

**ROTHERFIELD GREYS PARISH COUNCIL
MINUTES OF THE APM AND FULL PARISH COUNCIL MEETING
HELD AT 7.30PM ON MONDAY 13TH MARCH 2017
IN GREYS VILLAGE HALL, GREYS GREEN**

PRESENT:

| | |
|--|-----|
| Michael Pearey Chairman (in the Chair) | MP |
| Susan Hems Vice-chairman | SH |
| John Hill | JH |
| Richard Ovey | RO |
| Nick Digby | ND |
| | |
| <i>For part of the meeting:</i> | |
| David Bartholomew (OCC councillor) | DB |
| | |
| Jane Pryce – Clerk | JOP |
| | |

| | |
|--|---|
| Members of the public/parishioners present for part/all of the meeting | 4 |
|--|---|

1. APM MINUTES:

Minutes of APM held on 14th March 2016 were signed and dated by MP, as an accurate record.

2. CHAIRMAN’S ANNUAL REPORT

MP gave the following parish council annual report 2016/17

Cllr. M. Pearey introduced the other councillors and the clerk. Then introduced DB as OCC councillor.

There have been 5 meetings most involved planning applications. There have been 14 planning applications of which consideration was given to each. Seven for approved and seven for refusal. Highlands Farm development has been the major source of consideration with objections and concerns about the traffic modelling. While the parish council felt it should be refused, the development is outside the parish but entry and exit to it is through our parish. We now most concerned with the traffic and have monitoring equipment installed to record the existing traffic flow. Once the development is started, any increase can be recorded. In the meantime, effects to slow traffic down in the village are being planned. These include village gates with signs, white lining and Rocky Lane/Bolts Cross with also have village gates with signs. There is hope that part of the CIL (Community Instructure Levy) be passed to Greys village for a pavement to protect villages.

DB suggested that the parish of Harpsden would likely to be accommodating as probably aware to the increase in traffic that the village will endure.

We have now a website (www.rotherfieldgreys.org.uk) and new alert/information serviced called GAG (Greys Alert Grapevine). Fifty people have subscribed so far.

A member of the public asked if police matters could be put on the website. JOP stated that would be a GAG thing as updates lend themselves more to that media.

Broadband has been started to roll out across the parish and speeds have been reported as greatly improved. JOP confirmed a GAG on ‘how to’ get the new service had been done.

A defibrillator had been installed at the Maltsters Arms and training for that given.

Thanks were given to the parish councils and David Bartholomew as the Oxfordshire County Councillor and Councillors David Nimmo-Smith and Charles Bailey for South Oxford District Council.

And finally, if I could thank our indefatigable clerk, Jane Pryce, who we all know does a tremendous amount. I learn on Sunday, whilst picking on litter at the village clean, that she told me she had

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come recently and picked up 4 bags of litter and also cleaned the road signs. This is all quite beyond the call of duty and thank you, Jane, we couldn't do without you.

3. Oxfordshire County Council ANNUAL REPORT

Cllr. David Bartholomew

The Annual OCC report is attached to these minutes and on the www.rotherfieldgreys.org.uk website.

Subjects from the report are below and some were briefly mentioned.

Introduction

As County Councillor, I represent what is known as 'Sonning Common Division'. This Division comprises the nine parishes that curl around Henley, but does not include Henley itself.

Responsibilities

In addition to representing the interests of residents in the nine parishes in my Division and my place on Full Council, I have a place on each of the following committees: Audit & Governance Committee; Planning & Regulation Committee; and Cabinet Advisory Group on Income Generation. Additionally, I am Deputy Leader Backbenchers for Conservative County Councillors and in this capacity attend Informal Cabinet.

Parish Council Meetings

Most of the parish councils I am responsible for meet every month (Rotherfield Greys is unusual in that it only meets every two months) and I attend most (95%) meetings. If ever I can't attend, I send a written report. At each of the parish meetings I attend, I give a general report on County matters, then follow this with a report on matters specific to that parish.

Key County Issues

Unitary Government

Over the course of the last 12 months there has been much debate about the future of local government in Oxfordshire, with the County Council and the District Councils putting forward competing proposals.

Other matters: Social Care costs are going up and up. Leaving no money for roads. And Carers set to continue to receive personal budgets.

Key Rotherfield Greys Issues

Road Safety Issues in the parish

I arranged a site meeting with members of the PC, the Area Steward and me on Monday 26 September to discuss the PC's concerns about road safety issues. The Group visited sites of concern and discussed possible actions. It was agreed the Clerk would draw up the list of suggestions for further review, costing and possible implementation.

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Highway Maintenance

I have worked closely with Rotherfield Parish Council to do what I can to expedite highways repairs. With ever-decreasing highways budgets, this remains a challenge.

Third Reading Bridge

Berkshire councils and enterprise groups continue to push this proposal with vigour. The objective is to take 55,000 cars a day out of the centre of Reading. The bridge would join the M4 via the A329M to Caversham Park Road. From there traffic would only have two onward routes: via the A4155 through the heavily congested streets of Henley, or via the B481 through Nettlebed on to Watlington and the M40. Both these options are unacceptable to Oxfordshire residents and I am pressing the case that if the bridge goes ahead, a relief road must be built. The much-delayed traffic modelling study is due to be finally published this month.

4. SOUTH OXFORDSHIRE DISTRICT COUNCIL REPORT 2015-2016

Cllr. David Nimmo-Smith was hoping to come later but was detained.

Cllr. Charles Bailey did not attend.

5. Henley Municipal Charities Annual Report

Mrs. L. Lloyd (the parish council representative) was unable to attend. SH read the following report.

Henley Municipal Charities

Henley Municipal Charities provide almshouse accommodation for people who are in financial/housing need and live within the areas of benefit being the town boundary of Henley-on-Thames and the ecclesiastical boundaries of Rotherfield Greys and Bix.

Also provided are grants for educational purposes to individuals in full-time education up to a maximum age of 25 years living within the areas of benefit and requiring financial assistance.

The Board of Trustees is made up of 13 Trustees together with a Clerk and a Treasurer. The Trustees are 2 ex officio being the Town Mayor and the Rector of St Mary's Henley, 3 nominative Trustees one each being appointed for a four year term by the Town Council of Henley, the Parish Councils of Bix and Rotherfield Greys; and 8 co-operative Trustees who through residence, occupation or employment or who have a specialist knowledge of the areas of benefit and are appointed for a 5 year term by the Board.

The Almshouse Charity

Offers a high standard of accommodation for independent living at an affordable cost within a supportive community for those who have a need.

There are 3 locations in Henley. These are Church Avenue which has 13 almshouses, 5 for couples, (4 terraced bungalows and one two storey terraced house) and 8 two storey terraced cottages for single occupancy. There is no parking for any of these. The two storey terraced cottages are being extended at the back to provide a WC and a small eating area. The cottages which are occupied have rehoused their occupants in alternative housing at the same price while the work is going on.

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Vicarage Road has 4 terraced two storey houses for double occupancy with front and rear gardens and no car parking.

Western Close has 3 blocks of semi-detached bungalows for single/double occupancy with a front communal garden and their own rear patios. These have car parking.

Almshouse applicants should be resident within the areas of benefit as described above. There is no age specified but preference is given to those over 55 years of age. The residents do not pay rent and they sign a Licence to Occupy and pay a monthly maintenance contribution. The residents are responsible for the payment of their own service bills/Council Tax/telephone bills. TV licence fees are paid by the Charities for those between 60 and 75 years old. After that the licence is free.

Educational Fund

The budget for the Fund is derived from annual dividend income. Schools eligible to make grant applications are Badgemore Primary School/Sacred Heart Catholic Primary School/Trinity C of E Primary School/Gillotts School Academy/Henley College. Henley Partnership of Schools pupils at these schools are also able to make individual applications together with those pupils attending Nettlebed Community School/Peppard C of E Primary School and Shiplake C of E Primary School who have the aforementioned residential qualification within the areas of benefit.

The Fund promotes the education of children who are resident in the areas of benefit and who are in need of financial assistance i.e. clothing, tools, instruments or books to assist with their education.

Relief in Need

The Charity has a small income which can be used for making grants including allowances/payments for a particular need meals on wheels, household goods, service bills etc. Grants from this Fund will not replace such benefits as already exist and applications will be examined very closely to ensure compliance.

Mrs. L. Lloyd 2016

JOP informed the meeting that this was part of the parish responsibility. The charity is well funded by charity owned properties rents. Mrs. Lloyd's tenure as parish representative is up to renewal in July and will need to be decided in the May meeting.

6. Village Hall Annual Report

Chairman's Report 2015 – 2016

This report was read by Cllr. N. Digby as Ms. R. Ward was unable to attend.

I am pleased to be able to report on yet another quiet but successful year.

Back in 2010, we agreed in order to keep the Hall viable and ahead of any competition, it was essential that it looked modern and attractive. A major refurbishment of the loos and flooring was therefore undertaken. This year, we realised that the practice of using cannibalised parts from old boilers to fix our 30 year old extinct model was of concern – and our major spend has been on a new boiler, which is now compliant with current regulations, reliable and hopefully more economical.

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The Hall remains in good condition and happily all of the regular hirers of the last decade continue to use it on a daily basis. Comparing our situation with similar establishments, we are in a very enviable position – having accommodation for an ‘on-site’ caretaker is, as I have said many times, a priceless asset. Joan Holmes looks after existing and potential hirers and keeps the Hall clean, warm and welcoming – we are indeed fortunate to have her.

The Hall continues to be used as a Village amenity and together with the Village Pub and the Church it is an essential part of the fabric of our community. All three institutions combine in the highly-popular Annual Village lunch and the Annual Village Fête. This year the Hall also provided the venue for a party to bid farewell to the Landlord and Landlady of the Maltsters’ Arms after 17 years in the Village.

Finally, my thanks are due to our Trustees and to Committee Members for their interest and continuing support, but in particular this year to Graham Duncan, our Honorary Treasurer. Graham has taken over and got to grips with our finances for which I am especially grateful.

Rae Ward

February 2017.

7. Chiltern Society Annual Report

Jane Warren was unable to attend so JOP read part of the report below. There is also an annual report (see below) from the South Chilterns Path Maintenance Volunteers on the website (www.rotherfieldgreys.org.uk)

Public rights of way within the Parish are generally in good condition and well signposted.

Footpath numbers are shown on the Definitive Map of Public Rights of Way for Oxfordshire Sheet SU78 SW. Descriptions of paths are found in The Definitive Statement of Public Rights of Way for Oxfordshire. They are also shown on Chiltern Society Maps 2 and 4.

Stephen Fox, the area secretary of local Rights of Way Group of the Chiltern Society, is in regular contact with Jonathan Beale, the OCC Rights of Way Field Officer, to ensure that paths are maintained, and where possible improved, using the resources of the landowners, the County maintenance team and the Chiltern Society Path Maintenance Volunteers (PMV’s). Further details of the latter are available separately – see ‘South Chilterns Path Maintenance Volunteers - Review of 2016’ which is attached.

Main achievements in this Parish during the last year are as follows:-

OPENING UP AND WAYMARKING OF PERMISSIVE PATHS AT GREYS GREEN

On land owned by the National Trust permissive paths now

Link paths RG 1 and RG14

Provide a safe route from the western end of RG 17 to the junction with the main Henley Road and Rocky Lane. There another permissive path links with footpath RG6 to Greys Court in one direction and Greys Green in the other direction.

RG 4 AT LANE END, SHEPHERDS GREEN

Brambles at entrance to field cut back

RG 5 AT SAM’S WOOD, SHEPHERDS GREEN

Overgrown path cleared

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RG 8 AT GREYS COURT

Overgrown path cleared north of bridge

RG 12 AT SHEPHERDS GREEN

This path is susceptible to vigorous bramble growth and though it is on the County list for regular mowing has had extra attention from PMV's to keep it open.

LAMBRIDGE WOODS (PATHS RG 11, 25, 27, 28 & Bridleway 29)

There are many long standing issues with Rights of Way in the wood as paths have over the years become braided and off their definitive line, and unofficial paths become established by regular use. Considerable time has been spent by the OCC Officer and PMV's, and owners, to re-establish correct lines and mark accordingly. Because the woods are a site of Special Scientific Interest, Natural England has also had to sanction the work. Arrows on trees have been refreshed. The owners of the wood have also worked to subtly discourage use of unauthorized paths by the use of logs and branches to block access points. There is evidence of misuse of footpaths by cyclists, so 'No cycling' signs have been put up.

BRIDLEWAY 26 - GRANGE FARM

New gates have been installed where the bridleway enters the golf course. Please be aware that this bridleway leads only to a footpath, meaning that it is little use to horse riders.

RG 35 ADJACENT TO ROCKY LANE ORCHARD

The whole length of this path was cleared in September and while it could be further improved by the replacement of dilapidated and collapsing fencing, it is now easily passable.

My role as Parish Path Representative is to walk all paths at least twice every year and to advise the County Field Office and Chiltern Society Area Secretary of issues that need attention using the Oxfordshire County Council's on-line reporting page. I also undertake minor pruning and cutting back to keep gates, stiles and sign-posts clear.

Jane Warren

janewarren@gmail.com

0118 948 2300

March 2017.

MP expressed his gratitude to the Society for their wonderful work.

The Rotherfield Grey parish council meeting started after the annual parish meeting.

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FULL PARISH COUNCIL MEETING

014/17 APOLOGIES FOR ABSENCE

SODC Cllr. David Nimmo-Smith was hoping to arrive later but was detained.
SODC Cllr. Charles Bailey did not attend.

015/17 MEMBERS DECLARATIONS OF PERSONAL & PREJUDICIAL INTERESTS:

None

016/17 RESOLUTION TO ADOPT MINUTES OF PREVIOUS MEETING (9/01/2017):

The minutes as an accurate record and duly signed and dated by MP

017/17 OXFORDSHIRE COUNTY COUNCIL BUSINESS:

MARCH 2017 FROM CLLR DAVID BARTHOLOMEW

GENERAL OCC REPORT

The General OCC report is attached to these minutes and on the www.rotherfieldgreys.org.uk website.

The Unitary debate was highlighted from the above report:

There have been lots of ups and downs over the last year between the six councils (four district councils, Oxford City council and County Council). The latest situation is that the County Council, South Oxfordshire District Council and Vale of White Horse are now acting as one to put in a bid for Unitary government. Charvil, West Oxfordshire District Council and City Council are opposed. An amended bid document will be submitted to DCLG during the course of March.

**SPECIFIC REPORT FOR ROTHERFIELD GREYS
ALLEGED VERGE INFRINGEMENT AT BROADPLAT HOUSE**

Councillor Hill has again asked me to investigate tree planting and boundary issues at Broadplat House. I regret I am unable to help further on this matter and the situation remains as reported in September 2015:

I have made extensive enquiries and officers and I have visited the site. Officers have now stated that subsequent to consulting the Land Registry Map there is no evidence that the boundary of Broadplat House been moved. (It should be noted that these maps are not accurate and do not show the boundary or what the boundary features are). They have concluded that the five small newly planted leylandii and three cherry trees are on the highway verge. Having looked at the evidence that has been presented by all parties, and because the trees do not cause any issues to the highway or people using the highway, officers believe the only practical solution is to issue the owners of Broadplat House with a retrospective Planting Licence (issued under section 142 of the 1980 Highways act). This would allow the trees to remain, but the management and maintenance would be the responsibility of the property. This would be in-place until the trees are dead or removed. I have advised Councillor Hill that if the trees are now infringing on the highway they should be reported via FixMyStreet.

THIRD READING BRIDGE

I have just been advised that the draft traffic modelling report is finally available and I am meeting with an OCC officer on Thursday to review it.

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018/17 SOUTH OXFORDSHIRE DISTRICT COUNCIL BUSINESS

David Nimmo-Smith was unable to attend.

019/17 Parish roads

The traffic monitoring devices have been put in place. JOP was asked to do a weekly monitoring for a monthly report.

The plastic village gates have been inspected by SH and found acceptable. JOP to clarify the procedure of installation of the village gates. It was decided to not order any till the precept has been paid, in case current funds became too low. A re-measure of gate width needed (for Greys village) and GPS co-ordinates. JOP to do in April. White lining to be done in spring, JOP to check this has been scheduled. The discussion of signs the village gates to be done at May meeting.

JOP asked DB about 20mph – true not enforceable and only advisory? It is enforceable and expensive to instigate.

JH asked about the signs to be put up at Broadplat. It was decided that a village gateway (one part of a pair) to be put before Broadplatt Croft house and the signs would be put on that. ND suggested ‘WARNING – CONCEALED DRIVES’. This was agreed and material for this would be paid for by the council.

The following is the first data received from the traffic monitor devices.

| Camera | | Volume | Over Speed (31-36mph) thr village | Notes |
|---------|--|--------|-----------------------------------|---|
| 1017016 | Nth Maltsters - into village | 11,585 | 314 | 33 over that (36-41mph) |
| 1017016 | Nth Maltsters - out of village | 11,102 | 447 | 78 over that (36-41mph) |
| 017017 | Greys Rd E Highlands Lane to Greys | 11,997 | 1,327 | A lot of speeding towards village |
| 017017 | Greys Rd E Highlands Lane to Henley | 12,243 | 958 | Most trying to get to work on time (am) |
| 0545* | Greys Rd W Highlands Lane to Greys | 8,535 | | Old existing machine - no speed |
| 0545* | Greys Rd W Highlands Lane to Henley | 8,748 | | Old existing machine - no speed |

These figures are for 24 hours over a 7 day period

*week 2.1.17 only data available now

This shows very few cars speeding through village. Once out of village but still in 30mph limit most do speed into Henley or to Greys Green (war memorial).

Figures need looking at over longer period of time to ascertain times of trips and when. Times might indicate shopping or work. Even school runs. One week’s data over 7 day 24 hour period does not show a true picture of usage. JOP will collate data over the next year and try to ascertain a clearer picture of usage. Especially in regard to Highlands. It is important to get a base line of usage now to work out any extra cars after building starts and occupying of houses start.

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SH mentioned Dog Lane and the terrible state it was in. MP thought an email to DB might be the best way forward.

020/17 Village Spring Clean

Mrs. J. Duncan who organised the village clean gave the following report:

For the National Spring Clean weekend, forty people turned up on Sunday 5th March and collected 50 bin bags and a push chair and various car parts. Mrs. Duncan suggested a 'Spread the Word' campaign for the next year to get the whole community involved. She was also disappointed to discover within a week there was more rubbish accumulating. Biffa collected the rubbish and were amazed that such a small community in an AONB and National Trust land could collect so much.

Mrs. Duncan received a round of applause.

JOP informed the council that the asbestos has been reported for removal and all the litter picking equipment that been returned to SODC. The GAG alert email for this produced a great deal of confirmed attendance for Sunday 5th March.

021/17 Parish boundary walks (Beating the bounds)

JOP asked members for a date for the walks to coincide with bluebells and Sunday 23rd April was decided on. A GAG to be put out as soon as possible. JOP would work out the walks in detail and book a vicar for the blessing. ND and SH will lead longer 8 mile walk and there would be a leader and a follower (walking at the back to ensure no loss of participates). JOP for leader for shorter walk – 4 mile – and a back-marker to be decided.

022/17 MISCELLANEOUS:

a) Correspondence

SODC confirmed payment of first half of precept £3,944.00 first week in April 2017.

NALC (National Association of Local Councils) has increased the S137 payment to £7.57 per parishioner (257). Section 137 denotes payments made by the parish council for community or charities that benefit the parish. This is the maximum allowed amount and this totals £1,945.49. This total may change as the most recent electors figure is to be updated soon.

Letters of thanks for donations from: Sue Ryder £100, Chiltern Centre £100, Wyfold Riding for the Disabled and South Central Ambulance Charity £100.

b) Public Footpath/Bridleway Report

Jane Warren, Rotherfield Greys Chiltern Society Representative, provided a footpath report for the meeting:

Rotherfield Greys had had a lot of attention from the PMV's (Path Maintenance Volunteers) in the last year so there may be little to report in the months ahead as other parishes get some attention. The area they cover is immense - the whole of south Oxfordshire - from Crowmarsh to Mapledurham and Chinnor to Henley. I think Rotherfield Greys has benefitted from having the high profile Lambridge Woods in the parish.

ND reported a partially fallen tree across a path near Rocky Lane. JOP asked for a photo and location so she can report this to Jane Warren.

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c) Telephone Kiosk

A committee for adoption of the Rotherfield Greys telephone box is being formed. JOP asked the members if leftover paint from previous renovation of Shepherds Green kiosk be given to the committee. The members agreed. BT has confirmed that adoption can only be done through a public body, charities and owner of land. Nicola Whittle came to the meeting to assure the parish council that renovation and upkeep would be done by the committee. Mrs. Whittle has received some more information from BT that has conflicting information about adoption. The new information will be forwarded to JOP. Adoption by the parish council was decided on with no exterior alternations (as the kiosk is listed) and to be only re-painted pillar box red. Any interior changes would be up to the committee and anything left inside would be at the communities own risk.

d) Rotherfield Greys Website

The purchase of rotherfieldgreys.co.uk has stalled as no reply to emails. JOP to pursue another way.

023/17 PLANNING APPLICATION RESPONSE(s):

a) Applications to be considered

| | Registration Date/ Decision Target Date |
|--|--|
| P17/S0756/HH Shepherds Cottage Greys Green RG9 4QG Extension to existing dwelling. Replacement of existing garage The application can be viewed at the meeting by the public RGPC deadline: 23.3.17 RGPC response 'SHOULD BE APPROVED' 13.3.17 | 24 February 2017 21st April 2017 |
| | |
| P17/S0709/FUL The Walled Garden Badgemore Park Golf Club Badgemore RG9 4NR Removal of existing buildings and erection of 5no dwelling houses (2 x 2-bed dwellings, 1 x 3-bed dwelling and 2 x 5-bed dwellings) within existing walled garden; provision of private amenity space, car parking, bin and cycle storage The application can be viewed at the meeting by the public RGPC deadline: 22.3.17 RGPC 'NO STRONG VIEWS' 14.3.17 | 24 February 2017 21st April 2017 |

b) Planning responses

| | Registration Date/ Decision Target Date |
|--|--|
| P16/S4190/HH Heathfield, Badgemore RG9 4NR Single storey extension to rear of existing detached garage to provide ancillary family/guest accommodation. RGPC response 'NO STRONG VIEWS' 9.1.17 | 20 Dec 2016 14 Feb 2017 |

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P17/S0024/RM

Highlands Farm Highlands Lane Rotherfield Greys RG9 4PR
Reserved matters approval for appearance, landscaping, layout and scale following P16/S0077/O 'Outline planning application (all matters reserved except for access) for the phased development of the demolition of existing buildings and construction of up to 170 dwellings along with up to 2,000 m2 B1 employment space, a Community Hub, public open space, sustainable urban drainage, earthworks, structural planting, substations and associated infrastructure'

RGPC SHOULD BE REFUSED

.....

c) Planning decisions

P16/S3656/HH

22 Nov 2016

Cross Lanes Farm, Rotherfield Greys RG9 4QA

17 Jan 2017

Construction of a storage shed, incorporating a small workshop area

RGPC response SHOULD BE REFUSED 19.12.16

SODC GRANTED

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P16/S3721/HH

17 Nov 2016

Cherry Trees, Satwell Close, Rotherfield Greys RG9 4QT

12 Jan 2017

Demolition of single storey extension and double garage Construction of 2 storey extension to house and associated alterations. Construction of replacement garage

RGPC response 'NO STRONG VIEWS' 4.12.16

SODC GRANTED

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P16/S3672/FUL

4 Nov 2016

The Strip, Shepherds Green RG9 4QW

28 Feb 2017

Construction of detached private house

Response deadline 9th December 2016

RGPC response 'SHOULD BE APPROVED' 14.11.16

SODC REFUSED

.....

P16/S2721/FUL

18 Aug 2016

Greys Meadow, Rotherfield Greys RG9 4QJ

13 Oct 2016

Proposed removal of existing timber building and separate store and erection of a replacement purpose-built art studio and store for private use.

RGPC response: SHOULD BE REFUSED 15 Sept 2016

SODC GRANTED

024/17 WAR MEMORIAL: A course in maintenance and grants available has been circulated. Mr. Murphy had been willing to undertake this but has since withdrawn. Another person has been recommended but is on holiday at present.

025/17 FINANCE:

a) Donations/Subs:

OALC annual subscription £133.07

b) Accounts to pay:

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| | |
|--|----------------------|
| Clerk's salary | £268.66 |
| Office rent | £ 41.72 |
| Expenses: USBs (2) | £ 89.98 (VAT £17.99) |
| & Speed bin sticks 200 | £152.15 |
| & Mr. Denslow present | £ 16.99 |
| & OCC traffic devices | £240.00 (VAT £40) |
| Total | £809.50 |
| OALC course in 'Social Media for Local Councils' | £35 (VAT £7) |

(c) Pension Contributions

JOP has requested that the annual payment of employer pension contributions to be stopped as the previous clerk had now retired and was receiving her pension. A letter was presented to stop the bank standing order (although repeated requests to OCC for confirmation ignored). The letter was signed by MP and JH. JOP has discovered a way to remove RGPC from employer pension contributions register.

(e) Internal auditor

It was resolved to again appoint Keith Jefferies to be the internal auditor

026/16 Matters arising for information only

The clerk expressed her thanks for the OALC course 'End of Year Processes' paid for by the parish council.

The parish assets Inspection Log was handed to ND and was supposed to be started in November 2016. The clerk apologised for forgetting. The May meeting will also have the same form which needs to be completed by the September meeting.

As part of the risk assessment procedures, a USB stick with the most up-to-date files and website pages was handed to ND. ND handed the previous USB stick with the backup from January 2017. This ensures an off-site backup.

THE MEETING CLOSED AT 9.30 PM

Next meeting is the Annual (Electors) meeting on 15th May 2017