

ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING MINUTES

Council members attended

The Annual Meeting of Rotherfield Peppard Parish Council

on Monday 15th May 2023 at 8.30pm

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

Attendees: Cllr Berger, Cllr Seaton, Cllr Rowland, Cllr Freeman, Cllr Bartholomew (P/T), Clerk (JA)

1. The election of the Chairman Cllr Berger and Vice Chairman Cllr Seaton were unanimously voted in and will stand again
2. Apologies – Cllr Hall
3. Declarations of interest – None
4. Minutes – The Minutes of the Council meeting held on 17/4/23 were discussed and approved as a true and correct record of the meeting.
5. Open Forum – No Members of the Public were in attendance

The order of the AGENDA was changed by Cllr Berger, and all were in agreement, due to the the timings of the arrival of the County Councillor.

6. Update from Cllr Freeman on Superuser issues for Rotherfield Peppard Parish Council. Cllr Freeman advised that he had ordered new paint but this had not yet been delivered. Cllr Freeman also advised that the drain covers that OCC had advised on FMS were fixed haven't been and he will supply photos for Clerk to update FMS and get the 2 sites revisited.
7. South Oxfordshire District Councillor's report was received however neither of the SODC Councillors were able to make the meeting. Cllr Robb remains, post election as a district Councillor, and will be joined by Cllr James Norman as the 2nd SODC Councillor. Cllr Lorraine Hillier did not run and has stepped down from being an SODC Councillor for the ward. There was therefore no updates on the outstanding local issues which will carry forward to the next meeting:
 - a. Outstanding Planning Enforcements updates
 - b. Litter bins – Clerk needs an update on the dog bins and extra bins requested for village post the bin survey. This has been on the agenda for 2 years and would like district councillors to add pressure to get action on this.
 - c. Response on question raised about Black and Taupe flower pots and suitability for recycling within South Oxfordshire
 - d. Response about Letter Cllr Hillier was sending to Mr Mark Stone regarding the frustration felt by RPPC Councillors regarding SODC and the lack of action on requests.
 - e. There was also a request by RPPC for Cllr Hillier to organise a meeting between RPPC Councillors and Planning/ Planning enforcement, is there a date yet?
 - f. Update on Greylands - awaiting an independent surveyor however a site visit is deemed as necessary for all SODC Councillors prior to the Planning Committee meeting and making a decision. Please confirm this will take place.

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8. Clerk to confirm all members of the Council were elected at the election on 4/5/23 and requests paperwork returned from all Councillors to forward to democracy and elections at SODC and the RPPC Website. The register of interests, and election financial returns will be returned to Clerk by the end of June 2023

9. Unanimous approval was given for all of Official Documentation:
 - a. Proposal to accept Standing Orders 2023-24 – ACCEPTED
 - b. Proposal to accept Financial Regulations 2023-24 - ACCEPTED
 - c. Updated Clerk Contract 2023-24 - ACCEPTED
 - d. Councillor Conduct regulation 2023-24 - ACCEPTED
 - e. Agreement of inspection of Village Asset register by Councillors by 30/7/23 and report back. It was also agreed having changed the insurer underwriters last year that Clerk would liaise with the insurers to ensure the asset costs were agreeable to both parties. It was also asked of the Clerk to ensure cover was appropriate for Traveller eviction and clean up costs.
 - f. Proposal to accept:
 - i. Complaints procedure - ACCEPTED
 - ii. Risk assessment - ACCEPTED
 - iii. Publication Scheme document - ACCEPTED
 - iv. Policy for Media/Press - ACCEPTED
 - v. Standing orders: Planning Committee - ACCEPTED
 - vi. Standing orders: Finance and Staffing Committee - ACCEPTED

Standing orders: Village assets Committee. It was agreed that this committee be disbanded and kept under the responsibility of the RPPC Full Council

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10. Parish Council Matters –

- a. Update on Speeding deterrents at Gallowstree road. Clerk and Cllr Freeman are meeting Mr Beale OCC Highways on Wednesday 7th June and will report back.
- b. Update on Speed survey – results emailed. The results showed that on the whole throughout the village the speeds are being kept within, however there are high speeds mostly in the evening and early morning which is of concern. The speeds which were higher were along Stoke Row Road and as there is a accident hot-spot a mobile flashing sign indicating crossroads or slow would be advantageous to sort
- c. Update on Police Mobile unit along Stoke Row Road. Clerk will go back to TVP as the Council does not believe there have been any siting of the mobile speed van certainly not at the level TVP advised.
- d. Carlings Orchard state of the hedges and the need for TLC and possibly CIL funding. Update on quote. Cllr Rowland has discussed this with residents and also the Green gym who have agreed to look at the hedge on Wyfold lane and the breaking kissing gate. The “Green Gym” are reasonable value charging £60 for 6 hours for up to 24 people so this was approved. Next Calendar year they will look at the hedges along Stoke Row Road.
The apple trees also need to be pruned and Cllr Freeman was asking Gardencare for a quote. Clerk will also ask if Ian Kendrick can also quote.
- e. Church Lane Flooding update – No updates but Clerk will remind OCC that a proactive drain clean would be a preferred option
- f. Any update from correspondence sent to Gigabit. No correspondence however Clerk will chase for a date.
- g. Unknown land update from Blandy and Blandy
- h. Continual parking on grass outside of Carlings Orchard and reinstatement of the verges. Cllr Freeman was going to look at matting or concrete which would allow the cars to continue to park for the pub however it would be a parking friendly substrate which would allow grass to grow through. The Triangle needs to have post and chain and Cllr Seaton and Cllr Freeman to investigate.
- i. Update on severity of Colmore Lane flooding outside of Badbury Rings and any actions going forward carried from last meeting - is there a solution for the increased flooding with the Pond opposite Colmore House and pipe being full of mud and not allowing soak away. Clerk advised by phone from Parishioner. This will remain on the agenda however there is a temporary larger issue with a burst water pipe, once this is fixed it will be looked at again.

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11. Oxfordshire County Councillor's report – Cllr Bartholomew discussed his report and spoke about local issues:
 - i. Pot-holes – Each pothole is costing c.£72 to repair however there has been £350k compensation paid out within OCC. As this is personal injury it could be falls on pavements etc however RPPC Councillors suggested if the pot-holes were fixed there would not be such a pay out needed. There has been more money allocated from central government however there is a fear that whilst this money must be spend on pot-holes, some of the local allocated money may be used for other projects which would mean there would not be a complete solution.
 - ii. Flooding on Church Lane. Cllr Bartholomew will check if the sandbags requested had been allocated to Mrs Cooper, as they had been ordered but not delivered. It was suggested that the gullies would be cleaned on a 6monthly basis. Clerk to chase this up. The debris has not been confirmed as one of the issues however that is being further researched. There is a frustration still that we are assuming that it is a high cost project but no-one knows what the problem is and therefore how much an appropriate solution would cost.
 - iii. Fix My Street items:
 - a. 22939927 CLOSED Issue passed to relevant team for consideration for future programmed works. We were previously waiting for gully cleansing and a repair to be completed
– Old Ref no's 22939927/ 2486229/ 2295389/ 2486207 B481 – Surface water from blocked drains. Awaiting a date for the gully cleansing programme. Cllr Bartholomew was chasing for a date
 - b. 22939928 CLOSED We will continue to monitor during routine inspections if it gets worse open a new report.
Old 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. Is there a date of works being completed
 - d. Ref no. 22935802 - Loose Drain outside 17&19 Stoke Row Road. CLOSED
Appeara Cover made safe.
 - e. Ref no 22939923 – Loose Drain cover outside Smartwood. CLOSED Couldn't find defect so no further action

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12. Rotherfield Peppard Village Update:

- a. Update on accidents on Stoke Row/ Gallowstree Crossroads. There have been 2 severe accidents since January. Rumble strips will not be used due to the proximity of local houses and the noise. Officers still state that the existing measures should be adequate. They are looking to clean and straighten the signs. Clerk advised about the meeting with Mr Beale in June and to try and slow the traffic.
- b. Update on Mirror on Stoke Row Road – This has been removed and can be removed from the agenda.
- c. Litter pick update from April 29th – There was a good turn out and 10 bags of rubbish cleared from the village
- d. Proposal for Clerk to order a Tommy for RPPC – Agreed for the Clerk to order ready to place on Top Common in November.

13. Planning Update –

- a. Planning matters addressed in Planning meeting earlier in the evening updated to Full Council

14. Finance and Staffing –

- a. Cllr Berger/Clerk to updated Councillors on Financial matters for 2023/24.
- b. Agreement of accounts for internal audit. All paperwork signed by Clerk/RFO and Chair.
- c. Agreement of the Annual Governance Statement 2022/23 for Audit
- d. Signature on receipts/ payments made in April 2023/ Bank reconciliation
- e. Update on CAF bank – A 2nd Trustee letter is required for the opening of the 2nd bank account so we can continue with the CAF Gold account. Clerk will action
- f. CAF Bank Mandate signed
- g. Approval of signatures on UTB for May 2023 were Cllr Seaton and Cllr Berger
- h. Clerk has 2 cheques to pay in totalling £22. A refund of £20 from land registry and £2 wayleave from Scottish and Southern Electricity networks. These will be shown on the next statement.
- i. All expenditure for May 2023 was approved
 - i. Clerk Salary (May 23) = Confidential
 - ii. Village Cleaner (AP) (May 23) salary = Confidential
 - iii. SODC Loan £327.31
 - iv. Clerk – Nest Pension – Confidential

15. Matters for future meeting

- i. Wishing Stone – Cllr Freeman will discuss with parishioners now it is warmer weather and a date to uncover it.

16. Correspondence:

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