

ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday October 8th 2012 at 7:30 pm

Present:

Chairman:	David Hammond	(DH)		
Councillors:	Tony Cotton	(TC)	Terry Ryan	TR
	Nick Launders	(NL)	Hadley Cooper	HC
	Clive Mills	(CM)	Simon Crouch	SC
	Fiona Berry	(FB)		
Clerk:	Linda Collison	(LC)		
SODC	Paul Harrison	(PH)		
Press	Phil Simms			
Members of Public:	2			

=====

Open Forum: None

1) Apologies:

Apologies were received prior to meeting from Parish Councillor LeeAnne Flett and OCC Councillor Carol Viney (CV). Councillor Valerie Ross attended the meeting as a member of the public. (Personal reasons accepted by Council)

2) Member's declaration of Pecuniary Interests:

FB declared an interest in item 10 on the Agenda (Illegal Signage in the village).

3) Minutes:

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

LC advised that she incorrectly reported at the previous meeting that SC had not sent his apologies - SC had sent his apologies but LC had not picked up the message from her mobile until after the meeting.

4) Actions from Previous meeting.

Actions from previous meeting were reviewed.

LC advised that there were still 7 outstanding actions from August and September meetings – the list would be circulated after the meeting. ACTION LC.

5) Chairman's Report:

DH advised that since the last meeting he had attended two meetings regarding Broadband:

- OxOnline Broadband Champions Launch meeting (3rd October 2012)
- A meeting with John Howell MP (4th October 2012) in Sydenham with TC

DH said that he would circulate his notes from the meetings. (ACTION DH)

NL proposed that Council encourage more people to complete the Oxfordshire County Council broadband survey (OxOnline) (www.oxonline.co.uk).

It was AGREED that the subject of broadband in Rotherfield Peppard and steps required to improve the quality, is discussed further at the next meeting. (ACTION LC)

Signed:.....

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6) Oxfordshire County Council

CV provided notes relating to footpath 331/26 and 'Roads and Speeding Traffic' prior to the meeting. These are included in the appropriate sections below.

DH thanked CV for arranging the Roads and Traffic meeting on Monday 24th September 2012.

7) Roads and Speeding Traffic

A meeting to discuss Roads and Speeding Traffic in Rotherfield Peppard was held on Monday 24th September 2012. The attendees included two representatives from Thames Valley Police (Local sergeant Graham Pink and Chris Hulme from the Roads Policing Traffic Management Unit), Carol Viney (Country Councillor) and two members of the Roads and Speeding Traffic initiative group Kevin Browne and Michael Cotton. DH and LC from RPPC also joined the meeting.

The key areas of concern were discussed including addressing traffic signs, which are obscured by vegetation or in need of cleaning; establishment of a community speedwatch group and the possibility of painted roundels on the road indicating the speed limit.

A proposal of recommended actions from the Roads and Speeding Traffic Initiative Group will be made at the next Council meeting. ACTION LC to add to next agenda.

CV had advised that the Area Steward (OCC) had been briefed following the meeting.

NL suggested re-introducing the annual "sight-line" checks for the Councillors on the roads in Rotherfield Peppard. ACTION LC.

8) South Oxfordshire County Council

Town and Parish Forum

PH reminded Council of the Town and Parish Forum to be held on Wednesday 21st November 2012 at 5:15 pm. This gives local Councils the opportunity to discuss local issues and to influence strategic thinking and operational practices.

South Oxfordshire Thermal Imaging Surveys

SODC now owns a thermal imaging camera, which will be lent to community groups in the district during autumn and winter. It will show residents where their homes are losing heat and where insulation is needed.

Victims and Witnesses of Crime meet Police & Crime Commissioner Candidates.

Victim Support have organised a public meeting (Thursday 11th October 2012) at which victims and witnesses of crime and the people who work to support them, will have the opportunity to meet and question those who are standing for election as Police and Crime Commissioners. The candidates are Anthony Stansfeld (Conservative), Tim Starkey (Labour) and Prof. John Howson (Liberal Democrat).

Budget Consultation

SODC has commenced its 2013/14 budget consultation. Residents, Businesses, Town and Parish Councils and other stake holders are being asked for their views about what services the Council should prioritise, how the Council should spend funds in these financially uncertain times and whether Council Tax should be frozen or reduced.

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Garden Waste update

SODC now addressing unpaid bills as follows:

- Garden Waste customers pay annually and receive their yearly invoice in the month in which they first signed up to the service
- Customers that received their invoice from July onwards have been told that they need to convert to paperless direct debit through Capita.
- Customers that pay by cheque or cash and received their invoices in April, May and June will have to convert to Direct Debit next year. They will be chased for their payment this year and if they don't pay up, their bins will be collected.

Revenue Grant Applications 2013-14

SODC has received 26 applications for a 2013-14 Revenue Grant totaling £592K, however the budget is limited to £420k.

Sonning Common Site Allocations DPD (Development Plan Document)

The current proposal of new dwellings in the Sonning Common settlement as part of the PDP is 152.

9) Police: None

10) Illegal Signage

Further to a request at the previous meeting from NL to look at how the various different Councils (ie OCC Highways, SODC Planning and RPPC) respond to illegal signage and how the different bodies work together, LC had circulated an overview diagram of the process for obtaining permission for displaying signs prior to the meeting. (Appendix 2)

FB left the meeting.

On Tuesday 27th September 2012 further correspondence had been received from the Studio Gallery. Prior to the meeting LC had circulated the letter with a proposed response from RPPC to the Studio Gallery.

CM raised concern that this issue was on going and suggested that a face-to-face meeting might help resolve the matter.

It was PROPOSED by CM, SECONDED by TR and unanimously agreed that the word "long" should be removed from the first line of the amended letter which should be hand delivered to The Studio Gallery by DH. ACTION DH.

FB returned to the meeting

LC reported that three other businesses that had previously been sent letters regarding their illegal signs, continued to display their signs. However Greys Green Golf Club was still pursuing OCC Highways for a new "Brown" (Tourism) sign to replace their illegal A-Board.

LC was asked to send letters to The Ruchetta, Adams Taxi's and Greys Green Golf Club reminding them of their need to remove their illegal signs or obtain the appropriate approval. ACTION LC.

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11) Finance and Staffing

a) Finance and Staffing Committee Meeting

TC gave a report from the Finance and Staffing Committee Meeting held on Tuesday 2nd October 2012 as follows:

i) 2011/12 External Audit

RPPC received a qualified year-end audit report due to the following two issues being identified:

The Annual Return included transactions made on behalf of the Charity.

It was proposed that the following action be taken:

- 1) To ask Mr Marsden to comment on this issue being raised. In December 2011 Mr Marsden (VAT advisor to OCC) provided RPPC with his professional advice on how to manage the Charity and Council finances correctly (for VAT purposes) when the Council was the sole trustee of a Charity.
- 2) To explain the process implemented in writing to BDO (the auditors) and to then work with members of BDO to agree the correct process.

The Responsible Financial Officer (RFO) of the Council is a former Councillor of the Council.

It was proposed that it was very unlikely that this issue would occur again, but if it did the Council will seek guidance from the external auditors regarding who should sign the Annual Return.

It was PROPOSED by TC, SECONDED by NL and AGREED unanimously that the Annual Return for the Year ended 31 March 2012 is approved by the Council and the above corrective actions be taken.

The Annual Return and Notice of Conclusions would be made available to the public for 14 days from 10th October 2012 on the RPPC website or by contacting the Clerk during this time. Notices detailing this would be placed on the Notice Boards accordingly. ACTION LC

ii) 2012/13 Accounts year to date.

The 2012/13 year to date accounts were reviewed (ref Appendix 1). It was noted that the forecasted spend for the year is less than the budgeted spend. This primarily is due to the Clerk being unpaid for the first six months of the current financial year.

iii) 2013/14 budget and precept calculation.

The proposed draft of the 2013/14 budget was presented to Council and TC advised that the Precept amount needed to be finalised in the December meeting. Members were asked to review the forecasted spend budget and the subject to be considered again at the next full Council meeting.

iv) 2012/13 Q2 Charity Reconciliation Amounts.

It was AGREED that the Q2 Charity / Council reconciliation amounts were:

- | | |
|-----------|--|
| £ 685.00 | Hiring fees collected by RPPC to be transferred to the Charity Bank Account |
| £ 524.47 | Paid by the Council for repairs to the Pavilion should be recouped from the Charity. |
| £1,138.29 | Paid by the Council covering the Charity running costs to be recoded as a grant to the Charity (Sports Pavilion and Field Rotherfield Peppard) |

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v) **Staff Training**

TC advised that LC had been asked to produce details of all training attended by all members and the Clerk. (ACTION LC)

b) **Local Government Pension Scheme**

It was PROPOSED by TC, SECONDED by TR and AGREED unanimously that RPPC continue as a member of the Local Government Pension Scheme (LGPS) and designate that the Clerk joins the program. This is effective from the hiring start date of the paid clerk.

c) **Clerk Person Specification**

It was proposed by TC, SECONDED by CM and AGREED unanimously to accept the Person Specification for the Clerk's position as previously circulated by LC. Appendix 3.

12) Approval of Spend and Cheques to be signed

It was unanimously AGREED that:

- A donation of £20 should be made to the Royal British Legion's Poppy Appeal (Section S137) and that TR would represent the Parish Council at the Remembrance Day Service this year at All Saints Church, Rotherfield Peppard on Sunday 11th November 2012.
- £120 is approved for the purchase of three new notice board surfaces for repairing existing notice boards in the Parish
- £17.99 is approved for the purchase of 2GB Memory for the Council PC.
- £34.00 is approved for payment in November: AVG security protection for Council PC.
- £10.35 is approved for the purchase of 5 Sand/grit scoops for the salt bins (Section S137) and claimed as expenses by LC

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

Payee Description	Power	£	RPPC or Charity	Cheque
Charity SPandF Payment to Charity of hiring fees July-Sept. Included Public hires & + RPPC use during Q2	Na	£685.00	RPPC	2093
A Parisi Wages October	LGA 1972 112	Confidential	RPPC	2094
M Bowles Wages October	LGA 1972 112	Confidential	Charity	2095
Linda Collison Wages (August & September)	LGA 1972 112	Confidential	RPPC	2096
Linda Collison Wages October	LGA 1972 112	Confidential	RPPC	2097
OCC Pension Fund Employee and Employer Contributions (Aug/Sept)	LGA 1972 112	£235.56	RPPC	2098
OCC Pension Fund Employee and Employer Contributions (October)	LGA 1972 112	£157.04		
BD Willis 2nd cut Carlings Orchard	OSA 1906 9	£300.00	RPPC	2099

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Acorn Workshop 2 Notice Boards	LGA 1972 111	£1,150.00	RPPC	2100
Acorn Workshop Ply-Board for 3 Notice Boards	LGA 1972 111	£120.00	RPPC	2101
OPFA Annual Renewal	LGA 1972 111	£35.00	RPPC	2102
Linda Collison Expenses: Includes 2GB Memory (above) & MicroSoft Office 2010 £187.97 (approved last month)	LGA 1972 111	£408.51	RPPC	2103
BDO External Audit	LGA 1972 111	£342.00	RPPC	2104
Royal British Legion Remembrance Day wreath	LGA 1972 137	£20.00	RPPC	2105

13) Clerk's Report (LC)

Registers of Interest

LC advised that the SODC Legal and Democratic Services had confirmed that they had disregarded the amended Register of Interest forms that were sent in, as land registry references are inappropriate for the purposes of the register. There was just one amendment needed and LC would liaise directly with the relevant Councillor. ACTION LC.

Wording New Notice Boards

The wording as illustrated by The Acorn Workshop (circulated prior to the meeting) for the new Notice boards was approved. ACTION LC.

14) Footpaths / Public Rights of Way

LC advised that the following actions have been made with regard to Footpaths and Public Rights of Way:

- B481 Gravel Hill: Following a complaint from the public, the overgrown hedges have been escalated to Highways.
- Footpath 331/15: A Tree Trunk across the bridle-path had been reported to OCC Countryside department and Highways
- Footpath 331/13; Following a complaint from the public, a letter has been sent to one of the neighbouring properties asking for the hedges to be cut back
- Footpath 331/26: Following the previous meeting the urgency of this matter raised again with Jonathan Beale (OCC Countryside Department). CV escalated this to The OCC Area Steward who has since confirmed to CV that the Countryside team is dealing with this and that they promised to get back to CV quickly.
A letter had also been sent to the neighbouring property with a fence overhanging the footpath requesting that it is being repaired.

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15) Refurbishment of the GallowsTree Crossroads Car Park.

It was PROPOSED by CM that the GallowsTree crossroads carpark is refurbished to a mean level using surplus planings from the Peppard War Memorial Hall carpark renovation (assuming sufficient planings are available). Total cost £390. The work would be carried out on Friday 12th and Saturday 13th October 2012. LC confirmed that approval had been received from NDCC to do the work – the carpark is part of Peppard Common.

HC suggested that the Pavillion carpark should have been considered and asked if this could be the case if sufficient planings were available.

It was unanimously AGREED to refurbish the GallowsTree crossroads carpark as proposed by CM. LC to place notices at the carpark prior to the work commencing. ACTION LC

16) Henley Triathlon

It was AGREED that DH would attend the Triathlon meeting to be held on Friday 12th October 2012.

17) Play Area Working Party:

Following the decision last month, CM advised that he had contacted the previous members of the Play Area working party and that they hoped to meet up in the next few weeks to decide whether to rejoin the group.

18) The BT Phone Box

It was PROPOSED by TR and unanimously AGREED that RPPC takes ownership of the telephone box; that it is repaired and managed by the Flat Earth Society and that the Peppard Parishioners are invited to suggest ideas for how the telephone box can be used in the future. An article inviting ideas for the box should be placed in the next edition of Peppard News. ACTION LC.

LC also asked to verify telephone, decommission and electricity charges of this operation. ACTION LC.

19) Correspondence

Trustee for Peppard Relief in Need

The Parish Council AGREED that Valerie Phelps continues as the Parish Council nominated Trustee for Peppard Relief in Need.

Friends of the Commons Annual Meeting

TC advised that the Friends of the Commons Annual Meeting was being held on Wednesday October 17th October 2012 at 7:30pm at Highmoor Memorial Hall, all Friends of the Commons are invited.

20) Matters for next meeting

2012/13 Precept; A proposal of recommended actions from the Roads and Speeding Traffic Initiative Group; Broadband in Rotherfield Peppard and steps required to improve the quality; Footpath 331/26.

Apologies for next meeting were received from DH, TC and HC.

It was AGREED unanimously that FB would chair the next meeting as neither the Chair nor the Vice Chair are attending the meeting.

Meeting ended at 9:12 pm

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Appendix 1: 2012/13 Accounts as at September 30th 2012 (Note figures shown after Q2 Charity reconciliation)

RECEIPTS		2012/13	
		Forecasted Receipt £	Actuals £
Precept		22,547.00	11,273.50
RPPC Receipts	Nat West interest (deposit)	5.00	3.93
	Investments / Treasury Stock / Interest	30.00	-
	TOTAL	35.00	3.93
Charity Receipts	Fees / Hire charge	1,000.00	-
	Utility refunds from sports clubs	510.00	-
	Other	25.00	-
	TOTAL	1,535.00	-
Total Receipts :		24,117.00	11,272.43
VAT Reimbursement		-	1,238.32
RECEIPTS TOTAL including VAT		24,117.00	12,515.75
SPEND		2012/13	
		Forecasted Spend (budget) £	Actuals
Wages, Pension and NI	RPPC	XXXXXX	XXXX
	Charity (Grant)	XXXX	XXXX
Wages, Pension and NI		10,137.00	418.34
Office Rental		240.00	78.00
Phone		240.00	114.78
Postage		85.00	9.90
Office Supplies	Stationery	250.00	20.67
	Web & IT Costs	85.00	59.40
	Software	250.00	-
Pavillion Hire for meetings		280.00	150.00
Office/Admin		1,430.00	432.75
Assets		-	-
Audit and accountancy		585.00	60.00
General maintenance		50.00	-
General RPPC		50.00	-

Signed:.....

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Appendix 1: 2012/13 Accounts as at September 30th 2012 continued (Note figures shown after Q2 Charity reconciliation)

SPEND continued		2012/13	
		Forecasted Spend (budget) £	Actuals
Clerk/Councillor exps	Chairman's Allowance	200.00	-
	Members Allowances	960.00	-
	Training	400.00	330.00
	Books and documentation	100.00	-
	Travel	440.00	137.70
Clerk/Councillor exps	TOTAL	2,100.00	467.70
Carlings Orchard Maintenance		2,250.00	950.00
Insurance	RPPC	500.00	281.09
	Charity (Grant)	500.00	-
Insurance	TOTAL	1,000.00	281.09
Footpaths & Open Spaces		500.00	-
Dog Bin Emptying	RPPC	90.00	20.33
	Charity	90.00	-
Dog Bins	TOTAL	180.00	20.33
Costs for activities resulting from Parish Plan		600.00	-
Parish Plan (** see below)		600.00	-
General Reserve A/c ("Misc")	Various	550.00	125.00
	APM : Hire Peppard WMH	80.00	-90.00
	APM : Printing	75.00	71.62
	Diamond Jubilee recognition	-	-
Misc	TOTAL	705.00	106.62
Charity	Repairs (Pavillion/Field)	-	-
	Cleaning Materials (Grant)	30.00	-
	Electricity (Grant)	1,200.00	-
	Water (Grant)	120.00	-
Charity	TOTAL	1,350.00	-

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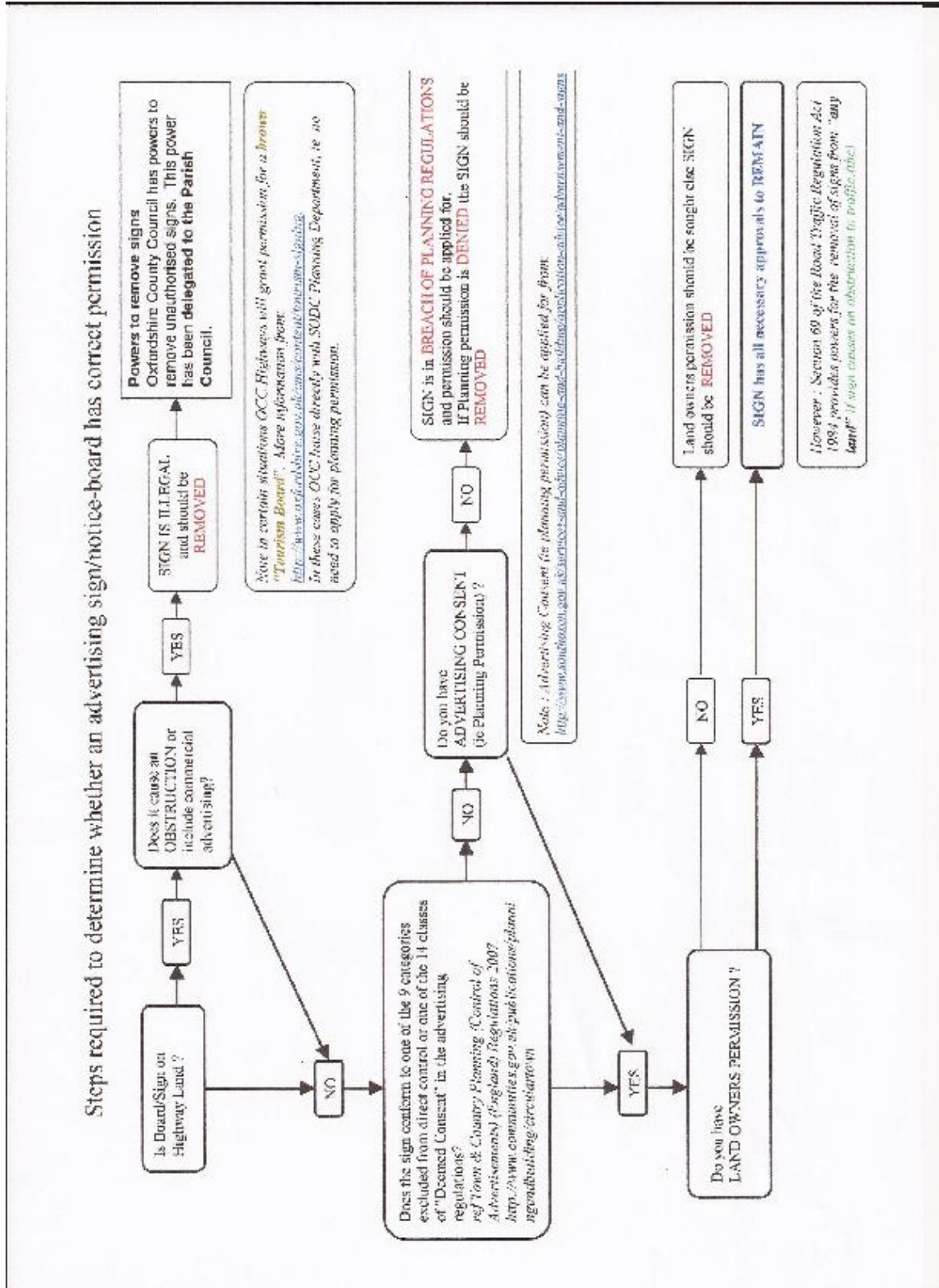
Appendix 1: 2012/13 Accounts as at September 30th 2012 continued (Note figures shown after Q2 Charity reconciliation)

SPEND continued		2012/13	
		Forecasted Spend (budget) £	Actuals detailed £
Subscriptions	Other	-	-
	Society of Local Clerks	105.00	110.00
	OALC	255.00	-
	ORCC	30.00	30.00
	Chilterns Society	25.00	25.00
	CPRE	30.00	-
	OPFA	35.00	-
Subscriptions	TOTAL	480.00	165.00
Donations, Gifts and Contributions	Peppard News	250.00	435.00
	Peppard Church Maintenance	1,000.00	1,000.00
	Peppard War Memorial Hall	-	-
	NDCC	-	480.00
	Other	1,500.00	
	Sports Pavilion & Field (Rotherfield Peppard) Charity	-	2224.63
Donations Contributions	TOTAL	2,750.00	4,139.63
SPEND TOTAL		24,117.00	7,041.46
VAT			1,168.97
SPEND TOTAL including VAT			8,210.43

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Appendix 2



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Appendix 3 Person Specification for the Role of Parish Clerk

	Essential	Preferred
1. Educational qualifications	Good general education: 5GCSEs or equivalent including Maths and English	Educated to degree or HND level CiLCA Qualified (or alternative recognised qualification in local government administration)
2. Work Experience	Good computer skills including the use of Word, Excel and email programs. Some experience of supervising staff Some experienced in taking minutes and producing agendas. Ability to work alone. Ability to work as part of a team.	Experience dealing with the Press Previous local government experience Experienced in all aspects of staff management (including PAYE) Experience of dealing with the public especially in confrontational circumstances Experience obtaining funds. For projects. Experience managing a charity.
3. Skills/knowledge and aptitude	Able to produce reports on financial and other subjects Good IT skills, especially ability to maintain pc's back-up and security systems Good presentational skills Ability to problem solve Attention to detail.	Ability to understand the legal framework in which the Parish Council operates. Understanding of Local Government Act 1976 Understanding of operating of allotments, play areas and other public amenities.
4. Motivation & development	Self-reliant and self-motivated. Prepared to undertake training as required, for example in the following - Financial Procedures - Charity Legislation - Record keeping - IT as relevant Prepared to keep abreast of developments Council matters	Committed to working towards quality status.
5. Other	Able to attend evening meetings and demonstrate flexibility as required Able to maintain good relationships with Councillors, contractors, other employees, and public Driving licence, car owner and ability to travel. At all times to remain impartial to decisions and to behave in a professional and respectful manner. Suitable area and facilities at home for working as position is home based.	A keen interest in all the affairs affecting Rotherfield Peppard and to a lesser extent the surrounding area A desire to promote the Council and the interests of Rotherfield Peppard