

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of The Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 8th September 2014 at 7:30 pm

Present:

Councillors:	Tony Cotton (Chairman)	(TC)	Valerie Ross	(VR)
	Fiona Berry	(FB)	Veronica Treacher	(VT)
	Terry Ryan	(TR)	Barry Wood (part)	(BW)
	Leeanne Flett	(LF)		
Clerk:	Linda Collison	(LC)		
OCC:	David Bartholomew	(DB)		
SODC:	Paul Harrison	(PH)		
Press:	Helen Pratchett (Henley Standard)			

Members of Public: 5 (part)

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

Open Forum:

It was agreed that the Open Forum would be deferred until after Matters Relating to Oxfordshire County Council, Highways and Footpaths were discussed, as Councillor Bartholomew had two other Parish Councils meetings to attend that evening.

1 Matters relating to Oxfordshire County Council (OCC):

• **County Councillors Report:**

County's thriving families scheme on national stage

Oxfordshire County Council's Thriving Families project is set to expand ahead of schedule after the Government named it as one of the best performing in the country. The scheme is part of a national initiative to identify the families most in need of help within society and directly tackle problems such as crime and antisocial behaviour, poor school attendance and unemployment. It is also aimed at making long-term savings by reducing the financial burden these issues place on society.

The Government will provide funding for the council to begin working with more than 400 new families by the end of March 2015. As an 'early starter' area, the results from Oxfordshire will also inform and influence the national roll-out of the expanded programme in April 2015.

Families are assigned a dedicated worker from the County Council's Thriving Families Team who acts as the single point of contact for the family. The worker liaises with other agencies including police, health services, probation, schools, job centres and voluntary agencies to deliver an agreed plan of action geared towards achieving specific results. Progress is measured through real-terms improvements in school attendance, behaviour and reductions in levels of offending over a sustained period of time.

Each family taking part meets national criteria identifying them as among the most in need of help in terms of poor school attendance and behaviour, anti-social and criminal behaviour, youth offending and adults out of work.

The expanded Thriving Families programme will target families where a combination of two or more of the following issues has been identified:

- Parents and children involved in crime and antisocial behaviour
- Children not attending school regularly
- Adults out of work or at risk of financial exclusion and young people at risk of worklessness
- Families affected by domestic violence and abuse
- ! Parents and children with a range of health problems

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Exam Results:

- **'A' Levels**

Thousands of students received their 'A' level results on 14th August. Provisional data shows that results are similar to 2013 with 93% achieving at A*-E in at least two or more subjects. Around 43% have achieved two or more 'A' levels at A*-B. Confirmed results are always published later in the year.

- **GCSES**

On 21st August more than 6000 Oxfordshire students received their GCSE results. The Government has introduced a number of changes to the system so the County Council will only be able to provide the A*-C percentage after the results are verified in the autumn. At this stage the council has received a mix of results from schools and academies, with some reporting their 'best results', and others reporting results based only on 'first exams' taken.

Changes to Electoral Registration

Since 10th June, the voter registration system in England and Wales has changed. Previously the 'head of the household' was required to register all its eligible residents. The new system, known as IER, requires that everyone is individually registered using their National Insurance number and date of birth. The Government has stated that 35 million voters will automatically be transferred using the Department of Work & Pensions database. More information is available here (including a link to register): <https://www.gov.uk/government/news/biggestchange-to-voter-registration-in-a-generation>

Major cycling race through South Oxfordshire

The Friends Life Tour of Britain passes through the area on Friday 12 September. At lunchtime Stage 6 of the tour will enter Oxfordshire near Wantage and head through Blewbury, where there will be a midstage sprint, and then on to a category 2 climb at Chinnor Hill.

More information at

<https://www.oxfordshire.gov.uk/cms/news/2014/aug/southern-oxfordshire-welcome-friends-life-tour-britain>

SPECIFIC REPORT FOR ROTHERFIELD PEPPARD BIX DUALS

Works to the Oxford bound side have now been completed and works have commenced on the Henley bound side. The programme is on schedule and should be completed by early December.

POTENTIAL THIRD READING BRIDGE

As previously advised, the second summit was held at the beginning of June and it was agreed Wokingham would lead on the traffic modelling and report back before the MPs' summer recess. Wokingham came back with inconclusive results and were asked to go away and do a more comprehensive analysis over the summer.

Repair of road between Playhatch roundabout and Sonning bridge.

The road was closed for part of a weekend in June for initial exploratory work. As a result of this a repair programme was drawn up with a start date of mid-September and planned completion around the end of October. The longer-term possibility of raising the road is still being evaluated.

Funding Opportunities

I have a much smaller **Councillors Community Budget** this year, but would be pleased to consider an application for up to £500 from the PC for a qualifying project.

ROTHERFIELD PEPPARD PARISH COUNCIL
 Minutes of The Meeting of the Parish Council
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2 Highways:

Location/Issue	Status	Action
Dog Lane Signage	OCC have confirmed that the signage for Dog lane is the correct for a restricted highway.	LC to notify resident
Dog Lane Flooding 654349	No updates from OCC regarding repairing the broken drain which causes the flooding. Highways last emailed on 3/9/14.	DB to escalate when LC provides reference number
Dog Lane Vehicular use	HC has contacted a Sat-Nav company, but explained that even if they change their records showing this as a 'no through route', this does not automatically update the vehicle drivers systems.	Councillor Cooper to report back to Council.
Stoke Row Road Kingwood sign 654349	OCC have confirmed that they will re-instate the Kingwood sign. No updates since August.	DB to escalate when LC provides reference number
Shiplake Bottom speeding	No further reports of speeding in Shiplake Bottom	All to monitor
Stoke Row Road Flooding	No updates since August. Waiting for NCDD approval to build a new soak-away near the crossroads. OCC highways were thanked for the work done so far in addressing this problem.	None.
Gallowstree Road 'Blenheims' hedge. Ref : 579782	No updates regarding the OCC order for the work to be performed and recharged to the owners. Highways last emailed on 3/9/14.	DB to escalate when LC confirms condition ¹
Horsepond Road Flooding at Old Well Cottage	11 th August investigatory works to see the condition of the drainage there and clear away as much silt as possible and clean the soak-away out. This is only a temporary fix. OCC to implement permanent fix.	DB to escalate when LC provides reference number No ref
Stoke Row Road Blocked drains and gutters	From the junction of Esther Carling Lane to Gallowstree Rd that on the south side of the road the gutter is full of weeds and chippings from the recent re-surfacing. This is forcing surface water into the road in some cases by as much as 1 metre. Also virtually all the drains are blocked by weeds and chippings. Escalated blocked gutters to OCC on 3/9/14.	Escalated blocked gutters to OCC. 519076
Stoke Row Road	The footpaths are also affected by overhanging trees and brambles forcing pedestrians to walk in the road.	All to review, LC to act as appropriate.

¹ 9th September confirmed this hedge has been cut back.

ROTHERFIELD PEPPARD PARISH COUNCIL
 Minutes of The Meeting of the Parish Council
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 on Monday 8th September 2014 at 7:30 pm

3 Footpaths:

Footpath/Issue	Update	Action
Footpath 331/27 Gallowstree Cross Road to Shiplake Bottom Overgrown vegetation	Path now clear	None
Footpath 331/13 Church Lane towards Spring Wood outside Arundel Over grown vegetation	Arundel resident cleared all over grown vegetation. Path now clear	None
Gravel Hill Overgrown vegetation onto footpath near square house	Vegetation to be cleared making path safe	BD Willis to clear as last year.
B481 to the north of Dog Lane Overgrown vegetation onto the footpath	School governors will confirm who cut this last year.	As appropriate when hear from governors,
Tree near to the telephone box near the school growing across the verge making it difficult for people to walk past	Reported to NDCC	As appropriate when hear from NDCC.

Meeting closed for Open Forum.

Open Forum:

A member of the public stated that they wished to be considered for co-option if there was a suitable vacancy.

Meeting re-opened.

4 Apologies:

Apologies were received prior to meeting from Parish Councillors Cooper, Crouch and Rawlings.

5 Member's declaration of Pecuniary Interests: None.

6 Minutes:

It was moved by TR, seconded by VR and resolved unanimously that the minutes of the Full Council meeting held on Monday 11th August 2014 be signed as a true record of the meeting.

7 Co-option new member

Mr Barry Wood introduced himself to the Council and explained his reasons for wanting to join the Council.

Mr Wood left the room

It was proposed by VR seconded by TR and agreed unanimously that Barry Wood should be co-opted onto the Council.

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

The meeting resumed.

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of The Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 8th September 2014 at 7:30 pm

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

• **District Councillor's Report: (PH)**

- The initial consultation period of the Strategic Market Housing Assessment (SHMA) for Oxfordshire is complete and SODC are awaiting the publication of these results.
- There have been reports in the district of people posing as Council officers to gain access to people's properties, under the presence that they're looking into enforcement/building control issues. When challenged they've said they were from planning and left. SODC are alerting residents though the press, twitter etc and PH asked the Council to warn the resident of Rotherfield Peppard. Action LC to circulate details on the village email.
- SODC has committed £1million into the Better broadband for Oxfordshire programme to increase the coverage of superfast broadband in the district to 95%. This additional funding has been match funded by further funding from Broadband delivery UK (BDUK). OCC is now required to do an open market review (OMR) exercise to comply with State Aid regulations. The purpose of the OMR is to determine any existing and planned (next 3 years) commercial coverage in Oxfordshire by all existing or any prospective broadband infrastructure providers. The OMR is now completed and details have been submitted to BT to remodel the additional coverage. BT have been instructed to develop delivery plans for this additional coverage at which point we will be able to clarify whether a specific post code is included in the scope of the project. We anticipate that we will have remodelled coverage fully determined by December 2014.

For more information see <http://www.betterbroadbandoxfordshire.org.uk/>

- **Waste Collection:** LC confirmed that she had reported to SODC that the waste bins (with particular concern for the food bins) were not being collected on Wednesday as they should. There had been no response from SODC.

9 Administration, Finance and Staffing:

• **2014-15 Accounts**

The 2014-15 Accounts as at 31st August 2014 were reviewed (Appendix 1).

• **Bank reconciliation as at 31st August 2014**

It was agreed that LF should review the bank reconciliation.

• **Combining Full Council and Planning Committee meetings**

After a lengthy debate it was agreed to combine the Monday night Full Council meetings and Planning Committee meetings on a trial basis.

10 Peppard War Memorial:

It was agreed that this subject should be deferred to next meeting.

11 Play Area:

TR reported DEFRA had suggested that planning permission is sought prior to applying to them for permission to build the play area and therefore that he and VR were in the process of collecting information necessary including:

- Fencing
- Play Area equipment (meetings have been arranged with three companies)
- Final agreement on location. (See correspondence)

LC was reminded to contact Mr Hood (owner of the woodland next to the Gold Course car park) to see if there was a possibility of the play area being erected.

ROTHERFIELD PEPPARD PARISH COUNCIL

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on Monday 8th September 2014 at 7:30 pm

12 Carlings Orchard:

LC reported that the spruces had been successfully felled, the grass has been mowed (second cut of the year), the hedges will be cut back this week and a low hanging branch on the sweet chestnut tree has been removed as it was broken and potentially dangerous. Council agreed to retrospectively pay for the removal of the branch (15-241 : £25.00).

It was noted that the public were free to take the fallen branches.

13 Approval of Spend:

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

Ref #	Account	Payee	Description	Power	Amount £
15-230	SP&F Grant – Elect	B Gas	Electricity (Sept Bill)	LGA (Misc Act)1976 s19	tbc
15-231	SP&F Grant – Elect	B Gas	Electricity (Sept Bill)	LGA (Misc Act)1976 s19	tbc
15-232	Staff Costs	T Parisi	September wages	LGA 1972 112	confidential
15-233	Staff Costs	M Bowles	September wages	LGA 1972 112	confidential
15-234	Staff Costs	L Collison	September wages	LGA 1972 112	confidential
15-235	Staff Costs	OCC Pension	September Pension	LGA 1972 112	£169.02
15-237	Staff Costs	Autela Payroll Svs	Payroll svs Sept	LGA 1972 112	£12.50
15-238	Village Paths	BD Willis	Footpath Gravel Hill	Highways Act 1980 ss43 50	£85.00
15-239	Carlings Orchard	BD Willis	Mow Grass/hedge cut	OSA 1906 s7	£750.00
15-241	Carlings Orchard	BD Willis	Remove Branch	OSA 1906 s7	£20.00
Following were approved in previous meetings, now ready for payment:					
15-211	SP&F Grant	RES	Pavilion Fire check	LGA (Misc Act)1976 s19	£52.28
15-204	Staff Costs	Autela Payroll Svs	Payroll services July	LGA 1972 112	£12.50
15-220	Staff Costs	Autela Payroll Svs	Payroll services Aug	LGA 1972 111	£12.50
Re 15-203, 219 and 236: LC reported that there is no PAYE payment due this quarter as there have been changes in the PAYE tax codes.					

14 Correspondence:

- Two emails concern the location of the play area had been received and forwarded to TR – one included the suggestion that the proposed play area could be sited on the new school site.
- A letter from The Stonor Almshouse Trust explaining that will shortly have a vacancy at number 21 Stonor and are seeking suitable residents. The suitable residents will be needy, over the age of 60 years and live within one of the local Parishes of Bix & Assendon, Nettlebed, and Pishill with Stonor, Pyrton, Watlington or Rotherfield Peppard. It was agreed that LC should distribute this on the Village email.
- A letter had also been received from a resident expressing their concern over planning application P14/S2391 – a Sonning Common development. Details to be forwarded to the Planning Committee.

15 Planning.

It was agreed that Councillor Berry would chair this section of the meeting.

The meeting was paused temporarily while a member of the public asked for general advice about the planning process, explaining her concern regarding a recently approved application next to her house. (P14/S1919/LB). Another member of the public asked for advice concerning the demolition of their neighbouring house.(P14/1470/FUL)

ROTHERFIELD PEPPARD PARISH COUNCIL
 Minutes of The Meeting of the Parish Council
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
 on Monday 8th September 2014 at 7:30 pm

- **Planning Minutes:**

It was moved by VR, seconded by VR and resolved unanimously that the minutes of the Planning Committee meeting held on Monday 11th August 2014 be signed as a true record of the meeting.

- **Planning Applications to be considered:**

None received.

It was agreed that BW would attend the next Townlands Hospital meeting as the representative for Rotherfield Peppard Parish Council.

- **Recent Planning Decisions by SODC:**

Application	SODC decision
P14/S1980/FUL: Bosade Bolts Cross, RG9 5LG Variation of Condition 2 of planning permission P13/S3409/FUL, to allow an amendment to the design of the garage. Amendment to planning permission P13/S2732/FUL. Demolition of existing dwelling and outbuildings. Erection of new dwelling and garage	Approval
P14/S1919/LB: Drays Meadow, Drays Lane, RG9 5JW Erection of dwelling and garage. Change of use from paddock land to residential land.	Approval

- **Planning Appeals:**

P14/S0306/DA Land at Manor Farm RG9 5LA (APP/Q3115/C/14/2212913) Alleged breach : Without planning permission the change of use of the land from a business park comprising of the use of existing buildings for the purpose within classes B1, B2, B8 and D1, to a business park comprising of existing buildings for purposes within classes B1, B2, B8 & D1 together with open yard activities comprising of a concrete mixing business and a demolition and earth moving contractor's yard (Clemson & Manor Mix)	No update
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- **Planning Enforcements:**

Manor Farm Peppard Common RG9 5LA Alleged breach : mobile homes on site without permission	LC to ask for an update.
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- **SODC Leisure Facilities Assessment and Strategy**

It was agreed that the Clerk should respond for the Council, giving details of village halls/community centres (and associated pitches) in the parish and flag up the need for a play area in the Parish before 15th September 2014.

16 Matters for next meeting: Members of Planning Committee, representative on the Henley on Thames Townlands project, Peppard War Memorial, verification badges for planning visits

Meeting ended at 9:30 pm

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Appendix (1): 2014-15 Accounts

	Year to Date		This month		Year to Date	Year Total	
	Apr - Aug 14		September		Apr - Sept 14	Apr 14 - Mar 15	
	Actuals	Budget	Actuals	Budget	Actual	Forecast	Budget
Income							
SODC Grant	331	331	0	0	331	331	331
Precept	13,448	13,448	0	0	13,448	26,895	26,895
Total Other Income	4	2	0	1	4	7	6
Total Income	13,783	13,781	0	1	13,783	27,233	27,232
Expense							
Staff Costs	4,349	3,424	870	685	5,218	9,326	8,218
Councillor and Clerk	458	250	0	50	458	1,494	1,336
Total Finance, Admin and IT	625	916	0	89	625	1,260	1,640
Insurance	300	300	0	0	300	300	300
Subscriptions	254	179	0	0	254	750	675
Village Upkeep	292	996	85	171	377	2,444	3,234
Carlings Orchard	660	660	770	0	1,430	3,175	2,405
Grant to SP&F Charity	1,427	1,597	44	242	1,471	4,141	4,509
Donations and Grants (Below)	3,396	1,146	0	229	3,396	4,771	2,750
Projects	415	833	0	167	415	1,415	2,000
Miscellaneous	99	0	0	0	99	99	0
S137	9	0	0	0	9	59	50
VAT	721	0	0	0	721	721	0
Total Expense	12,997	10,301	1,769	1,633	14,774	29,957	27,117

Note the above figures do not include costs approved in the Trustee meeting that followed the Council meeting as follows:

Ref #	Account	Payee	Description	Power	Amount £
15-171	Claim from Charity	S Folland	Floodlights	LGA (Misc Act)1976 s19	£274.00
15-240	SP&F Grant - maint	Adams Pest Control	Mouse removal	LGA (Misc Act)1976 s19	£90.00
15-242	SP&F Grant - maint	M Bowles	Cleaning items	LGA (Misc Act)1976 s19	£4.53
			TOTAL		£368.53