

## ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING MINUTES

Council members attended

# The Annual Meeting of Rotherfield Peppard Parish Council

on **Monday 13<sup>th</sup> May 2024 at 7.00pm**

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

Attendees: Cllr Berger, Cllr Hall, Cllr Seaton, Cllr Freeman and Clerk (JA)

1. Election of Chair to the Parish Council – It was unanimously agreed for Cllr Berger to remain as Chair of the Parish Council
2. Election of Deputy Chair to the Parish Council – It was unanimously agreed for Cllr Seaton to remain as Deputy Chair of the Parish Council
3. Apologies – Cllr Rowland, Cllr Bartholomew and Cllr Norman
4. Declarations of interest – No declarations of interest from Councillors
5. Minutes – The Minutes of the Council meeting held on 17/04/24 were approved as a true and correct record of the meeting.
6. Open Forum – No Members of the Public
7. Oxfordshire County Councillor's report – Cllr Bartholomew sent his report which was discussed however because of his apologies there was no discussion of local issues. Clerk to investigate whether County and District Councillor reports can be added to the website monthly.

i. Fix My Street items:

Clerk to revisit and photograph all FMS items which are still outstanding.

- a. OCC - NEW FMS REPORT 5701935. B481 Blocked Drains on Gravel Hill. ONGOING since Sept 2019. Gully Cleansing Scheduled for 15-19<sup>th</sup> 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 Bartholomew 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 – Cllr Freeman has left a message with Steve to appoint JB as an additional superuser
9. South Oxfordshire District Councillor's report – Cllr Norman was absent from the meeting. Cllr Robb sent a report for SODC – Outstanding issues are:
  - 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: It was agreed and approved unanimously to extend the dates on these documents so Clerk can fully check and ensure Official documents are correct. Will sign off new documentation in July.
  - 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

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11. Parish Council Matters –

- a. Update on Speeding deterrents at Gallowstree Road – Clerk to chase for a delivery date
- b. Wifi at Pavilion update – Chased 13/3/24. This will be added in October 2024
- c. Church Lane Flooding update – No update but it was agreed for Clerk to chase Cllr Bartholomew in July as we are expecting the work to be carried out by the end of the summer
- d. Continual parking on grass outside of Carlings Orchard and reinstatement of the verges – Update from Cllr Freeman. The chains have been cut between the wooden posts, in what looks to be vandalism. These will be replaced. Gorse needs planting and Clerk to ask Conservators. There is a concern as the landlords from the pub are leaving and custom may drop however it was agreed to look at the plastic grid and install in the late summer/autumn. This could be paid for using CIL monies.
- e. Update on Slow Walkers sign on Collier Lane – Awaiting an answer. Clerk to chase
- f. There are For Sale signs for the sale of the Golf Course. There should be no signage along this stretch of road so Clerk to write to Simmons and Sons to ask for its removal. To discuss in the next Planning meeting

12. Rotherfield Peppard Village Update:

- a. Update on accidents on Stoke Row/ Gallowstree Crossroads – There has been a big accident in the last week and both fire and police emergency vehicles attended.
- b. Wishing Stone Update – Work looks to have been started on this and Cllr Freeman is chasing for an installation date.

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13. Finance and Staffing –

- a. Update on audits 2020-21/ 2021-22/ 2022/23 – No further updates
- b. Cllr Berger/Clerk updated Councillors on Financial matters for 2024/25. Clerk to see whether the financial report can be added to the website. All figures to budget
- c. Update on Budget 2024/25 – all good
- d. Riverside Counselling update – No response so we will continue to review
- e. Approval of Councillor expenses/ allowances – It was approved all Councillors will receive the 24\_25 allowance of £160 or a set of printer inks/ ream of printer paper, with the exception of the chair who has a higher allowance of £240 or a set of printer inks/ ream of paper. This will be paid at the end of March 2025
- f. Approval of signatures on UTB for May 24 were agreed as Cllr Berger and Cllr Seaton
- g. All expenditure for May 2024 was approved
  - i. Clerk Salary = Confidential.
  - ii. Village Cleaner (AP) salary = Confidential
  - iii. SODC Loan £327.31
  - iv. Clerk – Nest Pension – Confidential
  - v. HMRC £206.72
  - vi. Councillor Expenses - Approved in April, will be paid in May
  - vii. Autela Q4 2023-24 £123.05
  - viii. Audit £2160
  - ix. Mr Kendrick – Grass cutting £132
  - x. Clerk expenses £126.97
  - xi. PSRCC Rent £1362

14. Matters for future meeting: Golf Course sale/ Wifi and Church lane

15. Correspondence: None

16. Next Meeting date – Monday June 10<sup>th</sup> 2024

Meeting finished at 7:45pm.