

ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING AGENDA

Council members are hereby summoned to

The Annual Meeting of Rotherfield Peppard Parish Council

on **Wednesday 13th May 2024 at 7.00pm**

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

1. Election of Chair to the Parish Council
2. Election of Deputy Chair to the Parish Council
3. Apologies – To receive apologies for absence
4. Declarations of interest – To receive any declarations of interest from Councillors
5. Minutes – To discuss, and amend, if necessary, the Minutes of the Council meeting held on 17/04/24 and therefore approve it as a true and correct record of the meeting.
6. Open Forum – Members of the Public may ask questions or make a short statement to the Parish Council
7. Oxfordshire County Councillor's report – Cllr Bartholomew will discuss his report and speak about local issues
 - i. Fix My Street items:

Clerk has revisited all FMS items which have been on the agenda for over 6 months. The following are still outstanding, full details are on February 2024 minutes however to be concise the following main ones are still outstanding.

- a. OCC - NEW FMS REPORT 5701935. B481 Blocked Drains on Gravel Hill. ONGOING since Sept 2019. Gully Cleansing Scheduled for 15-19th January. WORK NOT COMPLETED. Photos updated to FMS. Chase email sent to DB 12-3-24. AWAITING UPDATE
- b. SODC - B481 Pavement with loose gravel on Gravel Hill. Linked to silt being washed onto pavement from road and blocked drains. 22939928 CLOSED. Work cannot be completed until Drains fixed. Have updated photos on FMS. SODC to action.
- c. OCC - Ref no. 22935802 - Loose Drain outside 17&19 Stoke Row Road. CLOSED. Appeara Cover made safe. Clerk chased Cllr Barthlomew 12-3-24
- d. OCC - Ref no 4867459 Sign broken between village and Bolts Cross on B481. Sign removed but not replaced. Clerk chased Cllr Bartholomew 12-3-24
- e. OCC - Church Lane Drains – FMS 5701377. Reported flooding on 12-3-24 and asked Cllr Bartholomew to escalate to resolve quickly.
- f. OCC - Drains/Gullies Blocked outside Okavango – FMS 5701501. Reported on FMS 12-3-24

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8. Update from Cllr Freeman on Superuser issues for Rotherfield Peppard Parish Council
9. South Oxfordshire District Councillor's report – Cllr Norman will discuss the SODC report and discuss local issues including:
 - a. Litter bins – Decision on changing Dog bins for litter bins. I have chased SODC Councillors and Officer to conclude
 - i. Litter bins to replace Dog bins to reduce Village spend on specialist emptying
 - ii. Litter bin at Crossroads updated to prevent animals getting into it
 - iii. A New litter bin on Church Lane
 - b. FMS B481 pavement re-reported 12-3-24. FMS no. 5702034. We would like this done at the same time as the drain repairs from OCC however the pavement is dangerous with loose slit and needs actioning now.
10. Consideration of Official Documentation:
 - a. Proposal to accept Standing Orders 2024-25
 - b. Proposal to accept Financial Regulations 2024-25
 - c. Updated Clerk Contract 2024-25
 - d. Councillor Conduct regulation 2024-25
 - e. Agreement of inspection of Village Asset register by Councillors by 28/7/24 and report back
 - f. Proposal to accept:
 - i. Complaints procedure
 - ii. Risk assessment
 - iii. Publication Scheme document
 - iv. Policy for Media/Press
 - v. Standing orders: Planning Committee
 - vi. Standing orders: Finance and Staffing Committee
11. Parish Council Matters –
 - a. Update on Speeding deterrents at Gallowstree Road
 - b. Wifi at Pavilion update – Chased 13/3/24
 - c. Church Lane Flooding update
 - d. Continual parking on grass outside of Carlings Orchard and reinstatement of the verges – Update from Cllr Freeman
 - e. Update on Slow Walkers sign on Collier Lane
12. Rotherfield Peppard Village Update:
 - a. Update on accidents on Stoke Row/ Gallowstree Crossroads
 - b. Wishing Stone Update

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13. Finance and Staffing –

- a. Update on audits 2020-21/ 2021-22/ 2022/23
- b. Cllr Berger/Clerk to update Councillors on Financial matters for 2024/25.
- c. Update on Budget 2024/25
- d. Riverside Counselling update
- e. Approval of Councillor expenses/ allowances
- f. Approval of signatures on UTB for May 24
- g. To approve all expenditure for April 2024
 - i. Clerk Salary = Confidential.
 - ii. Village Cleaner (AP) salary = Confidential
 - iii. SODC Loan £327.31
 - iv. Clerk – Nest Pension – Confidential
 - v. Councillor Expenses - Approved in April, will be paid in May
 - vi. Autela Q4 2023-24
 - vii. Audit
 - viii. Mr Kendrick – Grass cutting
 - ix. Clerk expenses

14. Matters for future meeting

15. Correspondence:

16. Next Meeting date – Monday June 10th 2024

Meeting scheduled to finish at 8:30pm. Meeting timings are approximate. All papers will only be available on the website.

Agenda signed by *J Arkin*