Management Committee Terms of Reference would be an updated for the next Council meeting.² Action SC.

15 Administration, Finance and Staffing:

• **2014-15 Final Accounts**

- It was proposed by SC, seconded by FB and unanimously agreed to approve the figures detailed on section 1 of the Annual return , which was subsequently signed by the RFO (LC) and SC (Chair of the meeting)
- The questions in section 2 of the Annual return – The Annual Governance Statement 2014/15 - were read and answered. The page was signed by the Chair of the meeting (SC) and Clerk (LC).

• **2015-16 Final Accounts**

The YTD accounts were presented and received. (Appendix 2).

• **Declaration of Interests**

LC confirmed that SODC would be advised that the there was no change in the members declaration of interests previously submitted. Action LC.

• **Risk Assessment Forms / Inspection Logs**

LC reminded members that the Risk Assessment forms (Inspection Logs) needed to be completed before the next meeting. Action All.

16 Planning meetings

It was proposed by FB, seconded by VR and agreed unanimously to add the following to the Planning Committee terms of Reference:

Unless otherwise permitted by the Chair of Planning (or in her/his absence the member chairing meeting) only Committee members who are familiar with the application plans and/or have attended a site visit for an application prior to the meeting may vote on that application. Members who are unfamiliar with the plans must abstain from the vote.

See Appendix 3. Action LC to redraft and circulate. To be signed at next council meeting.

17 Diary dates.

No actions.

18 Approval of Spend:

It was proposed by SC and resolved unanimously that the following payments (next page) are approved.

² New terms would need to be approved by the Trustee.

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Ref #	Account	Payee	Description	Power	£
16-363	Staff Costs	T Parisi	June wages	LGA 1972 112	£49.35
16-364	Staff Costs	M Bowles	June wages	LGA 1972 112	£65.93
16-365	Staff Costs	L Collison	June wages	LGA 1972 112	£549.21
16-366	Staff Costs	HMRC	June PAYE	LGA 1972 112	£28.80
16-367	Staff Costs	OCC Pension	June Pension	LGA 1972 112	£169.02
16-368	Staff Costs	Autela Svs	Payroll svs June	LGA 1972 112	£13.30
16-369	Pavillion Cleaning	M Bowles	Pavillion Cleaning	LGA(Misc Act)1976 s19	£8.55
16-370/1	Electricity Peak	British Gas	May Electricity	LGA(Misc Act)1976 s19	tbc

19 Matters for future meetings

To include: Planning responses; Planning training; Peppard War Memorial Hall; Third Reading Bridge; Speed Survey results; Local Parishes working together; Planning Terms of Reference; Devolution Powers.

SC & AR left the meeting

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PLANNING COMMITTEE MEETING

20 Minutes: None.

21 New Planning Applications

P15/S1563/FUL Land adjacent to Red House Stoke Row Rd RG9 5NJ Removal of condition 5 (Code for Sustainable Homes) of planning permission P14/S3725/FUL. Erection of new dwelling following previous approval.
RPPC has no strong views on this application.

22 SODC Planning decisions

Application	RPPC Decision	SODC Decision
P15/S0879/HH : 102 Shiplake Bottom RG9 5HP Demolition of existing porch and erection of new front porch incorporating wc	APPROVAL	APPROVAL
P15/S1076/FUL: Slaters Farm Church Lane RG9 5JL Variation of condition 2 of planning permission P14/S2109/FUL for the relocation of the dwelling and the addition of a dormer window and rooflights.	APPROVAL	APPROVAL

23 Enforcement Actions

Outstanding enforcement actions
Colmore, Colmore Ln Kingwood RG9 5NA Retrospective planning application for a curved trench denied – not yet filled back in. (P14/S0257/FUL)
Status/Action: With SODC legal department. Outstanding action LC to escalate
Greys Green Golf Course, Peppard RG9 5JU Various concerns from residents regarding the improvement works. (P14/S0844/FUL)
Status/Action: 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 has requested that the land be restored to its former condition by 15 May 2015. Action LC to give FB contact name
Daisy's at the Dog out building Concerns raised that the barn is being used without planning permission/change of use.
With SODC: Action LC to ask for an update
Vine Lodge and Broadlands Properties are empty and have been broken into.
Status/Action : LC to report immediately and put location into context (ie number other empty houses nearby)

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82 Shiplake Bottom

Concerns that the replacement tree had not been planted (TPO 17/2014)

RPPC recorded their disappointment in the outcome of this tree felling, which was as follows:

Initially SODC served a temporary TPO on the Beech following a request from a local resident. The purpose of serving the TPO was to prevent the removal of the tree before we had chance to make a detailed inspection.

When SODC arborist made the inspection it became clear that the tree had a number of defects and was causing considerable damage to the access drive for the property. Because of this it was no longer considered expedient to confirm the order making it permanent.

In between the SODC serving the order and making a detailed inspection of the tree, the owner of the tree made a tree works application to have the tree removed. As stated above when SODC inspected the tree we found the defects and so reluctantly had to issue a letter consenting to the trees removal. On the letter of consent SODC asked for a replacement tree to be planted, however as the applicant failed to plant the replacement tree before the temporary TPO expired SODC have no legal powers to enforce the replanting.

SODC have also sort to secure replacement planting by way of a planning condition on the recently approved planning application, unfortunately SODC were unable to gain the support for the condition by the planning officer or her manager. In light of these events SODC have no other options open to them for securing the replacement planting. SODC have sort to encourage the property owner to undertake the planting, but without success to date. When his building works are completed he may then choose to plant a new tree, but we have no power to enforce it.

VR reported to the Planning Committee that the A-Board outside Daisy's still remains on the highway verge – Action LC to escalate to highways and SODC planning.

Meeting ended at 9:10 pm

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Appendix (1): County Councillors Report

COUNTY COUNCIL AND CENTRAL GOVERNMENT BUDGETS

In 2010 Oxfordshire County Council received £120 million pa from central government. This sum has reduced to £62 million pa in the current year, further reducing to zero by 2022. Since 2010 the council has saved £204 million, with a further £88 million of savings to be made by 2018. A report to the Cabinet on 24th May stated that there could be another £50 - £60 million of saving to be found. This will be a challenge to the County Council, particularly with the increasing pressure on both adult and children's social care – currently around 50% of the budget is spent on just 2% of the population. The Government Budget on 8th July, along with the spending review later in the autumn, will provide more details about the impact of central government cuts on local government.

SUPPORTED TRANSPORT PROGRAMME INCLUDING BUS SUBSIDIES

A report to Cabinet started the consultation process, to be carried out by the independent Oxfordshire Rural Community Council, for the Supported Transport Programme including bus subsidies. A message must go out to communities concerning local buses: 'use them or lose them.'

DEVOLVED POWERS

There is a government commitment to devolve powers and budgets down to a more local level. OCC welcomes this move and the Leader is working with Buckinghamshire and Northamptonshire County Councils to promote 'England's Economic Heartland', which has a similar size to the Greater Manchester area, to ensure that Oxfordshire does not miss out on infrastructure-funding opportunities. This is not about a Super Unitary or a Mayoral system but about areas working together to deliver economic growth. If more powers were to be devolved down to the County Council, it is likely that more powers could be devolved down to large Town Councils to enable decisions to be made locally.

HOW BUSINESSES CAN AVOID WHEELIE BIN BLAZE RISK

Oxfordshire County Council's Fire and Rescue Service has this month called on local businesses to cut the fire risk from wheelie bins. The Service has recently been called out to fires which spread to properties after nearby wheelie bins and rubbish stored next to them were set alight. Stuart Garner, Premises Risk and Protection Manager for Oxfordshire County Council Fire and Rescue Service, said: "It is important that businesses understand how dangerous it can be to keep wheelie bins too close to buildings. The rubbish in them can often be easily ignited and it can burn very quickly. Flames can rapidly spread to the nearby building, endangering lives, causing damage or in some cases totally destroying property." More details here:

<https://www.oxfordshire.gov.uk/cms/news/2015/jun/how-businesses-can-avoid-wheelie-bin-blaze-risk>

WOODLANDS: OWNERS AND MANAGERS ASKED TO TAKE PART IN SURVEY

Oxfordshire County Council and the Sylva Foundation are working together to identify what support woodland owners need to get the best out of their woodlands in the future.

An online survey has been launched to gather views and opinions that will be used to improve existing and develop new support services for woodland owners and managers within the County. Details here:

www.sylva.org.uk/oxwoodsurvey

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Appendix (1): County Councillors Report (continued)

WORK INTERNSHIPS FOR YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS

Oxfordshire County Council is launching supported internships for young people with special educational needs and/or disabilities (SEND). It is an exciting venture between local colleges, Oxfordshire Employment Service and Mencap. The project aims to increase the number of education providers offering supported internships, resulting in more young people with complex SEND getting work placements leading to paid employment. It is funded by the Department for Education as part of the budget for colleges and aims at providing real life skills and foster independence in trainees. The pilot scheme, to be implemented in September 2015 involves four colleges: Henley, Banbury & Bicester, City of Oxford and Abingdon & Witney. These will provide the learning support, particularly with English and maths to 20 trainees. The launch events later this month will help strengthen the network, recruit trainees, and get the support from carers and employers. The unpaid internships will last for 12 months and will expose the interns to different roles within a large private company environment with the potential for a permanent job at the end of it or a progression route. These personalised internships differ from traineeships and apprenticeships with extra workplace and learning support. Details here:

<https://www.oxfordshire.gov.uk/cms/news/2015/jun/work-internships-young-people-special-educational-needs-and-disabilities>

FOSTERING AWARENESS PROGRAMME

Oxfordshire residents are being urged to 'have a conversation' about fostering and to consider whether they could change a child's life by becoming a foster carer. A series of public information events hosted by the council's recruitment team is being held as part of Foster Care Fortnight (June 1 to 14) for anyone interested in finding out more.

Foster carers provide a range of placements from emergency and short-term to long-term and specialist placements. The council would like to attract more local foster carers - particularly people willing to care for brothers and sisters, teenagers and children with special needs - to enable them to remain in-county and maintain links with their families.

The council offers excellent training, support and allowances to foster carers and would welcome enquiries from potential applicants who can call 0800 7835724.

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Appendix (2): YTD Accounts

	Apr 15	May 15	2015 15 TOTAL		June
	Actual	Actual	Apr + May Actual	Budget	Proposed
Income					
Precept	13,750.00	0.00	13,750.00	27,500.00	
Other Income	254.00	0.00	254.00	264.00	
Total Income	14,004.00	0.00	14,004.00	27,764.00	
Expense					
Staff Costs	870.71	870.51	1,741.22	11,013.56	870.51
Councillor and Clerk	0.00	0.00	0.00	700.00	0.00
Finance, Admin and IT	192.26	80.00	272.26	1,742.00	0.00
Insurance	0.00	300.00	300.00	300.00	0.00
Subscriptions	0.00	208.00	208.00	665.00	0.00
Village Upkeep	41.86	0.00	41.86	525.00	0.00
Carlings Orchard	0.00	0.00	0.00	1,790.00	0.00
Grant to SP&F Charity	408.11	410.20	818.31	2,400.00	8.55
Total Donations & Grants	0.00	696.67	696.67	4,750.00	0.00
Projects	192.50	0.00	192.50	2,240.00	0.00
Trustee purchases**	60.00	1,032.45	1,092.45	0.00	0.00
S137	0.00	0.00	0.00	100.00	0.00
VAT paid	29.03	196.26	225.29	0.00	
Total Expense	1,794.47	3,794.09	5,588.56	26,225.56	879.06

Key:

* plus electricity costs

** To be reclaimed from the Trustee

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Appendix (3): 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 its 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).

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.

Conditions:

1. Unless otherwise permitted by the Chair of Planning (or in her/his absence the member chairing meeting) only Committee members who are familiar with the application plans and/or have attended a site visit for an application prior to the meeting may vote on that application. Members who are unfamiliar with the plans must abstain from the vote