

**ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING MINUTES**  
**Council members attended the Full Meeting of Rotherfield Peppard Parish Council via**  
**Conference call on Monday 6<sup>th</sup> April 2020 at 7.00pm.**

Attendees :	Cllr Wood, Cllr Berger, Cllr Crouch, Cllr Rowland, Cllr Freeman, Cllr Raunkiaer, Cllr Hall, Cllr Mitchell, Cllr Hillier, Cllr Robb and Cllr Bartholomew
	<b>Open forum:</b> None
1.	<b>Apologies:</b> None
2.	<b>Declarations of interest:</b> None.
3.	<b>Minutes:</b> The Minutes of the Council Meeting held on 9/03/2020 were approved as a true and correct record of the meeting.
	<i>The meeting agenda was proposed and agreed to change order to support County and District Councillors.</i>
6.	<p><b>Matters relating to South Oxfordshire District Council:</b></p> <ul style="list-style-type: none"> <li>i. Cllr Robb kindly forwarded the district report to the Councillors.</li> <li>ii. Cllr Hillier updated Councillors on the response from SODC to Covid-19. A South Oxfordshire Community Support Centre, has been set up and is working well and is supporting those in need/ vulnerable. It was confirmed no-one had contacted the central support centre from Peppard which showed that the local groups of Springwater church, SOCO, PRIN and FISH were working well. It was agreed that the grant requested from RPPC to SODC for Covid-19 funds of £500 for Springwater Church would be approved and £250 would be allocated from Cllr Hillier and £250 from Cllr Robb within the week.</li> <li>iii. The District Council have cancelled their April meeting and are considering running the May meeting as a virtual meeting. It is likely the Annual meeting will take place later in the year.</li> <li>iv. Waste collections are running as normal, although there was a fire in one of the trucks last week so the Council have temporarily halted collection of batteries.</li> <li>v. The cabinet responsibility changes came into force on April 1<sup>st</sup> and were fully documented in the report.</li> <li>vi. The Emerging Local Plan is still being progressed. Planning was discussed, as it continues "Business as normal" although both the District Councillors and Planning Committee are concerned that there are significant issues with consultation and site visits that may not be carried out which could open the Flood gates for developers. Clerk agreed to forward RPPC's email with their concerns to both District Councillors.</li> <li>vii. Cllr Rowland asked for an update on Little Sparrows and Well Cottage which Cllr Hillier agreed to.</li> <li>viii. Update on the Septic Tank – Well Cottage. Cllr Robb confirmed she had spoken to the resident whom had raised the query.  The building regulations are being overseen by a private inspector. SODC has given the resident their details and the details of the Ombudsman who oversees the private inspector regime.  Enforcement contacted the developer to ask him where the septic tank is located. Its location is not shown in the plans submitted to SODC. If the tank is in the rear garden of the new dwelling then it is permitted under permitted development rights. If it is FORWARD of the principle elevation then technically it should have planning permission. However, whether the council would pursue this is another matter as the technical and operational parts of the installation are covered by building regs. So again, we return to the building regs and the private inspector regime.  Enforcement checked with her colleagues in building control. They have no powers to intervene even if they think the tank has been put in the wrong place under the regulations. They can only be brought in by the landowner if the contract between him and the builder has broken down. If Mr Perkins is getting no joy from the private inspector the he needs to refer his concern to the Ombudsman. If the tank leaks then it is a public health matter and environmental health officers would be called in.</li> </ul>

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7.	<p><b>Finance</b>          Councillor Berger updated Councillors on the closing position of Financial year 2019/20.          Financial year 2019/20 started with a balance of £50,422, the precept was £41,000, other income £2,993 making a total income of £43,993. Payments were £42,761 and RPPC ended the financial year with £38,645. This agrees with the bank balance.          The budget for end of year was £38,928 so accurate with the end figure of £38,645. The final contribution that RPPC paid for the renovation of the Pavilion was £9,223. It is believed that additional payroll services, and the Pavilion cleaner increased the payroll and the ongoing budget would be reduced by £1000 to £16,000 to move to fund the Website. The PSRCC rent would also be extracted out as a separate category.          The budget for legal and professional is too low as due to the cash flow RPPC remains in the higher bracket again for this financial year so the external audit will be c.£1200.</p>								
4.	<p><b>Matters relating to Oxfordshire County Council:</b>          County Councillor Bartholomew</p> <p>i. Updated on Flooding on Church Lane. Mark Bostock had not received any communication back from the residents and was awaiting their feedback.</p>								
5.	<p><b>Fix My Street</b>          1] Update on:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Ref no.</th> <th style="width: 20%;">Location</th> <th style="width: 40%;">Description</th> <th style="width: 25%;">Update</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>1600572</b></td> <td style="text-align: center;">Shiplake Bottom</td> <td>Weeds are growing and pushing the Kerb edge away from the kerb on both sides of the road along Shiplake Bottom. This is starting to damage the Pavement and making it a trip hazard</td> <td>Closed: Thank you for your report. Clerk to chase with Cllr Hillier post the meeting</td> </tr> </tbody> </table>	Ref no.	Location	Description	Update	<b>1600572</b>	Shiplake Bottom	Weeds are growing and pushing the Kerb edge away from the kerb on both sides of the road along Shiplake Bottom. This is starting to damage the Pavement and making it a trip hazard	Closed: Thank you for your report. Clerk to chase with Cllr Hillier post the meeting
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8.	<p><b>Village Update</b></p> <p>i. Cllr Freeman advised there had been Nil accidents on Stoke Row Road/Gallowstree Road this month</p> <p>ii. The Telephone Kiosk opposite the School has been vandalised, this houses one of the Parish's defibrillators. The Peppard Flat Earth society who look after it on RPPC behalf have not made further contact with the Clerk.          There are 2 problems at the moment, one is that Cllr Crouch has made a sign to advise the public of the code to open the Defibrillator, which was discussed in a lot of detail some Councillors believe the code is given by 999 and therefore no need to display the code and other Councillors believed it should be readily available so to not delay any response time. No one fully understands what the current procedure is. The 2<sup>nd</sup> issue is that the Peppard Flat Earth have not repaired the damage or responded back to the Clerk          There was a lively discussion that followed and it was agreed that Cllr Crouch and Cllr Freeman would take over the maintenance of the Telephone Kiosk and bring it back to life.          The Clerk will email 2-3 members of the Flat Earth Society to ask them if they know the current procedure relating to the entry code and to advise them that RPPC would take over the Maintenance, if nothing is forthcoming Clerk will contact Millie's dream for clarity on the current and correct procedure.</p> <p>iii. Village Litter pick postponed to September. Cllr Wood said how disappointed she was with fewer members of the public around that there was a lot of litter within the village.</p> <p>iv. Beating of the Bounds – Sunday 17<sup>th</sup> May 2pm. Clerk to email Mrs Brooker to advise that the Council are in full support but understand this is unlikely to run due to the current Pandemic.</p> <p>v. With year end the Clerk has been unable to find out all the information for Councillors to discuss listing The Red Lion pub as an asset of Community</p>								

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	<p>Value. Cllr Raunkiaer kindly offered to present a paper to fellow Councillors so this could be accepted or rejected at the next Full Council meeting and minuted accordingly.</p> <p>vi. Website update – Clerk reported that the current 1<sup>st</sup> stab looked good and she hoped to be able to Soft launch the website to Councillors next week. It was agreed that Cllr Mitchell should write a monthly report on ‘local media’ highlights. This would include “Next-Door” but not limited to this. Cllr Wood confirmed she was working on a Chair’s welcome piece.</p> <p>vii. Training update – OALC have suspended all training and bookings due to Covid-19. Clerk will rebook once OALC started bookings again.</p> <p>viii. To support Springwater Peppard Congregational Church who are supporting the village with Covid-19. It was agreed that the £500 grant to RPPC from SODC Covid19 fund would help Springwater in the short-term and Cllr Crouch would speak to Mrs Potter prior to the next meeting and propose £250 from RPPC be used if required.</p>																								
8:15	<p><b><u>9. Planning Update</u></b>  Cllr Rowland indicated that it seemed quieter for Planning applications at the moment. RPPC had raised objections in relation to Longcote, Grange Avenue and 9 Chiltern Bank recently and had explained the reasons for the Objections.  The upcoming meeting on the 20<sup>th</sup> April would be run as a conference call, and Clerk would post an agenda for any members of the public to be able to speak. Cllr Rowland had suggested that whilst social distancing was in effect as an alternative to public meetings the Planning Committee could temporarily operate as a sub-committee of the Full Council. This would mean that formal requirements for agendas and public notices could be relaxed and the Planning Committee would report on its activities to the Full Council at which the public could participate.  There was a discussion on needing to offer the public an opportunity to speak where possible before planning decisions were made. After discussion it was decided that the telephone conferencing system had worked well for the Full Meeting and unless it proved impractical would be adopted for Planning Meetings during the present crisis. So until further notice Planning Meetings would be run as conference calls as scheduled.</p>																								
8:20	<p><b><u>10. Expenditure:</u></b></p> <p>i. Expenditure for April 2020 was approved.</p> <p>ii. On-line signatories for April 2020 are Cllr Berger and Cllr Mitchell.</p> <table border="1" data-bbox="359 1294 1388 1556"> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Clerk JA</td> <td>Salary (March)</td> <td>Confidential</td> </tr> <tr> <td>Village Cleaner MW</td> <td>Salary (March)</td> <td>Confidential</td> </tr> <tr> <td>Village Cleaner AP</td> <td>Salary (March)</td> <td>Confidential</td> </tr> <tr> <td>J Askin</td> <td>Ink Cartridges</td> <td>£37.49</td> </tr> <tr> <td>Mike Henson</td> <td>Website Deposit</td> <td>£250.00</td> </tr> <tr> <td>Peppard News</td> <td>APM Flyer</td> <td>£157.00</td> </tr> <tr> <td>PSRCC</td> <td>Annual rent</td> <td>£1049.62</td> </tr> </table> <p>There was a discussion on whether as we were meeting via Conference call should we be paying for the full annual rent but it was decided unanimously that we should continue to support.</p>				Clerk JA	Salary (March)	Confidential	Village Cleaner MW	Salary (March)	Confidential	Village Cleaner AP	Salary (March)	Confidential	J Askin	Ink Cartridges	£37.49	Mike Henson	Website Deposit	£250.00	Peppard News	APM Flyer	£157.00	PSRCC	Annual rent	£1049.62
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8:25	<p><b><u>11. Matters for future meetings:</u></b>  Red Lion Pub – Asset of Community Value</p>																								
8:30	<p><b><u>12. Correspondence</u></b>  Cllr Wood had received correspondence from RDA, Riding for the Disabled in Wyfold who were concerned about the running of the stable and welfare of the horses, when they were receiving no income. There was a long discussion about what was being asked for and Cllr Wood agreed to send on her correspondence which would indicate whether this was a short term Covid-19 request or whether it was a request for an annual donation. Cllr Wood to confirm.</p>																								

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Meeting finished at 9:40pm.

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