

ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING MINUTES

Council members attended

The Annual Meeting of Rotherfield Peppard Parish Council

on Monday 16th May 2022 at 7.00pm

at the Sports Pavilion, Stoke Row Road, Peppard Common.

Attendees: Cllr Berger, Cllr Seaton, Cllr Rowland, Cllr Freeman, Cllr Bartholomew (PT) and Clerk (JA)

1. Election of the Chair and Vice Chair – Cllr Berger was voted unanimously to stand as Chair again, and Cllr Seaton was voted unanimously to stand as Vice Chair again.
2. Apologies – Cllr Hall, Cllr Hillier and Cllr Robb
3. Declarations of interest – None
4. Minutes – The Minutes of the Council meeting held on 11/4/22 were approved as a true and correct record of the meeting.
5. Open Forum – Members of the Public may ask questions or make a short statement to the Parish Council

The meeting order was agreed to be changed due to no County or District Councillors being present

14. Finance and Staffing - b. Cllr Berger/Clerk to update Councillors on Financial matters. It was budgeted to start the year on £41,349 and close the year on £41,551. The annual insurance quote has arrived and it was agreed to continue with Came and Co. after good service to date.

It was also noted that after the rebate of the gift-aid monies, the Pavilion cost the Parish Council £6,160 which was agreed by all a good final result.

The meeting resumed, as Cllr Bartholomew arrived

6. Oxfordshire County Councillor's report – Cllr Bartholomew updated the Parish Council with his report and discussed local issues.
Cllr Bartholomew remains frustrated with the County's priorities, in the run up to elections IPSOS had surveyed voters and roads and highways were top priority to voters and these items are not listed in OCC priorities.
Conservatives abstained from the last Trans vote on the basis of no costs being available, that their belief is that it is a National matter not just a local one and also that woman's safety had not been considered. Transgenders are approx.. 1% of the population so to reconfigure toilets in all Council buildings was an unnecessary waste of public monies.
The £8m to change road signs from 30mph to 20mph is also a waste of money as the change in speed limit is not enforceable.
The no.1 priority in OCC is Climate change, and whilst again this should be more about a national matter, OCC have approved that if a tree in the county needs to be removed, then it will be replaced by 2 trees. This was met by approval by all RPPC Councillors.
 - a. Flooding Church Lane – Cllr Bartholomew has forwarded the residents email to the relevant department and hopes to have an answer shortly. There followed a long discussion by the Councillors about instructing people to do the work and paying for it

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with CIL monies, as the situation was not fair on the houseowner, and whilst this was agreed in principal with Cllr Bartholomew, it was also agreed that the purpose of drains was to drain away water and this should be done, whether it rains slightly or a lot. RPPC will await OCC's response and move this to the next meeting.

- b. Gallowstree Road improvements – The works are due to start on Fri 27th May 2022. Clerk asked Cllr Bartholomew about support from the Councillor Priority Fund to install a SID (Speed indicator device) and Cllr Bartholomew advised this was over his spend but would be willing to look once RPPC had a quote from Highways.
7. Fix My Street items:
 - a. Ref no's 2486229/ 2295389/ 2486207 B481 – Surface water from blocked drains. FMS Closed but still awaiting a date for the gully cleansing programme. Cllr Bartholomew was chasing for a date
 - Cllr Freeman took photos of the flooding and will forward to Clerk to share with Cllr Bartholomew to escalate the works needed.
 - b. Ref no. 2295377 – FMS Closed. Clerk will reinstate once (a) is completed as it is a result of the road drains not being cleared.
 - c. Ref no. 2923868 – Plant is coming up through the tarmac. FMS Closed, the issue has been passed onto the relevant team for future programmed works. Clerk has asked houseowners to cut back vegetation by 21/4/22.
 - Cllr Bartholomew agreed that the repair would take place within 28days.
8. Update from Cllr Freeman on Superuser issues for Rotherfield Peppard Parish Council – No updates
9. South Oxfordshire District Councillor's report – Unfortunately neither Cllr Hillier or Robb were present so the points will need to be raised in the June meeting. Cllr Hillier and Robb will discuss the SODC report and discuss local issues including:
 - a. Outstanding Planning Enforcements – Cllr Rowland will request information from Cllr Robb/Hillier
 - b. Results of a bin survey and whether the Parish Council would gain economically if they changed all Dog Bins to litter bins, increase the Bin count to include one on Church Lane and whether the Litter Bin at the Gallowstree/Stoke Row crossroads can move to a "Pillar box" style to prevent animals scattering around litter from an open bin. Cllr will request information from Cllr Robb/Hillier
10. Consideration of Official Documentation:
 - a. The proposal to accept Standing Orders for 2022-23 was approved unanimously
 - b. The proposal to accept Financial Regulations for 2022-23 was approved unanimously.
 - c. The Clerk Contract was updated for 2022-23 and was approved unanimously
 - d. The Councillor Conduct regulation 2022-23 had been read and agreed by all Councillors
 - e. There was an approval of division of the Village Asset register and all Councillors agreed to inspect the assets by 30/6/22 and report back. Cllr Berger and Clerk

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will then advise insurers if required and action any work that needs to be done to repair/replace the assets.

- f. The following documents were unanimously approved
 - i. Complaints procedure
 - ii. Risk assessment
 - iii. Publication Scheme document
 - iv. Policy for Media/Press
 - v. Terms of reference: Planning Committee
 - vi. Terms of reference: Finance and Staffing Committee
 - vii. Terms of reference: Village assets Committee – The committee with only one member was agreed to be disbanded and the work moved back into the RPPC remit.

All items needing to be signed, were signed by Clerk and Chair where necessary.

NB. Operation London Bridge procedure. Clerk will update after training on 18/5/22. This will be available on email and then retrospectively put for approval in the June Meeting

11. Parish Council Matters –

- a. Electric Car Charging Points at the Pavilion. Update from Cllr Berger on discussion with new PSRCC Chair as to responsibility and ownership of the proposed electric points.
 - Cllr Berger updated that he had spoken to a contractor and advised that RPPC have no responsibility on the Electricity and therefore the grant of £1000 agreed in a previous meeting stands but it would need to be PSRCC who would need to install and operate this.
- b. Speeding deterrents at Gallowstree road
 - To be installed from Friday 27th May. Cllr Freeman and Clerk to meet with Jon Beale OCC Highways on Wed 25th May to further discuss SID (Speed Indicator Device)

12. Rotherfield Peppard Village Update:

- a. Update on accidents on Stoke Row/ Gallowstree Crossroads – No recent accidents
- b. Sedgemoor Spring Plaque – Plaque now installed
- c. Mirrors Stoke Row Road update – The NDCC Clerk is writing to the owner of Moorlands to ask for its removal the land, the mirror is sited on, is owned by Nettlebed Estate.
- d. Wishing Stone update – There was a discussion about potentially moving the wishing stone to a more visible location where the “wishing” could be available for all.
 - Cllr Freeman is going to speak again to Mr Wickham and also ask Peppard Building suppliers if they can donate some time/machinery to help and RPPC will ask Henley Standard to do a piece about this and the kindness of

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Peppard Building suppliers. Clerk to also ask Mrs Hadgkiss if anything is known about the stone.

- e. Parish Commons Tour with Mr Rancombe 6.30pm Wednesday 18th May 2022. Unfortunately Cllr Berger cannot make this but all other Councillors can attend the tour.

13. Planning Update – Planning matters addressed in Planning meeting earlier in the evening were updated to Full Council

14. Finance and Staffing –

- a. Approval of 2021/22 accounts both Charity and Council for Clerk to start internal and external audit work. The Audit figures, cashbook and receipts were all approved for the audit. It was agreed to tick yes to the part regarding following external audit advice as we had been following internal audit advice but still yet to have external audit findings returned for 19/20 and 20/21.
- b. Discussed at the start of the meeting.
- c. To approve all expenditure for May 2022 – All items were approved and the signatories for May are Cllr Berger and Cllr Rowland. Clerk to query HMRC amounts as a c.£500 amount was paid in qtr4 21/22.
 - i. Clerk Salary = Confidential
 - ii. Village Cleaner (MW) salary = Confidential
 - iii. Village Cleaner (AP) salary = Confidential
 - iv. Nest – Clerk Pension = Confidential
 - v. Ian Kendrick 1st installment for Village Landscaping £120
 - vi. HMRC Payment owed £418.62

15. Matters for future meeting

- a. Land opposite The Unicorn is being used for parking and the bollards have been removed – Clerk is awaiting response from Land registry. Mr Rancombe agreed this was not Nettlebed Estate land.
- b. Clerk to look at Carling Orchards deeds and advise who owns the land outside of the fence as this is parked on regularly for patrons of The Unicorn
- c. Sign 300mmx300mm to be purchased by RPPC via Clerk to state “No Parking. Access required at all times” to be installed on the Carling Orchards gates.
- d. Clerk to ask Ian Kendrick to cut back the hedge in Carlings Orchard adjacent to Wyfold Lane
- e. Clerk to ask OCC when they will be cutting down the vegetation at the junction of Stoke Row Road and B481 due to visibility concerns.

16. Correspondence

Email from resident at Church Lane regarding Flooding – this was discussed earlier in the meeting.

Meeting finished at 8:10pm.

Minutes Signed _____