

ROTHERFIELD PEPPARD PARISH COUNCIL

**Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 11th April 2011 - 19:30 to 10:30**

PRESENT:

Nick Launders (Chair)	(NL)	Linda Collison	(LC)
Terry Ryan	(TR)	Leeanne Flett	(LF)
Clive Mills	(CM)	Fiona Berry	(FB)
David Hammond	(DH)	Tony Cotton	(TC)

SODC:	Paul Harrison	(PH)
Area Steward of South Oxfordshire:	Keith Stenning	(KS)
OCC:	Carol Viney	(CV)
Police:	Tim Forrest	(TF)
Press:	Phil Simms	(PS)
Clerk/Responsible Financial Officer:	Helen Lewis	(HL)

**MEMBERS OF THE PUBLIC/PARISHIONERS IN ATTENDANCE FOR ALL OR PART OF
THE MEETING:**

Steve Little (SL) from Esther Carling Estate

1. APOLOGIES

None.

2. MEMBERS DECLARATION OF PERSONAL & PREJUDICIAL INTERESTS:

None.

3. MINUTES OF PREVIOUS MEETINGS

It was resolved that the amended version of the minutes of the meeting held on Monday 14th March 2011 be adopted as a true and accurate record.

4. SOUTH OXFORDSHIRE DISTRICT COUNCIL (SODC) MATTERS:

a. DISTRICT COUNCILLORS REPORT

Notice of change of refuse collection times for Easter, May and Spring bank holidays has been delivered to parishioners.

b. ELECTION OF COUNCILLORS

The elections are being held on the 5th May 2011. The persons nominated are:

Aidan Carlisle	Green Party
Paul Harrison	Conservative Party
Alan Rooke	Conservative Party
David Winchester	Labour Party

c. COMMONS

The AGM was cancelled pending an inquiry from the planning inspectorate regarding Kingswood Common.

Permission has been given for the Peppard Village Fair to be held on Saturday 11^h June.

NL will talk to Liz Smeaton about approaching Peppard school with concerns about the “roughing up” of the common by cars.

d. OTHER BUSINESS

None

5. OXFORDSHIRE C.C. (OCC) MATTERS:

a. COUNTY COUNCILLOR'S REPORT

Libraries

The proposal to close the Sonning Common Library has been postponed, but there is still a £2 million cut from the libraries budget. All options are being considered. It is expected that there will be a trained librarian working for Sonning Common who will also manage 1 or 2 more libraries, with additional voluntary help.

Chiltern Edge Youth Club

Carol is keen to save Chiltern Edge Youth Club and is actively involved in fundraising from businesses. More volunteers are required. At the moment they need people who can help out once a month or once every 5 weeks.

b. REVISED HOUSEHOLD WASTE RECYCLING CENTRE STRATEGY

No additional news.

HL will pass the OCC communication mentioned in the last minutes to LC to post on the web.

c. POTHOLE SURVEY

Potholes

Extra money is now available from the Government but this has yet to be allocated to departments. At the moment more potholes are being reported than can be fixed and priority is allocated by need. Hazardous potholes or defects are fixed within 24 hours. Where a pothole is already ringed with white paint, it is already in the system and reporting it again will mean duplication of work and a waste of much needed resources. If an accident involving an identified pothole/hazard occurs, a valid claim can be made.

LF stated that where potholes are being continually created in one road it would make good economic sense to replace the road surface.

DH noted that Neal's Lane has degenerated into a very poor state.

TR mentioned that Grange Avenue is in poor condition.

KS confirmed that there is currently no cyclic resurfacing system, due to lack of funds, but his team are analysing clusters to establish which areas need more pertinent treatment and a higher quality of repair.

Salt bins

Salt bins are part of the winter maintenance budget which is being reviewed at the end of this month /beginning of May. KS apologised for the poor level of communication RPPC received last winter.

CM reiterated that we need to know if salt bins will be filled this winter before buying the salt bins and supported by other members of council went on the say that it is unacceptable to have had this question unanswered for so long.

Keith will e-mail HL with the outcomes of the meeting as soon as the results become available.

Carling Lane

SL mentioned that Carling Lane is in terrible condition and that the owners want the road adopted. KS confirmed that as the road is currently not adopted he is unable to spend public funds repairing it. CV knows of a similar situation with residents in another parish and offered further support.

NL & CM will contact SL and look into the matter further.

HL to obtain a list of adopted roads from Sue Barker on 0845 11111.

Signs

KS confirmed that his team also deals with damaged, knocked down, unclear or illegal signs. NL stated that there are several areas in the parish where signage needs replacing and the roads are dangerous for unfamiliar drivers at night. KS stated that the budget for this has been decimated and priority is given to damaged regulatory signs.

Permission to put up a sign, must be obtained from OCC. Should there be an illegal sign, KS recommends that the council approach the individual in the first instance.

Weeds/Grass Verges

CM confirmed that some weeds are pushing out the sets in roads. KS confirmed that he is no longer advised to use weed killer. Also, cutting grass verges is not recommended as the bee population is in decline. CV mentioned that the Sonning Common voluntary garden group do a lot of weeding.

d. OTHER BUSINESS

TF introduced himself as one of our local Police Community Support Officers based at Sonning Common police station. For any queries or to report an incident, phone 0845 8 505 505.

The area between Goring and Henley has been hit heavily by burglaries. Tim advised that the public should be aware of suspicious vehicles and identify fraud.

TF will confirm if the RPPC website can be linked to the Thames Valley Police website.

Either TF or one of his colleagues will be attending the Parish Council AGM on Saturday.

6. PEPPARD WAR MEMORIAL HALL (PWMH)

CM confirmed that the PWMH committee were grateful that we had recognised their need for redecoration and had made a donation of £1,000.

CM confirmed that discussions were taking place about how we could take a lead in future projects, in order to assist them with their VAT. Future projects being discussed at the moment are the installation of disabled toilets and replacement of the roof.

The PWMH committee has been approached by a group wanting to run a pre-school type facility. OfSTED will be involved in assessing the premises, with Maggie Brakspear as the contact. Having provided a list of priorities however, it seems unlikely that PWMH will be suitable.

The Peppard Sports and Cricket Pavilion charter would allow a pre-school on the premises especially if the children use the field, although proper supervision would be paramount because of the occasional use of heavy machinery on the grounds.

NL proposed that the Peppard Sports and Cricket Pavilion committee encourage such a request and when investigating feasibility, consider details of the agreement and trial period.

It was resolved that this issue be discussed by the Sole Trustees.

7. FINANCE

a. APPROVAL OF EXPENDITURE

Approval

- 1) HL: up to £250 in total for a printer/scanner, 4 drawer cabinet for the pavilion and wrist rest.
- 2) HL: £512.72 wages & expenses
- 3) £50 Planning course.
- 4) HL: £26pm (inc VAT) mobile phone contract for 24 months which provides a free gift of a Compaq CQ10 netbook. Payment should be made by standing order.
- 5) ORCC: £30 subscription.
- 6) OALC: £310.82 (inc VAT) subscription.

Procedure

It was resolved that items being discussed for expenditure should be listed in the agenda with amounts.

DH advised that correct procedure dictates that proposals for expenditure are considered properly before the RPPC full council meeting. Items for consideration, which are not covered in one of the quarterly finance meetings should be circulated by e-mail before the agenda is published.

Staffing

TC advised that he agreed with the contract that has been provided and both parties will sign outside this meeting.

HL will set up a standing order on the 25th of each month for payment of wages, tax and NI.

It was resolved that Tony Parisi and Michael Bowles will be paid by cheque for hours worked i.e. not time for holidays or sickness, upon receipt of a timesheet and receipts for cleaning materials.

HL will create a timesheet and compile a letter to Mr Parisi and Mr Bowles clarifying the new procedure.

HL confirmed that she is now registered for PAYE and will receive a booklet and instructions through the post.

HL also confirmed that HMRC have clarified that Barbara is solely responsible for reporting her tax and NI as she left before 6th April 2011 and no action by the RFO is required.

b) INSURANCE RENEWAL UPDATE

i) PROPOSAL OF CHANGES TO ASSETS ON INSURANCE POLICY AND NEXT STEPS

Three insurance companies have been approached for quotations: AON, Zurich and CAME. Zurich has provided the best price to date.

CM noted that the biggest cost is the sports pavilion and the cost to rebuild it would probably be double the average cost for the same footage due to its unusual characteristics. NL suggested that at some point in the future it might be worth engaging a professional to value the pavilion.

It was resolved that the asset values used for insurance for last year would be used again this year, with a view to re-evaluating these in preparation for 2012/13 insurance.

LC will continue to check insurance quotes and obtain best prices. Final quotes will be circulated to councillors for a decision in May's meeting.

ii) INSURANCE INSPECTION LOG UPDATES AND ACTIONS

HL requested that all outstanding inspection logs be handed in asap.

The bench at the top common urgently needs some attention.

LC will submit a proposal at the next meeting.

The Coronation bench at Stoke Row Road needs the grass underneath cutting as it now growing higher than the seat.

c) EXPENDITURE AUTHORISATION FOR COMMUNITY PLAN

£1,451.00 printing by Higgs (includes increased amount and excludes VAT)
£ 125.00 prizes (£100 for adults and £25 for children)
£ 17.95 5,000 raffle tickets
£1,593.95 total

Higgs will provide A4 envelopes for free and we will provide thanks for their contribution.

8. SPORTS PAVILION AND FIELD: update

Kidmore End Football Club will soon be moving back to their own field.

NL will approach Rotherfield United to see if they are interested in using the Stoke Row Sports Pavilion and Field.

A new contract with the cricket club will be required shortly. Cricket England proposed a 25-year contract, which is currently being handled by Toby Greenwood, at Cooper Solicitors.

Primary considerations are special conditions and the 25 year term of the agreement. Although a contract of this length will reduce legal fees, some members have concerns about being committed for so long.

If the agreement is to be long term TC would want to see it include break clauses for non/poor performance at 7 or 10 year intervals.

CM said that as other clubs collapse the viability of our club decreases and suggested that we aim for the pavilion to become self-supporting in several years time. Most importantly, we must be careful not to have any restrictions that prevent other organisations using the facilities.

9. COMMITTEE UPDATES:

a) PLANNING COMMITTEE

It was agreed that LF stand down from the planning committee but remain in reserve with Linda Collison in case of absence or a conflict of interest.

b) FINANCE AND STAFFING COMMITTEE – PROPOSAL TO APPOINT NEW CLERK

TC confirmed that we must be mindful of setting up training and payments properly.

The contract referred to above has been agreed based on the NALC contract of employment.

c) CARLINGS ORCHARD

New Trees

LC confirmed that there are a number of holes left behind in Carlings Orchard from the removal of dead trees. LC and LF plan to fill these holes with young fruit trees sponsored by parishioners, especially families, who might enjoy visiting Carlings Orchard to care for the trees and watch them grow. Sponsors can also purchase a plaque for their tree.

LC proposed that we spend £20-£50 for the tree and plaque and ask people to donate half. The cost is approximately £31 for a plaque and £10 for a tree.

It was resolved that RPPC will sponsor 50% of the cost of a tree, with parishioners paying the remaining 50% and paying full price for a plaque, should they wish to purchase one.

It was resolved that the plaques be ordered through RPPC.

TR confirmed that the new trees will need frequent watering. LC confirmed that water could be used from the houses next to Carlings Orchard at a pre-arranged time.

LC to draft letter to proposed houses, for council review at next meeting.

FB confirmed that deer protection will be required as deer do get into Carlings Orchard. NL agreed to supply chicken wire.

LC proposed that she bring a couple of young trees to the APM, make an announcement about sponsorship and commence the sponsorship process by opening it up to the public. This was resolved upon by the council.

New Bench

There has been a request by Sandra Woodcock for a new bench in Carlings Orchard in honour of her father, Geoff King, who was Head Gardener from 1948 to 1978. The proposed bench is tasteful and of good quality.

Nick proposed that RPPC approve installation. The council passed this resolution.

CM suggested that the bench be mounted on 2 concrete plinths, bolted down and that Geoff's family fund these installation costs.

Nick will talk to the family about safe installation and the costs of fitting the bench.

10. MISCELLANEOUS:

a) CORRESPONDENCE

Sue Ryder have written a letter of thanks for our donation.

b) COUNCILLOR VACANCIES BY CO-OPTION/ELECTION

None.

c) RISK ASSESSMENT UPDATE

It was agreed that risk assessments be reviewed in a few months.

d) STANDING ORDERS REVEIW

None.

e) APM

NL will be at the Peppard War Memorial Hall from 9am on Saturday. Public speakers include the WI, Riding for the disabled, Peppard News, Tennis Club and Greenshoots. Reports will be delivered verbally. We will need to hand out agenda sheets and unaudited accounts. There will be tea/coffee and soft drinks.

f) ROGATION SUNDAY

No news.

g) VILLAGE LITTER BLITZ

CM has ordered all the safety equipment, which includes gloves, high visibility waistcoats and litter pickers. These will be delivered on Friday 6th May. There will be sacks for recycling and general rubbish. The pickup for the litter will be at the Top Common lay-by where it is safe for trucks to collect. The meeting places will be the crossroads at the Unicorn, waste ground opposite Peppard Stores and the notice board near Peppard primary School.

NL agreed to collect the equipment from CM on Friday.

h) HENLEY CHALLENGE TRIATHLON

DH confirmed that only half of Stoke Row Road will be open throughout the day and that Henley will be significantly disrupted.

i) COMMUNITY PLAN

Briefings are due on 27th April at 5:30 and 28th April at 7:30. We need to provide guidance and encouragement.

j) PUBLIC SECTOR MAPPING AGREEMENT SIGNED WITH SODC

The mapping information was provided for RPPC business use only and expires on 31st March. We have all the data we need and when the required information has been received the form can be completed and signed.

HL to sign the public mapping agreement form when the community plan information has been collected.

There is a new public mapping agreement from 1st April. This might be the way forward and should be discussed at the next meeting.

HL to put ordnance survey maps on agenda for next meeting.

It was suggested that RPPC need raw ordnance survey data if we want to record where bins etc are located.

CM/DH to approach Patrick Roche and establish if there is a way for us to obtain the information we require.

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of Meeting of Planning Committee
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Saturday 23rd April 2011 at 10:00 am

Present:

Committee Members	In attendance	Apologies / Reason for non-attendance
David Hammond (Chairman)	√	
Tony Cotton	√	
Fiona Berry	√	
Clive Mills	√	
Nick Launders (Council Chairman ex-Officio)	x	<i>Apologies received</i>

Members of the Public present	Application Interest
None	

Declarations of Members' Personal & Prejudicial Interests:

(Members must leave the room whilst the application to which a prejudicial interest relates is being discussed by the other members)

Committee Member	Application Reference	Interest(s) Declared	Personal	Prejudicial	Member left room
None					

1. Planning Applications considered:

Application Reference	Location / Description	RPPC Resolution
P11/E0550	Fairways Stoke Row Road Kingwood (in the parish of Rotherfield Peppard) RG9 5NG Demolish a single storey side extension and construct a single storey side and rear extension. Relocation of front door and internal alterations on the ground floor.	RPPC considers that this application should be APPROVED
P11/E0579	1 Dog Cottages Peppard Common (in the parish of Rotherfield Peppard) RG9 5JX Demolition of existing garage to provide space for a single storey side extension	RPPC considers that this application should be APPROVED
P11/E0514	Beechwood House Gallowstree Road Peppard Common (In the parish of Rotherfield Peppard) RG9 5HT Extensions and alterations to existing dwelling with associated external works	RPPC considers that this application should be REFUSED on the following grounds: <ul style="list-style-type: none"> • The aerial photograph in the application shows the existing unobtrusive house in keeping with the character of the area • Damage has already been done to the character of the area by the removal of

Application Reference	Location / Description	RPPC Resolution
		<p>many mature trees from the site. (in spite of the comment in Section 4 of the Design & Access statement “with the exception of two trees ... all trees will be retained and not affected by the proposal”)</p> <ul style="list-style-type: none"> • The proposed new house will change the character of this key approach to Rotherfield Peppard along Gallowstree Road. • The uncompromising nature of the new development will spoil the predominately rural views from the adjoining county footpath 331/29 in the Chilterns AONB. • The proposed development will have an adverse impact on the outlook from adjoining properties. • The scale of the extension is excessive compared with the existing property.

2. Enforcement Update:

EE11/016: Mobile home at Manor Farm does not have permission. SODC have recommended its removal but also invited a retrospective planning application for it.

EE11/036: Display of unauthorised signs and unauthorised retail activity at Manor Farm. SODC investigating.

EE11/056: Unauthorised change of use at Peppard Farm for commercial storage of pet grooming products by HUB international and unauthorised sign at entrance. SODC have asked for breaches to stop but also invited retrospective planning applications.

3. Appeals Update

The Hearing for the Manor Farm appeals against enforcement action will be held on 19th July 2011.

Reference	Location/Description	Planning Inspectorate
P10/E1896/DA	Manor Farm Various appeals against enforcement action	APP/Q3115/C/10/2141905
P10/E1897/DA		APP/Q3115/C/10/2141908
P10/E1898/DA		APP/Q3115/C/10/2141909
P10/E1899/DA		APP/Q3115/C/10/2141910
		Hearing to be held at SODC on 19 th July 2011

Details of appeals can be found at the Planning Inspectorate Website:
<http://www.pcs.planningportal.gov.uk/pcsportal/>

4. Next Meeting:

Monday 9th May 2011 at 9:30pm in the Sports Pavilion Stoke Row Road.

The meeting ended at 10:45 am

Signature

Helen Lewis

RPPC Minutes 11th April 2011