

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield
Peppard on Monday 10th January 2011 at 7.30pm

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PRESENT:

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

SODC: Paul Harrison (PH) – Apologies received

OCC: Carol Viney (CV) – Apologies received

Police:

Press:

Clerk/Responsible Financial Officer: Not present

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

Leeanne Flett (Prospective Councillor)

ACTION

1. APOLOGIES:

Barbara Marston (BM)	Unavailable
Elaine Russell-Wilks	Sick
Clive Mills	Attending Sonning Common Meeting on Library Closure
Paul Harrison	Delayed at work
Carol Viney	Attending Sonning Common Meeting on Library Closure

Concern was expressed that the Clerk had been absent from 4 of the last 6 Council Meetings. Nick Launders will clarify with her that she should attend the next meeting (her last meeting before her resignation takes full effect) **NL**

2. MEMBERS DECLARATIONS OF PERSONAL & PREJUDICIAL INTERESTS:

None

3. MINUTES OF PREVIOUS MEETINGS:

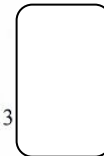
It was resolved that the minutes of the meeting held on **Monday 13th December 2010** should be adopted as a true and accurate record with the following change:
10(c) War Memorial Hall: Insert “NL agreed to respond formally to the letter received from the Memorial Hall committee. This should be done before their next meeting on 10th January 2011”

4. COUNCILLOR VACANCIES BY CO-OPTION:

(Agenda Item 9c moved up with agreement of Councillors)

Ms Leanne Flett had applied to be considered for co-option to the council. After a short discussion, her appointment was unanimously approved and she was welcomed to the Council.

BM to provide her with details of Code of Conduct and Members Register of Interests. DH to send a copy of “How to be a Good Councillor” **BM**

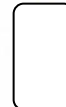


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5. **SOUTH OXFORDSHIRE DISTRICT COUNCIL (SODC) MATTERS:**
- (a) **District Councillor's report:** NL read out the report submitted by PH:
Manor Farm: PH reported that 3 appeal hearings on Manor Farm had been scheduled. DH pointed out that only one was scheduled and it had been rescheduled three times. The date is now 3 February at 10:00am in Henley Town Hall.
- 2011 District Council Budget:** The revenue support grant provided by the government to the council has fallen from £7.2 million to only £6 million. The £1.2 million cut is equivalent to a 16.7% reduction in grant. In addition, the council was advised that its 2012/13 grant will fall by another £0.75m (or 11%). The council is committed to finding ways of managing this while working to protect public services and does not expect there to be any major cuts to frontline services it provides next financial year. The Council is now going through a process of consultation to determine its priorities. An online questionnaire can be found at www.southoxon.gov.uk/haveyoursay. The closing date for this consultation is 1st February.
- Chiltern Centre:** The council is giving a respite centre in Henley £12,000 to provide areas for staff to meet with parents of children and young adults with multiple and complex health care needs.
- The Chiltern Centre, for 2 to 25 year olds, plans to improve a first floor bedroom and bathroom, convert loft space into offices and meeting space, and refurbish the centre's kitchen. The project will cost £50,000 in total and funding from other sources is currently being confirmed.
- The centre applied for money from the council's community investment fund, which is open to applications until 14 January 2011, for projects wanting up to £15,000.
- Christmas Trees:** Hopefully most people will have already disposed of their Christmas trees but if then the following bulleting from SODC may be of use:
We cannot collect Christmas trees as part of normal rubbish collections so people should not put these out with their grey wheeled bins. Instead trees can be recycled in the following ways:
- *Using the brown bin service – people who pay for a brown bin can place their Christmas trees next to their brown bin (which is collected on the same day as recycling)*
 - *At the a local garden centre – people can take their Christmas tree to one of the following local garden centres during opening hours up to Saturday 15 January (any trees taken after this date will not be accepted)*
 - o *Sonning Common – The Herb Farm*
 - o *Henley – Toad Hall*
- Sonning Common Library:** The Sonning Common Library has been threatened with closure by Oxfordshire County Council along with number of other libraries throughout the county. Sonning Common Parish Council are meeting tonight at Sonning Common Village Hall tonight to discuss how to save the Library.
6. **COMMONS:**
- No report.
- The Inquiry by the Planning Inspector into the proposed works on Kingwood Common will be held on 19th and 20th April 2011 at Nettlebed School and Community Centre.



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7. OXFORDSHIRE COUNTY COUNCIL (OCC) MATTERS:

(a) **County Councillor's Report:** No report

(b) **Salt Bins Update:** NL reported that he had finally managed to talk to someone at OCC. No salt bins are currently available and the plans going forward are to be discussed at the OCC cabinet. It was resolved that we should write to OCC reconfirming our requirements and requesting clarification of costs and timescales. If there are significant changes to the programme, these will be considered at a future meeting. NL will also contact CV to understand any progress from her involvement.

BM

NL

(c) **State of Roads:** DH raised concerns over the poor state of some of the roads in the Parish from lack of maintenance as well as potholes. This follows a reported cut in OCC road maintenance budget from £15.8M to £13.5M by 2015. It was resolved that we would put together a list of road damage (including potholes at least 2 inches deep and sunken drains) and clarify which roads are privately maintained. Details should be passed to TR who will collate for consideration at a future meeting.

TR

8. FINANCE

(a) **Cheques signed:**

The following payments were approved:

<u>Supplier/Provider</u>	<u>Value</u>	<u>Description</u>
B Marston, T Parisi, M Bowles	£884.90	Payroll and expenses
D Hammond	£88.00	Travel expenses
TOTAL	£972.90	

ACTION

(b) **SLCC Membership**

It was resolved to defer this until the appointment of a new Clerk.

(c) **Report from Finance & Staffing Committee**

Minutes: TC reviewed the minutes of the meeting held on 4th January 2011 which will be distributed to all Councillors.

TC

Clerk's Resignation: The committee had made arrangements for dealing with the Clerk's resignation. LC will take on the role as Interim RFO if required. NL and LC will meet with BM. Further advertising for a new Clerk will be done. A Job Specification and draft Contract of Employment have been drawn up and advice taken from Oxford Association of Local Councils (OALC). It was resolved to delegate all matters relating to the appointment of the new Clerk to the Finance & Staffing Committee with a view to appointing a new Clerk by 14 March 2011. One application has already been received.

NL LC

New Member: It was resolved to appoint Terry Ryan to the Finance & Staffing Committee.

TR

Precept: The precept of £21,891 has been submitted.

Donations: TC proposed the following policy on Donations:

- Donations must be to organisations that have a direct impact on Rotherfield



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Peppard and its residents

- They should not be made just because the proposed recipient is a 'good cause'
- They should make a meaningful impact
- If possible they should be for 'capital' projects and be used to attract matching funds elsewhere
- Maintenance of All Saints Churchyard is a special case as it is the burial ground for the Parish

This was unanimously agreed.

It was resolved to make immediate payments of £250 to each of

- Henley Citizens Advice Bureau (CAB)
- Sue Ryder
- Nettlebed and District Commons

BM

Representatives of Peppard War Memorial Hall have been invited to present to the Council on their refurbishment plans and requirement for financial support.

Insurance: A review of insurance arrangements to be included on the agenda of the next Council Meeting. The Finance & Staffing Committee will review the cover and ask for additional quotes.

BM

9. SPORTS PAVILION & FIELD:

- (a) **Peppard Cricket Club Agreement:** No update.

BM

10. MISCELLANEOUS:

- (a) **Planning Committee minutes to be received and signed, and planning/enforcement issues:** No meeting held since 10th December 2010.

It was resolved to appoint Fiona Berry to the Planning Committee with immediate effect. It was also resolved that Linda Collison will be a substitute member of the Planning Committee in case it would otherwise be inquorate.

FB
LC

- (b) **Correspondence:** None

- (c) **Councillor Vacancies by co-option:** See item 4

- (d) **Risk Assessment:** LC introduced a draft replacement Risk Assessment document which will be circulated to all Councillors. This should be reviewed with feedback provided to LC so that an updated version can be considered at the next meeting.

All

- (e) **Standing Orders Review:** A copy of the National Association of Local Councils (NALC) Model Standing Orders will be distributed with a view to introducing a new set of Standing Orders based on them.

DH

11. VERGES, FOOTPATHS & OPEN SPACES:

Nothing to report.

12. CARLINGS ORCHARD:

Nothing to report.

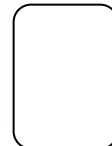
13. PEPPARD WAR MEMORIAL HALL:

see 8(c)

14. MATTERS ARISING FOR INFORMATION ONLY:

LC will set up email accounts for Councillors on the RPPC webserver. These will include accounts for CLERK, PLANNING, and CHAIRMAN. Other accounts will

LC



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ACTION

be **Firstname.Surname@rppc.co.uk**. Instructions on how to use these will be issued.

Meeting closed at 9:42 pm

