

ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING MINUTES

Council members attended

The Annual Meeting of Rotherfield Peppard Parish Council

on Monday 10th June 2024 at 7.00pm

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

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

1. Apologies – Cllr Norman (SODC)
2. Declarations of interest – None
3. Minutes – The Minutes of the Council meeting held on 13/05/24 were approved as a true and correct record of the meeting.
4. Open Forum – No members of the public

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5. Oxfordshire County Councillor's report – Cllr Bartholomew discussed his report and spoke about local issues.

The new chair of OCC Alison Rooke (Lib Dem) has been elected however this is very much a ceremonial position and she should remain politically impartial.

Local matters included the Drainage and damage to roads/pavements near Stevens Lane.

Cllr Bartholomew asked for an update on 5/6/24 and is awaiting an answer. The Flooding at Church Lane was chased by Cllr Bartholomew and the Council are awaiting a 2nd Competitive quote so Cllr Bartholomew will continue to chase on our behalf. The temporary road closure of Blounts Court Road should not impact Little Sparrows traffic as it is mainly at weekends and nighttime, finishing at 06.00. Cllr Bartholomew will chase the Colmore Lane potholes, as although 4 were fixed the remaining potholes are causing huge problems in the lane and the ambulance service recently complained about the state of the road. Cllr Bartholomew understands but also suggested this would be seen as low priority. Clerk thanked him on his note to OCC 20mph team to try and get Sallys Pitch included, as this has been omitted from the proposal.

- 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 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. There is no installation date planned for this.
 - 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
6. Update from Cllr Freeman on Superuser issues for Rotherfield Peppard Parish Council – No updates. Still awaiting Cllr Berger to be a superuser

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7. South Oxfordshire District Councillor's report – Cllr Norman sent his apologies and there was no SODC report:
 - 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.

8. Consideration of Official Documentation:

Proposal approved to move the official documentation sign off to Julys meeting so there is time to review new documents. Proposal approved to accept the current documentation until next meeting

9. Parish Council Matters –

- a. Update on Speeding deterrents at Gallowstree Road. Clerk has chased for an update and is awaiting an answer.
- b. Church Lane Flooding update – discussed earlier in the meeting under OCC
- c. Continual parking on grass outside of Carlings Orchard and reinstatement of the verges – Cllr Freeman is awaiting an update on the installation date.
- d. There was a conversation in earlier meetings about adding Gorse to the area opposite the Unicorn which has wooden posts installed however as there are a number of grants available so Clerk to understand whether 2 trees either side the BT box would be a better solution.
- e. Clerk to speak to Ian Kendrick regarding best cutting regime to allow wildflowers. Both opposite the Unicorn and Carlings Orchard with paths cut through
- f. Update on Slow Walkers sign on Collier Lane. Will not be reviewed until 20mph proposal accepted. Move to future meetings
- g. It was proposed and accepted to change website providers. The agreed contract will go to Eyelid.

10. Rotherfield Peppard Village Update:

- a. Update on accidents on Stoke Row/ Gallowstree Crossroads – None known about
- b. Wishing Stone Update – Cllr Freeman will chase Mr Rancombe
- c. Peppard Fence - Clerk to enquire land ownership and write to owners to cut back vegetation
- d. Clerk to write to planning re: P19/S2112/FUL regarding 5ft Brick wall and Gate and whether it was part of the planning approval.

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11. Finance and Staffing –

- a. Update on audits 2020-21/ 2021-22/ 2022/23 – No update. Questions asked on 2023/24 internal audit which Clerk will address
- b. Cllr Berger/Clerk updated Councillors on Financial matters for 2024/25. All Finances all on budget currently. More money will be allocated to audit payments which should follow through.
- c. Update on Budget 2024/25 – On Budget. Started May £60,540 and opened June £54,328
- d. Riverside Counselling update – No contact made despite efforts by Clerk and Councillors so remove from grants.
- e. Approval of Councillor expenses/ allowances for 2024/5 to be paid in March 2025
- f. It was agreed with not much CIL expected to not apply for the Councillor priority grant and to look at more Village gates in 2025/26
- g. Approval of signatures on UTB for June 24 were Cllr Berger and Cllr Seaton
- h. To approve all expenditure for June 2024
 - i. Clerk Salary = Confidential.
 - ii. Village Cleaner (AP) salary = Confidential
 - iii. SODC Loan £327.31
 - iv. Clerk – Nest Pension – Confidential
 - v. Cllr Qtr Expenses
 - vi. Insurance annual charge
 - vii. Mr Kendrick – Grass cutting
 - viii. Cllr Freeman – Village repairs

12. Matters for future meeting:

1. 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
2. Wifi at the Pavillion update

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13. Correspondence:

14. Next Meeting date – Monday July 8th 2024

Meeting finished at 8:30pm.