

ROTHERFIELD PEPPARD PARISH COUNCIL
Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 14th March 2011 - 19:30 to 21:45

PRESENT:

Nick Launders (Chair)	(NL)	Linda Collison	(LC)
Terry Ryan	(TR)	Leeanne Flett	(LF)
Clive Mills	(CM)		

SODC:		Paul Harrison	(PH)
OCC:		Carol Viney	(CV)
Police:		Not Present	
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: None

1. APOLOGIES

Fiona Berry	(FB)	Unavailable
David Hammond	(DH)	On holiday
Tony Cotton	(TC)	On holiday/away on business

2. MEMBERS DECLARATIONS 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 February 2011 be adopted as a true and accurate record.

There may be some minor discrepancies between minutes on the web and minutes in the minutes book.

It was resolved that NL would correct this by the end of June by working back from the most recent minutes in the minute's book. LC will then save the correct minutes in adobe on the web.

It was resolved that item "10b – Proposal to appoint a new clerk" be brought forward so that the new clerk can officially commence with minute taking.

10. COMMITTEE UPDATES

b) FINANCE & STAFFING COMMITTEE

Proposal to appoint new clerk

It was resolved that, as the successful candidate applying for the position of RPPC clerk, HL be confirmed in this position.

Councillors wished to thank Linda for her excellent work and support during the new clerks transition period.

LC confirmed that all RPPC computer files for the last 18 months, with the exception of the latest accounts, have not been saved on the RPPC clerk's computer. LC has therefore transferred all her records onto the RPPC clerk's computer. If there are any gaps, other parish councillor's should have the required information.

**4. SOUTH OXFORDSHIRE DISTRICT COUNCIL (SODC) MATTERS:
a. DISTRICT COUNCILLOR'S REPORT**

Big Society Concept

There have been workshops held on the government "Big Society Concept".

Concessionary Fares

The responsibility for Concessionary Fares will transfer to Oxfordshire County Council from 1st April 2011.

There have been some anti-SODC campaigns for the off-street parking places order for Wallingford.

SODC have applied for a parking order that will impact Greys Road and Kings Road parking in Henley. All vehicles will be required to display a ticket even when a charge is not payable.

Election Purdah

There is an election purdah at present. The district elections are being held in May. From the 25th March there will be no published public views in relation to the district council. When the elections are over we can expect some strategic decisions.

Council Tax

There is a zero increase in council tax due to reductions of £500K in management and staffing costs. There are expected future efficiency savings of £1.3m.

Council Performance

Oxfordshire County Council is one of the best performing councils for recycling with a recycling rate of 71%. There are a number of other councils who wish to improve their rate and are analysing SODC methods and schemes.

Sports Initiative

There is concern over the future funding of the Henley Sports Hub. Section 106 money will become available if the planned new housing proceeds. This money will go directly to SODC and from there some of it will go straight to the Henley Sports Hub. Any other funding will have to come directly from alternative government schemes.

b. ELECTION OF COUNCILLORS

Green forms entitled “South Oxfordshire District Council Election of Councillors” needs to be handed in by the next meeting. LF and TC handed completed forms to NL.

NL confirmed that Rotherfield Peppard needs 10 councillors. Elected councillors will receive an allowance. Councillors joining after the elections won't qualify for the allowance. NL therefore advised anyone who knew of someone interested in becoming a councillor to urge them to join before the elections.

c. OTHER BUSINESS

None.

5. COMMONS

a. REPORT BY REPRESENTATIVE

The conservators are inviting people who are interested in the proposals to fence part of Kingwood common for seasonal grazing to pay visits to other open spaces where selective grazing has been successfully introduced on common land.

A guided visit has been arranged for Wednesday 16th March 2011 at Pamber Heath near Tadley. Anyone wishing to join the group please contact Elizabeth Smeeton by e-mail: clerk@nettlebed-commons.org, by phone on 01491 641199 or via the website www.nettlebed-commons.org.

There is also an illustrated talk on “Livelihoods from Chalk in the Oxfordshire Chilterns” on 16th March at 7:30pm in the Nettlebed School and Community Centre.

The conservators AGM is being held on 30th March 2011. Approximately 20 people usually attend.

PH will e-mail location of AGM to HL.

HL to send general hallo e-mail to PH and other contacts from clerk@rppc.org.uk address.

Nettlebed Parish Council have agreed to fund a large sign to celebrate the Queen's diamond jubilee. Permission has been given for this to be displayed on conservator land.

It was resolved that item “11g – Village Litter Blitz and 11f – Rogation Sunday” be brought forward as the discussion seemed appropriate at this point.

11. MISCELLANEOUS

g. VILLAGE LITTER BLITZ

It was resolved that the dates of the Village Litter Blitz would be fixed as Sat 7th May and Sun 8th May. The Village Litter Blitz will be promoted at the RPPC AGM on Sat 16th April 2011.

LC to asked PH to invite Conservators to join in with Litter Blitz.

f. ROGATION SUNDAY

NL confirmed that Rogation Sunday otherwise known as “Beating the Bounds” has a fixed date of 29th May, which is bank holiday weekend. This date cannot be changed. NL confirmed that as this is an ecclesiastical tradition rather than secular, it is timed with the church prayer for crops.

The boundaries are difficult to follow and small children need to be carried part of the way. NL suggested that the conservators might advertise Rogation Sunday on their website. As this is an ecclesiastical tradition the numbers attending might be increased if the church managed this activity.

NL will talk to Graham Foulis Brown about the church running Rogation Sunday.

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

a. COUNTY COUNCILLOR'S REPORT

Libraries

Oxfordshire County Council has allocated an additional one-off £300K to assist in careful consideration of how a modern library service can be designed. Consultations will now take place in April, leading to decisions from early July. OCC are keeping an open mind as to the best option. Some of the options being considered are: outsourcing to a third party, across the board cuts and community run libraries with help from roving librarians. This is an open consultation with the aim of finding a way to keep the libraries open.

CM commented that the libraries can only be supported by guaranteed funding and that we should be mindful that we work with Sonning Common.

HL will put this on the agenda for next month.

PH commented that another option would be to move the libraries into schools where they are protected.

Budget Cuts

£37m has been cut from social care. OCC also has to cut money from the highways budget, transport budget, waste recycling centres and youth services. The government has withdrawn its financial support for the youth centre at Sonning Common, but work is under-way to try to keep it open.

Boundary changes

An over-population in Witney has led to an uneven number of people represented in each division. As this has to be roughly equal and 3 member wards are not allowed, the boundaries are being redrawn. It is also being proposed that the number of councillors be reduced from 74 to 63 so divisions will be bigger. Parish Councils can all have a say, as can individuals. Some divisions may be best grouped together and served as a 2 member ward, e.g. Sonning Common, Rotherfield Peppard, Henley and Hinterland.

b. REVISED HOUSEHOLD WASTE RECYCLING CENTRE STRATEGY

OCC is consulting residents and councils for their thoughts and views on a revised Household Waste Recycling Strategy. The consultation period runs until 4th April 2011. For further details and/or to

comment, please visit: www.oxfordshire.gov.uk/waste or view the OCC communication that will be posted on RPPC notice boards.

LC to scan notice and put on the RPPC notice boards and web.

c. POTHOLE SURVEY

The government have provided extra money for filling in potholes. OCC has applied for a portion of this. PH confirmed that there is a very quick turnaround for filling in the potholes once they have been reported. PH also confirmed that there is a special form that you can complete on the website. Please see www.oxfordshire.gov.uk/wps/portal/publicsite/reportproblem.

TR confirmed that the pothole identification exercise has now been completed with grateful thanks to LF.

TR will send the results of the pothole identification exercise to HL.

HL will forward these to Keith Stenning, who is the Area Steward for Henley, and a copy to the Highways dpt.

d. OTHER BUSINESS

Kidmore End bus service

The Motts' bus service that operates in Kidmore End will be slightly cut.

Salt bins

RPPC would like to buy green salt bins if OCC can confirm that the salt will be replenished. Kidmore End have had salt bins for 2 years. The salt has been replenished each year and they are happy with the service.

CV confirmed that the government highways winter budget will not suffer heavy cuts. CM commented that although replenishment of the bins depends on salt supply we have been trying to determine this issue with OCC for 15 months and need a response. Can OCC please confirm.

CV will establish if there are any planned changes in the service this year and will confirm this by e-mail to HL and RPPC councillors.

7. PEPPARD WAR MEMORIAL HALL

CM confirmed that on the 25th Feb he met with the chairman of the Peppard War Memorial Hall, Philip Collings along with the treasurer. The object of the meeting was to explore ways in which the Parish Council could better support the War Memorial Hall and manage affairs in a more financially astute way.

Window replacements are currently under-way and the Chiltern Players will refurbish the stage. There are plans to replace the roof over the next two years, however the hall is still in immanent need of re-decoration costing £800.

Philip Collings requested support with funding as per previous years and CM proposed that a donation of £1,000 be made (subject to bank balance check by NL), so that decoration could

commence immediately.

It was resolved that a donation of £1,000 would be made to Peppard War Memorial Hall.

The hall is currently taking a lot more bookings.

It was suggested that RPPC should offer to lead the project to replace the roof in order to raise our visibility in the community and ensure best value for money through VAT reclaims.

HL referred to the SODC Outpost newsletter for February 2011, which contains an article about grants for capital expenditure over £15K. HL suggested that this might be used for funding the Peppard War Memorial Hall re-roofing project if it met the council's corporate priorities and that applications must be received by Friday 8th April. CM confirmed that the hall also requires disabled toilets and a new sign.

CM will review the SODC capital expenditure grant and discuss with Philip Collings.

8. FINANCE

a. Cheques to be signed (subject to bank balance check by NL)

Cheque Number	Supplier/Provider	Value	Description
1911	Sue Ryder	£250.00	Donation
1912	Nettlebed Commons	£250.00	Donation
1913	Henley and District CAB	£250.00	Donation
1914	Williams Removals	£60.00	Collection of RPPC Clerk computer
1915	Peppard War Memorial Hall	£1000.00	Donation
Total		£1810.00	

HL to put cheque signing for wages for Mr Parisi and Mr Bowles on the agenda for the next Finance and Staffing Meeting.

It was resolved that LF and TR become signatories of the cheque account so that business can still be conducted in the absence of colleagues.

b. INSURANCE RENEWAL UPDATE

Proposal of changes to assets on insurance policy and next steps

LC confirmed that the Insurance is due for renewal in June and that we need to tackle this early as there may be some anomalies on the existing asset list. These anomalies may include the number of benches (17?), £800 for the computer and £2K for the photocopier.

LC will send the existing asset list to HL.

HL will revise the existing asset list with information provided by Parish Councillors and obtain several insurance quotes.

Insurance inspection log updates and actions

There is a regular inspection of assets, which are recorded on the log. March is the next one so we will arrange this now. Elaine is recorded as the inspector for some of these assets and is being replaced by Terry as follows:

<i>Pavilion fields</i>	<i>check for holes and other hazards every two months</i>
<i>Pavilion vegetation around the field</i>	<i>check vegetation – i.e. dead branches, dead trees & unhealthy trees</i>
<i>6 benches/seats on pavilion field/verge by field</i>	<i>Check for wood rot, stability and metal/paint condition</i>
<i>Dog bins around the pavilion field</i>	<i>Check for metal and paint condition and stability</i>

All councillors responsible for checking assets will do so by the next meeting to enable HL to update the asset list.

NL confirmed that the metal kissing gates are fine.

c. SPEND REQUESTS (pc monitor, software, domain registration)

Flat-screen monitor

As HL is happy to keep using her own monitor for now, it was resolved that a flat-screen monitor would be provided when HL requests it.

Software

NL confirmed that the anti-virus software and sage software have been located and that any new software requirements can be discussed at a later date, once HL has settled into the role of Parish Clerk.

Domain registration

LC confirmed that the cost for domain registration for RPPC.org.uk for the next two years is £3. It was resolved that this expenditure be approved and LC would claim this back.

Printer/Scanner

LC confirmed that the printer has leaked and is possibly irreparable. To have this refurbished will cost £49. LC will hand over the printer to NL for another overhaul. It was resolved that NL will do the printing for the forthcoming month.

CM proposed a printer/scanner. NL confirmed that we do have a need for a fast scanner although a combined printer/scanner may have reduced longevity.

All parish councillors to think about printing and scanning requirements and to bring any purchase recommendations to the finance and staffing meeting for a resolution to purchase a printer/scanner.

9.9. SPORTS PAVILION AND FIELD

a. UPDATE

There is a great deal to be done on the pavilion and field. This will have to be discussed at the next meeting. We also need to complete a return to the charity commission. This should be an item agenda for the next Finance and Staffing meeting.

NL to chase the football club for the outstanding £100.

HL to put returns to the charity commission on the next Finance and Staffing meeting agenda.

CM requested that the finance and staffing committee provide clear and separate accounts for both precept and pavilion & fields money in time for the AGM. CM recommended that we reimburse the precept with the charity money.

HL to put accounting procedures for precept and pavilion & fields money on the next Finance and Staffing meeting agenda.

10. COMMITTEE UPDATES

a. PLANNING COMMITTEE

NL confirmed that there are four things on the agenda which will be discussed in the subsequent planning meeting.

b. FINANCE AND STAFFING COMMITTEE

The finance and staffing committee will issue HL with a letter of appointment at the next meeting. They will then go through the conditions of employment and pay in detail.

NL will meet with HL before the next Finance and Staffing meeting to discuss and prepare agenda items.

c. CARLINGS ORCHARD COMMITTEE

Carlings Orchard has been manured and pruned. LC and LF would like to fill in some holes with new trees and ask members of the public to sponsor these for £20. People who sponsor new trees will be given a plaque. It was resolved that this idea be introduced at the AGM.

It was also resolved that the community could be more involved in Carlings Orchard by using the produce from the orchard.

NL would talk to Peppard School about using the produce this autumn.

CM confirmed that there are 2 big trees that are in direct competition on your left after passing through the gate. CM suggested that the Carlings Orchard committee looks at these trees with a view to cutting one down in order to ensure the survival of the other. He has a chainsaw if required.

LC/LF to review these two trees and report back at the next RPPC meeting.

11. MISCELLANEOUS

a. CORRESPONDENCE

LC proposed that Jenny from the Bowling Committee be given permission to put a notice on the RPPC notice boards. RPPC resolved that permission be granted.

LC will pass Jenny's contact information to HL for HL to confirm decision.

b. COUNCILLOR VACANCIES BY CO-OPTION/ELECTION

This was covered in agenda item 4b and 10b.

c. RISK ASSESSMENT UPDATE.

LC confirmed that there was nothing to report.

d. STANDING ORDERS REVIEW

NL confirmed the work will start on this next month.

e. AGM

NL confirmed that he has completed an agenda and is in the process of enlisting a number of supplementary speakers. This should be a community event with refreshments available and possibly a crèche.

LC requested that this agenda be posted on the notice board and that it be revised to include a talk on Carlings Orchard. NL agreed.

f. Rogation Sunday

This item was discussed between item agenda 5 and 6.

g. Village litter blitz

Further to discussions already held on this subject between item agenda 5 and 6: CM suggested that protective day-glow jackets, gloves and litter grabbers would be useful. People should bring these if they already own them. Litter grabbers may be essential as rubbish will have to be retrieved from brambles and other areas that cannot be reached by hand.

CM will try to arrange for a donation of a dozen reflective day-glow jackets, gloves and some grabbers.

12) VERGES, FOOTPATHS & OPEN SPACES

NL confirmed that there are currently no issues, but requested that councillors think about fly tipping. If you see a pile of rubbish, then photograph it and report it, but do not move it, as the offending rubbish has to be found at source.

LC will check that RPPC has allocated owners for all footpaths and e-mail the results to HL.

13. MATTERS ARISING FOR INFORMATION ONLY

Community plan

CM confirmed that this will be distributed in the next meeting.

Roughing up of commons

There is some roughing up of the commons opposite Peppard School from cars picking up and dropping off.

NL will talk to the school about the verge opposite the school being roughed up by cars dropping off/picking up.

Blogging

NL advised councillors that if they blog, they should read the guide to blogging and the code of conduct recommended in the SODC Outpost newsletter for February 2011. All the councillors present confirmed that they do not blog.

There were some additional item agendas as follows:

Shopping list

It was resolved that HL purchase a mobile phone, stamps, pens and printer paper and arrange for subsequent reimbursement.

Society of Local Council Clerks

It was resolved that HL should join the society of local council clerks. Full subscription costs between £60-£70 per year.

Local Council Administration, 8th Edition

It was resolved that “Local Council Administration, 8th Edition” be purchased for reference, at the reduced cost of £53.60 through the OALC.

Ordinance Survey Public Sector Agreement

It was resolved that CM spend the £20 required for the Ordinance Survey Public Sector Agreement as this needs to be in hand be the next meeting. CM should be reimbursed from the community plan money.