

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 9th November 2015 at 7:30 pm

Present:

Councillors:	Tony Cotton (Chair)	(SC)
	Fiona Berry	(FB)
	Simon Crouch	(SC)
	Vivien Mitchell (part)	(VM)
	Tony Rancombe	(AR)
	Valerie Ross	(VR)
	Veronica Treacher	(VT)
Clerk:	Linda Collison	(LC)
OCC Councillor	David Bartholomew (part)	(DB)
SODC Councillor	Charles Bailey (part)	(CB)
SODC Councillor	David Nimmo-Smith (part)	(DN-S)
Press:	Connor McLoughlin (Henley Standard)	
Member of Public:	1 full, 1 part.	

Members and public were reminded that the meeting was being recorded and that the recordings would be deleted when the minutes were approved and signed.

Open Forum: None.

1 Apologies:

Apologies were received from Councillor Flett prior to the meeting.¹

2 Co-option:

Mrs Vivien Mitchell introduced herself to the Council and explained his reasons for wanting to join the Council.

Mrs Mitchell left the room

It was proposed by SC seconded by AR and agreed unanimously that Vivien Mitchell should be co-opted onto the Council.

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

The meeting resumed.

3 Member's declaration of Pecuniary Interests:

None.

4 Minutes:

It was moved by SC, seconded by AR and resolved unanimously that the minutes of the Full Council meeting held on Monday October 12th 2015 be signed as a true record of the meeting.

County and District Councillors' attendance was subject to other Parish Councils meeting on the same night, as such the order of items were discussed was changed during the meeting to concur with their attendance. For the purposes of the minutes, items are documented in agenda order.

¹ TR gave his apologies after the meeting, for personal reasons these could not be provided earlier.

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5 Matters relating to Oxfordshire County Council (OCC) :

- **County Councillors Report General:** Report sent prior to the meeting - Appendix 1.

It was agreed that LC should contact Oxfordshire Together to request an update on the devolution of public services.

SC expressed concern regarding the Better Broadband for Oxfordshire figures, suggesting that although thought Better Broadband for Oxfordshire have fulfilled their duty in rolling out the fibre through-out the County there is confusion between the number of distribution frames wired up at one end and those not necessarily wired up at the exchange end.

- **Traffic on Blounts Court Road.**

As requested at the last meeting, DB had engaged with the traffic technician to obtain a quote for painting new SLOW markings on road along Blounts Court. The quote for repainting the white lines only (not the red) was £591.39 + VAT. DB added that the road crew would be standing down at the end of November for winter and therefore the Council would need to act quickly if they wanted the marks repainted.

SC stated that the expectation was that OCC should pay for this as it was a matter of safety, DB explained that OCC were not spending any money on repainting white lining (unless a matter of safety) but he would help facilitate the process of obtaining costings. DB reminded members that the traffic survey indicated this was not a dangerous area and therefore was not classified as a safety issue.

TC added that he felt the markings should be repainted (both the red and white lines) but that if the Parish council were to pay for this it set a precedent and be asked to do it every time. At the moment the Parish Council did not have the duty to do this. If the duty were delegated to the Parish Council, then the funds to do this would need to be raised by the Parish Council tax (precept).

It was agreed that the drawing of white lines and similar road projects should be part of a strategic village plan.

- **RPPC powers to remove illegal signs**

DB confirmed that RPPC had no powers delegated to them by OCC to remove illegal signage as shown in the RPPC Illegal Signage Flow chart. (Action LC to correct). However if the Parish Council wanted the power to remove illegal signs, this could be delegated to them under an agency agreement.

- **Highways, Footpaths and signage**

FB and LC confirmed that footpath 12 was now restored to its former state. No action required. A member of the public had raised concern regarding over grown hedges bordering Square House along Gravel Hill. It was agreed that LC should write to the owners asking them to address the matter. At a recent planning meeting the owner had committed that they would do this.

- **Other matters relating to the Parish**

Whites Coaches' service 145: A member of the public had raised concern prior the meeting with the Clerk regarding the potential termination of Whites Coaches' service 145. DB confirmed that he was looking into this specific case, but added that coach subsidies were likely to be removed as part of the budget cuts and this service may be included in those cuts. DB agreed to get back to the Council.

DN-S and CB joined the meeting.

Referendum on Council tax: VT asked whether there is any possibility that the County hold a Referendum to change the County Council tax. DB replied that this is being considered, and is

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part of the budget consultation, but that he felt it unlikely as it would cost £0.75M to hold a referendum and if the result was 'no' the council would have £0.75M less to spend. DB added that OCC are also considering a survey to see whether a referendum was likely to in favour (or not) of an increase in Council tax might be considered.

DB left the meeting.

At this point the recorder stopped working.

- **Turning circle outside Unicorn Pub**

TC reported that he is still trying to speak with the Brakspear property manager to discuss the fallen posts.

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

- **SODC Councillor's Report**

TC confirmed that DN-S had forwarded 'South News – November 2015' which had been sent to all members. (Appendix 1)

CB reported that:

1. SODC are trying to get everyone on the electoral roll, residents should ask for official ID if someone comes door-knocking.
2. Biffa are getting tighter on contamination. Green bins will not be collected if they contain the incorrect waste.
3. There is a new website showing air quality in the district : www.oxfordshire.air-quality.info
4. Funding for Go Active now has Gold status. More activities such as Nordic walking, tai chi and general fitness will be run from January.
5. The LEADER programme funding is available for local business involved in a) local food b) vibrant villages c) the river Thames d) unlocking woodland potential.
<http://www.southoxon.gov.uk/news/2015/2015-03/call-projects-boost-oxfordshires-rural-economy-%C2%A315million-funding-made-available>

VT asked DN-S whether the district Council could help the County Council financially, as they have large reserves. DN-S explained that they still have large funds from the sale of Council properties and the interest from this fund is used to provide some of their services and that they are not minded to assist County financially. DN-S added that they do not anticipate any cuts in District tax next year whilst looking to provide additional services – although it is early in the budget cycle.

- **Section 106 Supplementary Planning consultation.**

SODC have produced a draft Supplementary Planning Document which sets out their approach towards seeking Section 106 planning obligations once the Community Infrastructure Levy (CIL) Charging Schedule comes into effect.

Planning obligations are legally binding and are intended to make development acceptable, which would otherwise be unacceptable in planning terms. A planning obligation is usually an agreement between a developer, landowners and the local planning authority and is used to regulate development or the use of land. A planning obligation may:-

- Restrict the development or use of the land in any specified way
- Require specific operations or activities to be carried out in, on, under or over the land
- Require the land to be used in a specific way
- Require a sum or sums to be paid to the local authority on a specified day or date
- Be enforced against anyone acquiring an interest in the land

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FB explained that she had reviewed the document and had no objections, however had noted that money from CIL should go towards supporting recycling and wondered whether this had been included in OCC's budgeting in relation to the proposal to close some of the Recycling Centres. DB's explained that this has been included in the 'mix' (budget calculation), adding that he was continuing to fight to keep Oakley Wood open.

It was agreed that LC should respond to the consultation on behalf of the Council confirming that no objections. Action LC.

- **Other matters relating to the Parish**

SC asked and FB confirmed that planning application P15/S2933/O for 7 Custom Build dwellings on Wyfold Lane had been with-drawn. SC explained that a number of residents had been concerned about this application, and he expressed his gratitude to FB for her hard work in researching the matter and achieving its withdrawal.

CB left the meeting

7 Townland Hospital:

DN-S confirmed that the CCG (Clinical Commissioning Group) have voted to provide the facilities as reported in the Henley Standard, ie with no beds – although the hospital will have the use of beds in the care home next door.

VT explained that she believed the Townlands Steering Group's work was done, as the decision regarding the facilities has been made. The meetings are now attended by only a few parish councils, and VT added that she would attend a meeting, but only if she felt it was necessary.

DN-S left the meeting.

8 Peppard War Memorial Hall:

VR reported that so far PWMH had raised over £13,000 to replace the roof, but that asbestos had now been found within the roof which must be removed. This will increase the cost to over £50k Peppard Bowls Club has announced that it will have to close as a result of shortage of people to run the club and to maintain the grounds. It is remaining open for a six week period whilst PWMH look for solutions. An appeal for help will be issued on the Village Email alias and in the Henley Standard.

9 Proposed Play Area on Top Common:

Matter to be discussed at December meeting.

10 The Village

- **Waste bins on pavements**

- VT/LC reported that the SODC waste team had made two visits to Shiplake Bottom and that they had noted only one property that still had a bin out. SODC wrote to the resident who replied explaining that due to a broken arm they were unable to bring the bin in.

The Waste Team Leader explained that on the basis of our two recent visit, this does not appear to be a widespread problem, and suggested photographs are taken of offending bins. It was agreed that no further action to be taken, but that if the problem were to recur, photographs should be taken and sent to SODC.

- **Replacement benches at Gallows tree crossroads**

LC reported that the bench had been ordered, and asked that the Council agree disposal method of the existing/broken benches. It was agreed that LC should ask Hallet the Handyman to dispose of the unwanted benches and install the new one. Cost up to £200. Ref 16-471.

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11 Carlings Orchard

AR explained that the laurel hedge along Stoke Row edging onto Carlings Orchard and the neighbouring property at the entrance to Stevens Lane did not belong to the Parish Council and as such the cutting of this hedge should not be included in the 2016-17 budget.

12 Administration, Finance and Staffing.

- The **2015-16 accounts** as at 31st October 2015 were reviewed and accepted. (Appendix 3)
- **2016-17 budget.**
 LC reported that :

1. The Parish Tax for Rotherfield Peppard was lower than the majority of neighbouring parishes, the current year band D parish tax for local Parishes are as follows:

Band D Parish Council tax/year 2015/16			
Sonning Common	£62.85	Stoke Row	£35.51
Kidmore End	£50.96	Harpsden	£30.99
Checkendon	£47.70	Rotherfield Peppard	£30.47
Rotherfield Greys	£40.41	Shiplake	£28.10
Binfield Heath	£38.62	Highmoor	£25.27
Nettlebed	£36.78	Bix and Assendon	£21.93
Henley on Thames	£87.00		

2. The forecasted 2015-16 year-end figures were:
 Income : £28,292.70 ; Income (inc VAT) £29,801.75; Cashbook Balance £21,901.23
3. Following guidance from SC's Finance training course, the recommended legal reserve should be £2000, increasing the required General Reserve for the Council to £18,956
4. A spend of £35,268² next year would result in a 35% increase in Parish Tax. This would result in the Band D council Tax increasing to £41 per year.

The draft 2016-17 budget, showing a £6,744 increase in spend (24%) and a £1000 increase in Reserve, was considered by members (Appendix 4).

LC explained that the draft forecast included:

1. £1,000 structural survey pavilion (2015-16)
2. £4,000 other projects (2016-17)
3. £1,000 painting+ pavilion (2016-17)
4. £1,250 Notice Boards (2016-17)
5. £600 Bench (2016-17)
6. £2,500 Play Area (2016-17)

Members were concerned about a budget of £4,000 on "other projects".

TC proposed that the Council supports a maximum of 20% increase in Council tax, and requested LC redraft the forecast to include specific projects only for further review at the Finance and Staffing meeting on 1st December and for final approval at the December meeting.

- **2016 Meeting Dates**
 Matter deferred to December meeting.
- It was agreed that £20 could be spent on **Christmas gifts** for staff (excluding Clerk). (16-459)

² Excludes VAT which is reclaimed by the Council

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• **Training attended:**

- VT and AR confirmed that they had attended an Planning Training course on Monday 2nd November 2015, AR explained provided a useful grounding for a beginner.
- SC and LC confirmed they would attend the Code of Conduct training on Tuesday 10th November 2015.
- It was agreed to hold a **Trustee meeting** on Monday 14th December at 7:00pm, primarily to agree the Charity budget for 2016-17.
- It was agreed to approve the **Credits and Adjustments** listed on November 2015-16 Payments document. (Appendix 5)

13 Approval of Spend:

LC reported that earlier that day she had instructed that a dangerous, part fallen tree be felled to avoid potential damage to vehicles entering the pavilion car park and requested members approve to retrospectively pay for the felling, and for the trees removal. Members agreed, subject to the cost being 'run-past' the members on email prior to giving the instruction for its removal. ³

It was proposed by TC and resolved unanimously that the payments shown in Appendix 6 are approved for payment.

14 On line approvers

It was agreed that TC and SC should approve the payments on Unity Trust.

15 Correspondence:

LC confirmed that all correspondence had been covered in the meeting or circulated to members.

16 Matters for next Full Council meeting: 14th December 2015

Meeting dates for July 2016 – December 2016; Carlings Orchard; Play Area; APM & CPRE

SC and AR left the meeting

³ The total cost of felling and removal was £100. 14-472

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PLANNING COMMITTEE MEETING

17 Apologies: None

18 Minutes: None.

19 Declaration of Interest: None

20 New Planning Applications

Application
P15/S3320/HH 6 Priory Copse Peppard Common RG9 5LH Raised decking to the rear of the property
Rotherfield Peppard Parish Council considers that this application should be APPROVED.
P15/S3204/HH Hillcrest Blounts Court Road Peppard Common Replace conservatory roof with tiled roof and two rooflights
Rotherfield Peppard Parish Council considers that this application should be REFUSED as the construction of the existing conservatory does not match the plans for its build shown in planning application P05/E0039. The plans for P05/E0039 are a structure with an octagonal end, with more glass/windows and dwarf walls. (ref http://www.southoxon.gov.uk/ccm/support/dynamic_serve.jsp?ID=501947240&CODE=F8A6BD3190B67495F7783B8D001BE349) By replacing the conservatory roof with a tiled roof, this will no longer be a conservatory, but an additional room at the rear of the house.

21 SODC Planning decisions

Application	RPPC Decision	SODC Decision
P15/S2334/RM Crossways Wyfold Lane RG9 5LR Reserved matters application following outline permission P14/S2182/O for erection of a single dwelling and associated garage	APPROVAL	APPROVAL
P15/S2416/HH Woodside Blounts Court Road RG9 5EU Single rear and side extension to provide open plan kitchen/ dining and utility room	APPROVAL	APPROVAL
Merthern Chiltern Road Peppard Common RG9 5HX Two storey rear and side extensions, single storey side extension and internal alterations.	APPROVAL	APPROVAL
P15/S2957/HH, Segrave House Wyfold Erection of replacement outbuilding together with a new lap pool	APPROVAL	APPROVAL
P15/S3069/D Wickets, Church Lane, RG9 5JL Demolition of bungalow and attach garage/shed	APPROVAL	APPROVAL
P15/S2933/O Wyfold Lane Peppard Common 7 Custom Build dwellings with associated access, parking provision and ancillary space.	Application withdrawn by applicant	

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22 Enforcement Actions

Ongoing Enforcement Actions in the parish are detailed in Appendix 7.

New actions agreed:

1. **The Red Lion Public House.** The Council have consulted SODC planning and, without providing additional information, it is unclear whether planning permission is required. LC to write to Land Lord of the Red Lion recommending that pre-planning advice is obtained before the barn at the back of the property is used as a function room.
2. **Colmore, Colmore Lane – trench. (P14/S0257/FUL)** LC to contact the SODC Planning Enforcement Team that the trench remains un-filled, to request an update and that this matter is address as soon as possible.
3. **NEW: Blue Cabins at Mulberry House.** LC to contact SODC Planning Enforcement Team and ask for these to be removed as they have no planning permission to remain there.

Meeting ended at 10:15 pm

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Appendix (1): County Councillors Report

BUDGET CONSULTATION

OCC has launched a public consultation on options for saving money. It has already saved or has firm plans to save nearly £300m since 2010 but believes it needs to find another £50m of savings over the next four years. Council Leader Ian Hudspeth said: "The government is rightly reducing public spending to tackle the national budget deficit, which means we have to make some difficult decisions about council services."

As well as receiving less money from government, the council faces rising demand for services – particularly for vulnerable adults and children at risk of abuse and neglect. About half OCC's budget is spent on 2% of the population of Oxfordshire, and that proportion is set to rise to as a result of a growing aging population. The council is consulting the public before taking the decisions and delivering a balanced budget on 16th February 2016. *Talking Oxfordshire*, the council's budget consultation, started on 20 October, when all the savings options were published on the council's website. It will close on 30 November.

Three public events have been held with an independent chair alongside the leader and chief finance officer to provide residents with a chance to find out about the council's budget position and have their say. The first was on 27th October in Oxford, and the second at Banbury Town Hall on 2nd November, and the third at Regal Centre, Wallingford on 5th November.

To take part in the consultation online go to www.oxfordshire.gov.uk/budget. Hard copies of the budget consultation documents are also available in every library.

CHILDREN'S CENTRE AND EARLY INTERVENTION CHANGES

OCC is also asking for views on its proposal to adopt a new model of children's services in Oxfordshire for children aged 0-19 to save £8 million from the budget by 2016-17. The proposal is to create a brand new service for families and their children aged 0-19 years old, or up to 25 if the child has additional needs. The consultation runs until 23:59 on 10 January 2016. OCC would open up to eight new Children and Family Centres across Oxfordshire. These centres would support children and their families who need help and will integrate the work of the Children's Centres, the Early Intervention Hubs and Children's Social Care. As well as the new Children and Family Centres OCC would also provide an outreach service so children and families can be supported close to where they live. Furthermore, OCC would work with schools, health and other services to ensure that children and families get the help that they need. As part of the consultation process OCC would like to identify any potential impact of this proposal. OCC would also like to identify options for the future use of the Children's Centres and Early Intervention Hub buildings. Options about how universal services could continue to be run without financial support from OCC are also to be considered. Hard copies of the consultation are available at all children's centres and early intervention hubs. There will also be three open meetings to discuss the proposals. The events are 6-7.30pm and dates are:

- 18 November - Kings Centre, Osney Mead, Oxford OX2 0ES
- 23 November - Didcot Civic Centre, Britwell Road, Didcot, OX11 7JN
- 30 November - John Paul II Centre, Causeway, Bicester OX26 6AW

OXFORDSHIRE TOGETHER – SUCCESSFUL LAUNCH EVENT FOR PARISH COUNCILS

As referred to above, OCC is looking at alternative ways in which it can deliver a number of different public services, across a wide range of areas. The way public services are delivered will shift towards enabling people and communities to take ownership of local priorities. OCC will continue to provide community leadership and foster partnership working, but the days when the council could deliver all services to all people have gone. OCC has started talking to town and parish councils to identify opportunities to work together. An initial engagement event for town and parish councils took place on 21st September. OCC's vision for working together is outlined in *Oxfordshire Together – the Model* booklet, with further details on some of the initial services in scope included in the *Transitional Offer of*

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Highway Services booklet. Both can be found at www.oxfordshire.gov.uk/oxfordshiretogether. The programme timetable is:

September – December

- Initial discussion with town and parish councils.
- Engagement with town and parish councils interested in taking on delivery of some services to develop agreements. January - April 2016
- Implementation of the first ‘tranche’ of agreements

April 2016 onwards

- Review viability of approach and consider further roll out.

BETTER BROADBAND FOR OXFORDSHIRE – UPDATE

OCC is on track to achieve the target – agreed back in 2013 – of connecting 64,500 homes and businesses with superfast broadband by the end of 2015. By the end of August OCC had enabled over 56,000 premises to be connected to superfast (24mbps) broadband, and expects to reach the goal of 64,500 premises by the end of the year, on time and within budget.

FREE WI-FI IN LIBRARIES

OCC has been awarded more than £86,000 by Arts Council England for Wi-Fi to be installed in the 28 Oxfordshire libraries that currently do not have it (it is already installed in 15 of the county's 43 libraries). The WiFi fund supports the Arts Council's goals around developing library services, ensuring that they are fit for purpose now and in the future. This is one-off grant from the Arts Council. It is therefore not a substitute for money that may be saved from the Library Service's annual revenue budgets in future years as part of the council's 2016-20 budget savings options. Installation will take place during spring 2016.

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Appendix (2): SODC 'South News November 2015'

Funding for you

Like us you've probably started thinking about projects you could do next year and the budgets you'll need. We can offer over £1,000 for improvements to your village halls, community shops, play areas, sports clubs and skate parks or to buy new or replacement equipment. You can apply for up to 50 per cent of the project cost.

We'll open for applications early next year between 1 February and 1 April. If this is too soon for any projects you have in mind, here's when we're planning to open later in the year:

- between 2 May 2016 and 1 July 2016
- between 1 August 2016 and 30 September 2016
- between 31 October 2016 and 23 December 2016

For more information, [visit the grants webpage](#) or give our Grants team a call on 01235 540525

Code of Conduct Training

We're holding code of conduct training in November for parish clerks and chairmen at Didcot Civic Hall on Tuesday 10 November at 10 am to 12.30pm or 2pm to 4.30pm.

For more information or if you want to come along, please contact [Democratic Services](#)

News for you and your residents

The articles below are for both you and your residents - feel free to drop them into your parish newsletters. Thanks to those of you already doing this.

To help us communicate better with you and your residents, we'd really appreciate it if you could put us on the distribution list for your parish newsletters. Either email them to communications@southandvale.gov.uk or send them in the post to:
Communications; SODC; 135 Eastern Avenue; Milton Park; Abingdon; OX14 4SB

Winter weather waste

If bad weather like snow or flooding disrupts waste collections in the run up to Christmas this winter, Biffa will try to catch up the following day. Leave your bins out for three days - if they're not emptied after three days, bring them back in and put them out next time they're due with any side waste. You'll be able to get the latest information at www.southoxon.gov.uk or twitter.com/southoxon.

Garden waste and Christmas tree collections over the festive season

Like every year, there'll be no garden waste collections over the Christmas and New Year period so our crews can concentrate on all the extra waste generated over the festive season. This year, that means no collections between Friday 25 December and Friday 8 January, but there'll be extra-large collections in the spring and autumn to make up for it.

Head to www.southoxon.gov.uk/gardenwaste to find out more.

If you've got a real tree this Christmas and you're one of our garden waste customers, we'll collect it from Monday 11 January – just leave it by your brown bin (but please not in it, as it's tricky for the crews to get it out).

If you're not a garden waste customer, you can drop your tree off at one of a number of locations around the district for composting.

All the Christmas tree details will be on the district council's website at www.southoxon.gov.uk closer to the time

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Recycling Christmas

There's always more waste created at Christmas time than at any other time of the year. The good news is most Christmassy waste can go in your green recycling bin - go to www.southoxon.gov.uk in the run up to Christmas to find out what goes in what bin over the festive period

Recycling rejection

Keep food waste out of your recycling wheelie bin. This includes recyclable food trays with food stuck to them. Biffa are checking recycling bins - if they contain things that can't be recycled, Biffa won't empty them and will leave a note to explain why.

Please rinse out your food trays before you put them in the green bin - if our recycling is contaminated with food waste, the people who take the recycling off our hands might reject it and send it to landfill. You can check what bins things go in at www.southoxon.gov.uk/recycleit or by calling 03000 610610

Winter freebies

If you'd like free loft and cavity wall insulation, give the Affordable Warmth Helpline a call on 0800 107 00 44. Three of the big energy companies are giving it away to help reduce energy use. It's available to all homeowners and private renting tenants

Free parking!

Got some Christmas shopping to do? Good news - you can take advantage of the traditional free Christmas parking in district council off-street car parks on the following days **in December**:

- Didcot - every Tuesday
- Goring - every Saturday
- Henley - every Tuesday
- Thame - every Saturday
- Wallingford - every Thursday

You don't have to display a ticket on these days

Council opening hours over Christmas

South Oxfordshire District Council's offices will close at 3pm on Christmas Eve for the festive season and will re-open on Monday 4 January. If you are at immediate risk of being made homeless during this time, you can call the council's emergency out of hours number on 0845 303 9727

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Appendix (3): YTD Accounts (accrual basis)

	<u>Apr - Jun</u> <u>15</u>	<u>Jul - Sep</u> <u>15</u>	<u>Oct - Dec</u> <u>15</u>	<u>Jan - Mar</u> <u>16</u>	<u>TOTAL</u>	
					<u>Apr '15 - Mar</u> <u>16</u>	<u>Year</u> <u>Budget</u>
Income						
Precept	13,750	13,750	0	0	27,500	27,500
Other Income	261	511	0	0	773	264
Total Income	14,011	14,261	0	0	28,273	27,764
Expense						
Payroll & Allowances	2,612	2,998	930	0	6,540	11,014
Councillor and Clerk	0	209	0	0	209	700
Finance, Admin and IT	335	718	273	0	1,326	1,742
Insurance	300	0	0	0	300	300
Subscriptions	208	0	0	0	208	665
Village Upkeep	42	225	17	0	284	525
Carlings Orchard	0	2,200	0	0	2,200	1,790
Grant to SP&F Charity	931	225	518	0	1,674	2,400
Donations and Grants	709	1,680	0	0	2,389	4,750
Projects	193	19	0	0	212	2,240
Miscellaneous	0	500	0	0	500	0
Trustee Purchases	1,094	-877	968	0	1,185	0
S137	0	0	50	0	50	100
VAT paid	349	304	92	0	746	0
Total Expense	6,773	8,201	2,849	0.00	17,824	26,226

Figures excludes November -Mar

Bank balance 31st October 2015 £35,645.68

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Appendix (4): Draft 2016-17 Budget – showing a 24% increase in spend

	2015-16	2016-17
	Year-end Forecast	Forecast
Opening Cashbook Balance	23,410.27	21,901.23
Income		
Precept	27,500.00	tbc
SODC Grant	254.00	0.00
Total Other Income	538.70	40.00
Total Income	28,292.70	40.00
Expense		
Staff Salaries & Pension	12,103.59	11,344.16
Councillor and Clerk expenses	249.45	320.00
Finance Admin and IT	2,051.61	1,924.00
Insurance	300.00	315.00
Subscriptions	672.00	680.00
Village		
Upkeep	925.72	2,507.00
Projects	0.00	4,000.00
Carling Orchard		
Upkeep	2,200.00	2,100.00
Projects	0.00	400.00
SP&F Charity		
Upkeep	4,001.36	4,378.62
Projects	0.00	0.00
Donations	4,739.14	4,750.00
Other Projects		
Play Area	711.50	2,500.00
Miscellaneous	500.00	0.00
S137	70.00	50.00
Total before VAT	28,524.37	35,268.78
Total VAT	1,277.38	0.00
Total Expense	29,801.75	35,268.78
Year End Forecasted Cashbook Balance	21,901.23	
General Reserve		18,956.00
2014-15 Year End Reserve (PWMH)		2,500.00
2014-15 Year End Reserve (Play Area Capital)		2,500.00
Total Reserve required		23,456.00
Minimum Precept required to meet the draft budget= Total Reserve required (£23,456) + next year spend (£35,268.78) – Other Income (£40) – forecasted year-end cash balance (£21,901.23)		36,783.55

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Appendix (5): Credits & Adjustments

Credits and Adjustments approval					
	Account	Payee	Description	Amount £	Note
16-465	Misc	na	Recruit kitchen cleaner	+£300.00	Reversal of 15-256/7.
16-466	Misc	1and1	taken in error	-£3.56	1and1
16-467	Misc	1and1	Credit received	+£3.56	1and1
16-468	Grant to SP&F	SRP cricket club	Electricity & water usage	+£ 320.62	Part agreement

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Appendix (6): Approved Payments

Approved in previous meetings –for payment this month					
	Account	Payee	Description	Amount £	Power
16-412	Trustee purchase	Greenbarnes Ltd	Hanging Sign	-£281.40	LGA(Misc Act)1976 s19

November items –purchase & payment approval					
	Account	Payee	Description	Amount £	Power
16-449	Staff Costs	T Parisi	November wages	-£49.35	LGA 1972 112
16-450	Staff Costs	M Bowles	November wages*	-£65.93	LGA 1972 112
16-451	Staff Costs	L Collison	November wages*	-£598.85	LGA 1972 112
16-452	Staff Costs	OCC Pension	November Pension*	-£181.28	LGA 1972 112
16-453	Staff Costs	HMRC	November PAYE*	-£21.40	LGA 1972 112
16-454	Staff Costs	Autela Payroll Svs	November Payroll svs	-£13.30	LGA 1972 112
16-455	Grant to SP&F	British Gas	Electricity November	** tbc	LGA(Misc Act)1976 s19
16-456	Grant to SP&F	British Gas	Electricity November	** tbc	
16-457	Grant to SP&F	Dust in Time	Clean pavilion 3 Nov	-£36	
16-458	Grant to SP&F	Dust in Time	Clean pavilion 17 Nov	-£36	
16-459	S137	tbc	Christmas Gifts - staff	-£20	S137
16-460	Grant to SP&F	SODC	Emptying Dog Bins	-£46.86+VAT	Public Health Act 1875, s164
	Village Upkeep			-£46.86+VAT	
16-461	APM	Peppard War Memorial Hall	APM Hire Hall	-£80.00	LGA 1972 111
16-462	APM		APM Hire Hall Deposit	-£100.00	LGA 1972 111
16-463	Cncl meetings	Charity	Pavilion Hire Oct - Dec	-£70.00	LGA 1972 111
16-464	Grant to SP&F	Thames Water	Water Bill	-£82.92	LGA(Misc Act)1976 s19
16-469	IT	L Collison (R-burse)	AVG Computer SW	-£39.99	LGA 1972 111
16-470	Grant to SP&F	RES	Install emergency lights	-£246 +VAT	LGA(Misc Act)1976 s19
16-471	Village upkeep	Hallett the Handyman	Removal of benches	*** tbc	Open Spaces Act 1906
16-472	Grant to SP&F	B D Willis	Tree removal	**** tbc	LGA(Misc Act) 1976 s19

Approved in previous meetings –no yet ready for payment					
	Account	Payee	Description	Amount £	Note
16-435	Staff Costs	HMRC	October PAYE*	-£21.60	Pay Quarterly
16-436	Staff Costs	Autela Payroll Svs	October Payroll svs	-£13.30	Pay Quarterly
16-411	Grant to SP&F	Greenbarnes Ltd	Parking area improvem't	To £500.00	Awaiting quotes

Key:	
*	Estimates - actual amounts not known at time of meeting.
**	Amount unknown at time of meeting – Direct Debit payments based on usage.
***	See agenda Item 10 – The Village
****	See agenda Item 13 – Approval of Spend

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Appendix (7): Enforcement Actions

Outstanding enforcement actions	November Update/Action
Red Lion: – Concern has been raised that The Red Lion is planning to turn the barn at the back of the pub into a function room, without the appropriate planning consents.	The Council have consulted SODC planning and, without providing additional information, it is unclear whether planning permission is required. LC to write to Land Lord of the Red Lion recommending that pre-planning advice is obtained before the barn at the back of the property is used as a function room
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 had subsequently considered this a breach of planning control has occurred and has requested that the land be restored to its former condition by 15 May 2015. It is understood that the owner of the land is now bankrupt.	None – on going
Colmore, Colmore Ln Kingwood RG9 5NA Retrospective planning application for a curved trench denied – not yet filled back in. (P14/S0257/FUL)	LC to explain to Enforcement that the trench remains un-filled, to request an update and that this matter is address as soon as possible.
82 Shiplake Bottom Concerns that the replacement tree had not been planted (TPO 17/2014)	None – on going
NEW : Blue Cabins at Mulberry House with no planning permission	LC to contact enforcement and ask for these to be removed as they have no planning permission to remain there.