

Minutes approved

By Cllr Wood 14/2/19

ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING MINUTES
Council members attended The Full Meeting of Rotherfield Peppard
Parish Council held at
Springwater Church, Blounts Court Road, Rotherfield Peppard
on Monday 11th February 2019 at 7.30pm.

Attendees	Cllr Crouch, Cllr Wood, Cllr Rowland, Cllr Hall, Cllr Freeman, Cllr Bartholomew (part), Press, Clerk				
	Open forum: No Members of the public.				
1.	Apologies: Cllr Berger, Cllr Nimmo Smith.				
2.	Declarations: None.				
3.	3. Minutes: The Minutes of the Council Meeting held on 3/12/18 were discussed and Cllr Rowland pointed out a couple of errors. All in the meeting agreed. Clerk to alter and resend however with the amends these were approved as a true and correct record of the meeting.				
4.	Matters relating to Oxfordshire County Council: (15mins) County Councillor Bartholomew circulated his report prior to the meeting and took questions. Cllr Rowland and Cllr Crouch asked about the “pot of money” now available for Schools and was Peppard school being allocated some of this pot? It was confirmed that if Elegant Homes develop and OCC release the covenant on the land then this money would go directly to OCC not for Peppard school as Elegant Homes allowed the Council to believe. There is however a self-generated fund of £120mill at OCC which they are allocating to Schools, Highways etc. Cllr Bartholomew confirmed he was still looking at Peppard school as a priority and has for 6 years championed its case. He has spoken to the cabinet member for Education Cllr Lorraine Lindsay-Gale and a conversation has now taken place between her and the Chair of Governors. The long-term plan for schools has not changed significantly and OCC have a duty to provide basic needs. It was noted that the school was in a poor state of repair and it was confirmed if the building was falling down OCC would pay for a repair or rebuild however until that point Cllr Bartholomew would continue to push this as a priority. Cllr Crouch asked about Cllr Bartholomew’s choice of words when discussing the road repairs and queried his language inflation of “colossal” meaning an increase of c.16%. Cllr Bartholomew agreed with this but argued the roads were in a bad state of repair and OCC were trying to look at a longer-term solution rather than patching up repeatedly. The Parish Council can recommend a Councillor or Parishioner as a Superuser which will reduce the amount of time for a repair to take place. Clerk to advise DB The local Liaison event was deemed to be a success with good feedback and the event will be repeated in 6-12months. Stoke Row Road speed limit, OCC cannot conduct a survey and have asked an external company to do so. Clerk to look for an email to gain approval from Councillors and proceed. Cllr Bartholomew is happy to escalate the Footpath at Blounts Farm. Cllr Wood to check for updates and advise. Clerk to chase Councillor Grant funding as not received.				
5.	Fix my street updates <table border="1"><thead><tr><th>Ref no.</th><th>Location</th><th>Description</th><th>Update</th></tr></thead></table>	Ref no.	Location	Description	Update
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	1427678 2/10/18	Shiplake Bottom	Verge and Grass need cutting. SC side done and RPPC not done	Post the last meeting Clerk sent the photos and DB believed it had been done. This is not the case and DB will escalate.
	1427696 2/10/18	Stoke Row Road	Insufficient drainage and road vulnerable to flooding	The 3 gullies have been cleaned and jetted and they have received a note of thanks from Mr Woods. Clerk to remove this from agenda.
	19824990	Stoke Row Road) junction Ester Carling Lane	Overhanging Hedge and Muddy Pavement	DB confirmed that this would fall in between County and District responsibility. Clerk to contact Cllr Nimmo Smith to escalate.
	1527949	100m South of Unicorn on Stoke Row Road	Muddy pavement near Unicorn	DB confirmed that this would fall in between County and District responsibility. Clerk to contact Cllr Nimmo Smith to escalate.
6.	<u>Matter relating to South Oxfordshire District Council: (15mins)</u> Report and apologies received from District Councillor Nimmo Smith. It was also noted that he was not standing for re-election in May 2019 in this ward.			
7.	<p><u>PWMH Presentation</u> Mr Clive Mills and his team gave the Councillors an update on the War Memorial Hall plans leading up to their 100th Year anniversary. Between 2008 and 2016 there has been a large renovation project and there had been a significant increase in bookings from 2016 and the hall was running at 90% capacity. There was a further itemised schedule of repairs from 2019 to 2021 which they have requested £13,500 from the Parish Council in 2019. This is broken down to £10,000 for car park resurfacing, and £3,500 for more comfortable chairs. It was explained that the precept has already been applied for and was as a result of the Council decision in 3/12/19 meeting. Mr Mills advised he was unable to see this as there were no meeting minutes for 2018. Clerk explained these were on the system and would provide a link for Mr Mills. Mr Mills asked if the Council would reconsider increasing the RPPC annual Precept by £13,500 to £54,500. The Council explained this was not viable however all Councillors agreed that they would like to contribute some level of funding to the PWMH for the new 3yr renovations that are planned. Cllr Rowland asked if the hall was at 90% capacity would they consider increasing the hire fees however this had been reviewed and discounted as they would like to remain competitive within the market. There is now a profit from the Hall which is good news and this stands at £3000.</p> <p>Junior Playground Mr Mills also discussed that it was no longer viable for a public Playground to be installed as this would be a significant on-cost to the Hall. With increased liability insurance, annual checks on the equipment as well as initial outlay it was too expensive. Mr Mills asked the Council if the £5000 for play equipment in Council reserves was still available. This will be reviewed by the Clerk and Chair of Finance.</p> <p>It was agreed that as there could be no changes to the 2019 precept that the Clerk and Chair (Finance) and Cllr. Crouch would review the budget to see what could be donated, along with the other requests for donations from other parties. Action: Cllr S Crouch to produce a paper for consideration</p>			
8.	<p><u>Update Planning</u> Cllr Rowland updated the Councillors on Planning. There have been 2 recent applications in the village which the Council have objected to. The first is Slaters Farm and the 2nd is for the proposed 2 new dwellings at 17 Stoke Row Road. There is still no update on Daisy's at the Dog and it was agreed the Trench on Colmore lane needed reviewing as the work does not look to be done to make good however the enforcement officer believed it had been completed. Cllr Rowland also spoke about the SODC local plan. Cllr Nimmo Smith had indicated that it wouldn't affect local villages however the housing density looks to have increased and there was conflicting advice within the documentation about smaller villages which Cllr Rowland is investigating. There was good news that the High Court had rejected the Gladman case. It was agreed that CAGE had put up a fabulous campaign. The next Planning meeting is Monday 18th February at 6.30pm.</p>			

9.	<p><u>Update SPF and Pavilion Project:</u> Cllr Crouch updated the Councillors The Pavilion renovation is all going well, the blockwork has started for the extension and the shed is up. Currently all on schedule - this has happened because W Wakefield (Builder) started promptly and as such has avoided the bad weather. The first payment from the Grant of £56k has been received and the loan paperwork is still being processed. Loan Agreement - In April 2018 the Council agreed the Application for the Loan but due to various delays we have not completed the following. It was agreed that we also minute: <i>'the Parish Council approves the execution, delivery and performance of the Finance Documents and SODC Loan Terms and Conditions therein'</i>.</p> <p>SC Proposes JW Seconded. In favour unanimous.</p> <p>The delay in receiving the grant left the builder's December invoice short of c.£9,900 however with the recent payment we can settle this and the January invoice which is due on 14/2/19.</p> <p>In Cllr Berger's absence JB had prepared a cashflow document and accompanying notes which Cllr Crouch took the Councillors through. The Cashflow subject to the loan is Ok however can look tight at times when waiting for payments from VAT, Chiltern Leaders etc It was agreed that W Wakefield can be paid £9903.60 remaining amount from the December invoice, £44,779.20 from January invoice £1,080 invoice from P Devine It was also agreed retrospectively to pay Hewett's Solicitors for the work so far as they have been instrumental about getting the SODC Grant and Loan pushed through. It was agreed to accept the quotation for variations to contract.</p> <ul style="list-style-type: none"> (i) New rate for m² for Driveway £22.00 (ii) Price for plastering new Changing rooms £1925 (iii) Price for treatment to exterior oak timbers (per coat) £1300 <p>Clerk advised that NPOWER had sent through fixed term (2&3yr) contracts which she would pass onto PSRCC as it is now their responsibility. It was also agreed to ask PSRCC for the payments made to Npower from Sept 2018. Clerk will also do this with Castle Water. Proposed and agree on block <i>SC Proposed, RF Seconded, In Favour Unanimous</i> It was noted that the Panel Heaters are to be installed as the current Night Storage Heaters are not viable. This however Panel Heaters are the most heat effective choice. Chiltern Leader grants should be in Feb, April and June. It was also noted that a 'thank you' should be minuted to Bill Wakefield for being so flexible with the settlement of his invoices.</p>
10.	<p><u>Update – Finance and Staffing</u> Cllr Crouch updated the Councillors on the Pavilion cashflow in point 9.</p> <ol style="list-style-type: none"> 1. Proposal to accept Finance committee recommendation of increasing Clerk pay in accordance to NALC (National Association of Local Clerks) proposed salary increases from 1/4/19. This was agreed. 2. Review correspondence from Sonning Common Health Centre and guidance from OALC. RPPC are allowed under Power S137 to spend £7.89 per elector if they chose. Clerk to review year to see what monies are left in S137 and as this is a possibility it will be reviewed by Clerk and Chair of Finance with other donation requests for March 2019 meeting. Cllr Wood expressed that if we did donate monies we must have a plaque on the equipment eg. Donated by RPPC for use at Sonning Common Surgery only. This is the Townlands model; funded from ' Friends of Townlands Hospital' Cllr Crouch to write a paper on the donation for further discussion by Councillors and Chair of Finance. 3. Clerk advised Precept Submitted for £41,000 as per the December meeting proposal 4. Clerk advised she'd submitted 2017-2018 Accounts
11.	<p><u>Councillors update and Correspondence</u> 1. Clerk confirmed the material sent to Peppard News for the newsletter. There was a discussion on putting the AGM Agenda as a flyer. It was deemed an expensive way of advertising and the Clerk will speak to Peppard news about the narrative information</p>

	<p>eg. the AGM being in BOLD type. Cllr Wood also asked their Reporter if the Henley Standard could put in an article just before the AGM.</p> <p>2. Clerk took Councillors through the Election timetable. An election is deemed necessary when there are more than 10 Councillors standing for election. If there are 10 or fewer than an election and the associated cost does not need to happen. Clerk to check APM in Purdah and advise.</p> <p>3. OXTOG Oxfordshire Together - Proposal to discuss for the clerk to submit survey on 1/3/19. Clerk to speak to OXTOG regarding the survey and will liaise with Councillors once further information is known.</p> <p>4. It was agreed that the Clerk could sign the Culham Petition on behalf of RPPC</p> <p>5. Clerk to issue a paper on how RPPC will mark 'the death of a senior royal' for discussion and acceptance in March meeting,</p> <p>6. Email from Sue Ryder (28/1/19) – The request for donation will be reviewed in the March meeting.</p>																																				
12.	<p><u>Village Information:</u></p> <ol style="list-style-type: none"> 1. Springwater Footpath – Cllr Wood to investigate 2. Stoke Row Road speed limit update – Clerk to review email and action accordingly 3. Update on Permissive footpaths on Greys Green Golf Course. Cllr Wood will investigate however it has been brought to the Councils attention that the land owner has put in structures which only allow pedestrian and not vehicle access. JW and SC to investigate. 																																				
13.	<p><u>Expenditure:</u> February expenditure was agreed and on-line signatories for February were confirmed as Cllr Crouch, Cllr Wood and Cllr Hall.</p> <table border="1"> <thead> <tr> <th>December</th> <th></th> <th></th> </tr> <tr> <th>Payee</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Clerk</td> <td>Salary</td> <td>Confidential</td> </tr> <tr> <td>MW</td> <td>Village Cleaning</td> <td>Confidential</td> </tr> <tr> <td>AP</td> <td>Village Cleaning</td> <td>Confidential</td> </tr> <tr> <td>Moore and Stephens</td> <td>External audit fee</td> <td>£324</td> </tr> <tr> <td>Springwater Church (Nov)</td> <td>Meeting room hire</td> <td>Est £90</td> </tr> <tr> <td>Springwater Church (Dec)</td> <td>Meeting room hire</td> <td>Est £75</td> </tr> <tr> <td>Springwater Church (Jan)</td> <td>Meeting room hire</td> <td>Est £75</td> </tr> <tr> <td>W Wakefield</td> <td>Remainder Dec Invoice</td> <td>Est £9000</td> </tr> <tr> <td>W Wakefield</td> <td>Jan Invoice</td> <td>£44,779.20</td> </tr> <tr> <td>P Devine</td> <td>Dec invoice</td> <td>£1080</td> </tr> </tbody> </table>	December			Payee	Description	Amount	Clerk	Salary	Confidential	MW	Village Cleaning	Confidential	AP	Village Cleaning	Confidential	Moore and Stephens	External audit fee	£324	Springwater Church (Nov)	Meeting room hire	Est £90	Springwater Church (Dec)	Meeting room hire	Est £75	Springwater Church (Jan)	Meeting room hire	Est £75	W Wakefield	Remainder Dec Invoice	Est £9000	W Wakefield	Jan Invoice	£44,779.20	P Devine	Dec invoice	£1080
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14.	<u>Chair Update:</u> None																																				
15.	<p><u>Matters for future meetings:</u> Next Full Council Meeting – 11/3/19. Clerk – is on holiday from 15/2/19 to 25/2/19</p>																																				

Meeting finished at 10:06pm.