

ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of The Meeting of the Parish Council
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Wednesday October 9th 2013 at 7:30 pm

Present:

Councillors: David Hammond (DH) Hadley Cooper (HC)
Tony Cotton (TC) Lee Rawlings (part) (LR)
Valerie Ross (VR)

Clerk: Linda Collison (LC)

SODC Councillor Paul Harrison (part) (PH)

Press: Dan Robinson, Henley Standard.

Members of Public: 3 (part)

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

Open Forum.

None

1 Apologies:

Apologies were received prior to meeting from Parish Councillors Fiona Berry, Terry Ryan, Leeanne Flett and Simon Crouch; and from County Councillor David Bartholomew.

2 Member's declaration of Pecuniary Interests: None.

3 Minutes:

It was MOVED by TC, SECONDED by DH and RESOLVED unanimously that the minutes of the Full Council meeting held on Monday September 9th 2013 be signed as a true record of the meeting.

4 Co-option new member:

Mr Lee Rawlings introduced himself to the Council and explained his reasons for wanting to join the Council.

Mr Rawlings left the room

It was PROPOSED by HC seconded by TC and AGREED unanimously that Mr Lee Rawlings should be co-opted onto the Council.

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

The meeting resumed.

Two members of the public left the meeting.

5 Police

The police were unable to attend and it was agreed that The Neighbourhood Action Group should be deferred to another meeting when the police could attend.

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

District Councillors Report: (PH)

- **Community Governance Review:** SODC Democratic Services were now accepting comments from the public regarding the Community Governance Review (Parish Boundary). Comments could be sent to cgr@southandvale.gov.uk or write to Steven Corrigan, Legal and Democratic Services, South Oxfordshire District Council, Benson Lane, Crowmarsh Gifford, Wallingford, Oxon, OX10 8ED

Signed:.....

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DH asked PH to confirm that SODC would be proactive in collecting input from potentially impacted residents adding that as Sonning Common Parish Council had not proposed a specific new boundary line, it would be difficult to identify potentially impacted residents.

Action: LC to liaise with PH.

- **New Airport in vale of White Horse:** The Airports' Commission is currently investigating how the UK can maintain its position as Europe's most significant aviation hub. As part of this process, the Airports' Commission have recently received over 50 proposals for providing future airport capacity in the UK and two of these are for a new airport to be located within the Vale of White Horse, near Steventon, with take-off/landing corridors over South Oxfordshire. SODC and The Vale are objecting to these proposals.
- **Council tax briefings** are being held on 16th and 23th October 2013 to explain :
 - How the tax base is calculated and how this will impact the amount of council tax charged.
 - How the council tax reduction scheme will impact upon towns and parishes
 - How any grant issued by the district council to mitigate the impact could be taken into account when setting precepts.
 - Any potential capping council tax levels for town and parish councils.

It was noted that LC will be attending for RPPC.

- **Fraud in Oxfordshire:** Concern has been raised follow a new fraud scam in the County, including specific incidents in Henley. A man pretending to be a police officer from Paddington Green police station calls his victims to say that their personal details have been obtained by criminals. The offender then advises the victim to hang-up and call their bank – but unknown to the victim the offender does not hang up and the call is not disconnected – meaning that when the victim then calls their bank they unwittingly continue to speak to the offender – and pass on their bank details.
- **Sonning Common Neighbourhood Plan Area Consultation:** Sonning Common Parish Council has submitted an application to undertake a neighbourhood plan. This resubmission follows the withdrawal of their previous application, where their plan solely covered the parish boundary of Sonning Common. The new application covers the parish boundary of Sonning Common and small areas of lane within Kidmore End and Rotherfield Peppard. This is the first official stage of the process and is a consultation on the suitability of this area for their neighbourhood plan. Consultation lasts until 18th October 2013. (Also see item 9)
- **Town and Village Infrastructure funding:** Community Groups/Parishes and Charities in Henley, Thame, Wallingford or one of the larger villages in the district can apply for infrastructure funding. Total amount available is £150,000. Rotherfield Peppard is not eligible.

Councillor Harrison left the meeting.

7 Oxfordshire Councillors Report: (sent prior to meeting from Council Bartholomew)

- **Changes in Public Services – Public Consultation:** As part of the Government's programme to reduce public spending, the County Council has seen significant reductions in its funding. The County Council has to find another £60m worth of savings over the next four years before setting its budget in February 2014.

Five public meetings will be held across the county during mid-October where leading councillors and officers will explain the Council's financial position, answer questions and hear the views of residents. Nearest venue is on 23rd October 2013 at The Cornerstone Arts Centre, Didcot.

- **Councillors' Community Budget /Funding opportunities:** Councillor Bartholomew confirmed he has a small amount of funding available to support local organisations.

Signed:.....

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Challenge Henley Triathlon:

DH confirmed that he had attended the post triathlon meeting called by John Howell MP on Wednesday 25th September 2013. (Minutes from this meeting had been circulated to members). The general consensus of the post-triathlon meeting was to support sporting events like this, but there was a feeling of dissatisfaction with the organisation of this event, in particular with the failure to provide an Economic Survey, poor marshalling and poor escorting/directing of traffic.

New Standard Letter regarding obstructions on roads and pathways (eg hedges):

LC to redraft proposed letters and re-present at the next meeting.

8 Peppard Wood

DH confirmed that a meeting had been held with Woodland Trust and Green Gym with a view to the Council taking on the lease and responsibility for Peppard Wood. Concern was raised that it was a minimum of a 25 year agreement - a contract with a 5 year break clause would be more acceptable.

It was PROPOSED by TC and AGREED unanimously that RPPC should take on the lease of Peppard Wood (subject to conditions) provided a 5 year break clause could be included in the agreement. LC to action.

9 Sonning Common Neighbourhood Development Plan (NDP)

Following the SODC announcement that SON13 was no longer a SHLAA (Strategic Housing Land Availability Assessment) site, members discussed whether SON 13 should be removed from Sonning Common Neighbourhood Development Plan Area (currently under consultation - see item 6 above).

After a lengthy discussion it was AGREED not to recommend any changes to the Sonning Common Neighbourhood Development Plan Area (ie leave in the area known as SON 13) as this provides the best protection against development on the land.

10 Energy Audit

It was unanimously AGREED to pay the additional £160 for the Energy Audit (note total cost of the Audit is £660 - £500 is to be funded by a grant from TOE – Trust for Oxfordshire Environment)

11 Finance and Staffing:

TC presented a report from the Finance and Staffing meeting held on Wednesday 2nd October 2013 and the following recommendations from the meeting were unanimously AGREED:

- Clerks expenses having been reviewed by DH be cleared for payment
- Review of the RPPC Finances will be carried out quarterly at the Finance and Staffing Committee and reported to the full Council on a quarterly basis at the meeting following the Finance and Staffing Committee meeting.
- The Balance at the bank will be reported to RPPC monthly so that Councillors can be assured there are sufficient funds to cover payments being recommended.
- For a one year trial RPPC will subscribe to
 - Parish on Line : set up cost £20 + £20/year thereafter <http://gis.getmapping.com>
 - CPALC either £25 / year - <http://www.cpalc.org.uk>
- RPPC will commence subscribing to ICO at £35 / year - <http://www.ico.org.uk>
- Clerks wages pension contributions and tax to be paid by Standing order
- All standing orders to be reviewed quarterly by Finance and Staffing Committee

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- Standard letters are to be drafted for requests under Data Protection Freedom of Information Environmental Information Request and Complaints and so as to speed up the process the initial response will be delegated to the Clerk (See item 12 below)
- All Councillors to become approvers for Unity Bank
- All Standing Orders and Precept receipt to be moved to Unity Bank
- LC is to seek a better interest bearing account for our surplus and reserves funds
- Timetable for 2014-15 Precept as follows:
 - 2014-15 spend requests to LC for discussion at November meeting
 - Draft precept at December meeting
 - Review by F and S in January
 - Final approval at January 2014 Council meeting

TC confirmed that the Clerk's appraisal had been held on 26th September 2013. Details circulated prior to meeting.

The 2013-14 Accounts as at 30th September 2013 were reviewed. (See appendix 1)

12 New processes and procedures

- Process for co-option new members onto the Council – Action LC to to rationalise the process and re-present at next meeting.
- Process for handling communication – LC to document for next meeting
- Processes for ensuring the Council meets the legal requirements for data protection, freedom of information and publication – LC to document for next meeting in line with proposal from Finance and Staffing meeting (see item 11 above)

13 Approval of Spend and Cheques to be signed:

It was RESOLVED unanimously that the following payments are approved. HC and VR were instructed approve the internet payments.

Ref #	Account	Payee	Description	Power	Amount £
14-065	Carlings Orchard	BD Willis	2 nd cut + hedges	Open Spaces Act 1906	£750.00
14-070	SP&F Grant – Elect	B Gas	Electricity	LGA(Misc Act)1976 s19	£14.66
14-071	SP&F Grant – Elect	B Gas	Electricity	LGA(Misc Act)1976 s19	£26.93
14-072	Subscriptions CPRE	CPRE	Annual Subs	LGA 1972 s143	£29.00
14-073	Staff Costs + Pavilion	L Collison	Expenses	See claim form	£125.90
14-074	Village upkeep/Kiosk	Confidential	Kiosk	LGA 1972 s144	£186.13
14-075	Staff Costs	L Collison	October wages	LGA 1972 112	Confidential
14-076	Staff Costs	OCC Pension	Oct pension	LGA 1972 112	£151.88
14-077	Staff Costs	T Parisi	October wages	LGA 1972 112	Confidential
14-078	Staff Costs	M Bowles	October wages	LGA 1972 112	Confidential
14-079	Staff Costs	HMRC	October PAYE	LGA 1972 112	£32.91
14-080	Fin/Admin-meetings	Charity	Hire hall (Jul-Sep)	LGA 1972 111	£70.00

14 Inspection Logs and Footpath checks

LC to summarise responses and comments on the form for discussion at next meeting.

15 Correspondence

Two letters had been received by the clerk, one regarding a planning application and one regarding Carlings Orchard.

LC to add both items to the next agenda after verifying with the correspondents that their names can be mentioned during the meeting – or whether they should be redacted.

Signed:.....

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16 Matters for next meeting

Road obstruction letter and process; Process for co-option new members onto the Council Process for handling communication , Processes for ensuring the Council meets the legal requirements for data protection, freedom of information and publication , Peppard War Memorial Hall. 2014-15 Budget. Items from correspondence. Inspection / Footpath logs and actions.

Meeting ended at 9:35 pm

Appendix 1: Accounts as at 30th September 2013

	<u>Apr - Jun 13</u>	<u>Jul - Sep 13</u>	<u>Oct - Dec 13</u>	<u>Jan - Mar 14</u>	<u>TOTAL Apr '13 - Mar 14</u>
Income					
Precept	13,659.99	0.00	13,659.99	-225.98	27,094.00
Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Income	13,659.99	0.00	13,659.99	-225.98	27,094.00
Expense					
Staff Costs	2,499.93	2,538.13	2,519.04	2,206.90	9,764.00
Councillor and Clerk	36.00	401.30	20.00	2,042.70	2,500.00
Finance, Admin and IT	70.00	516.14	573.03	840.83	2,000.00
Insurance (RPPC)	300.00	0.00	0.00	0.00	300.00
Subscriptions	179.00	54.00	35.00	252.00	520.00
Village Upkeep	40.67	105.93	263.40	690.00	1,100.00
Carlings Orchard	0.00	660.00	750.00	890.00	2,300.00
Grant to SP&F Charity	1,384.43	186.76	893.41	945.40	3,410.00
Donations and Grants	1,250.00	485.00	0.00	1,015.00	2,750.00
Projects	0.00	0.00	0.00	1,750.00	1,750.00
Miscellaneous	752.60	36.33	0.00	-88.93	700.00
VAT paid	<u>196.84</u>	<u>166.12</u>	<u>37.00</u>	<u>-399.96</u>	<u>0.00</u>
Total Expense	6,709.47	5,149.71	5,090.88	10,143.94	27,094.00

Note:

Apr-Jun and Jul-Sep are actual figures. Oct-Dec and Jan-Mar are forecasted figures.