

**ROTHERFIELD GREYS PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD AT 7.30PM ON MONDAY 12<sup>th</sup> SEPTEMBER 2016  
IN GREYS VILLAGE HALL, GREYS GREEN**

**PRESENT:**

Susan Hems (vice-chairman) in the chair	SH
Richard Ovey	RO
John Hill	JH
Nick Digby	ND
<i>For part of the meeting:</i>	
David Bartholomew (OCC councillor)	DB
David Nimmo-Smith (SODC councillor)	DNS
Jane Pryce – Clerk	JOP

Members of the public/parishioners – None
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**038/16 APOLOGIES FOR ABSENCE**

Michael Pearey and Charles Bailey passed on his apologies for their absence

**039/16 MEMBERS DECLARATIONS OF PERSONAL & PREJUDICIAL INTERESTS**

Nick Digby will leave the village hall when his planning application is viewed by the members.

**040/16 RESOLUTION TO ADOPT MINUTES OF PREVIOUS MEETING 11<sup>th</sup> JULY 2016**

The minutes were declared as an accurate record and duly signed and dated by SH.

**041/16 OXFORDSHIRE COUNTY COUNCIL REPORT**

By Cllr. David Bartholomew

**GENERAL OCC REPORT**

**UNITARY DEBATE**

There have been reports suggesting that proposals for reform are off the table due to the lack of agreement between the City and District Councils, and the County. While it is true that Government wishes to proceed by consensus where possible, OCC hopes that the debate is not over – particularly when Grant Thornton has put forward a new compromise proposal, which has yet to be fully discussed. With £200,000 spent on independent advice, and with both reports showing that savings in excess of £100m are possible over a five-year time period through a single strategic authority for Oxfordshire, it is everybody's interest that the debate continues. The OCC Leader has asked officers to bring a paper to Council on 13<sup>th</sup> September, and Cabinet on 20<sup>th</sup> September, to ensure that Councillors have been able to express a view on this debate, and how OCC should move forward.

**RESIDENTS CAN GET THEIR ELECTRIC BLANKETS CHECKED FREE**

Now is the time for residents to book their blanket in for a free check in October. Oxfordshire County Council's Fire & Rescue Service and Trading Standards are urging electric blanket owners to get their blankets tested free of charge ahead of the

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approaching colder months. Testing electric blankets annually is important as all electrical systems have the potential to go wrong. In 2015 a total of 22 per cent of the electric blankets failed the safety test and were declared unsafe to use. They can be perfectly safe to use provided they are in good condition and have the necessary overheating safeguards incorporated into the design. Station Manager Chris Barber of Oxfordshire County Council's Fire and Rescue Service said: "Like any other piece of electrical equipment, it is vitally important that electric blankets remain in safe working order, last year nearly a quarter." Testing is by pre-booked appointment only, strictly on a first come, first served basis. Residents should call Trading Standards on 01865 815 000 option 4 to arrange an appointment or email [communityengagement@oxfordshire.gov.uk](mailto:communityengagement@oxfordshire.gov.uk).

**SUPPORT FOR YOUNGSTERS MAKING NEXT STEPS AFTER EXAMS**

Help is at hand for young people considering their next steps after receiving exam results this month. Oxfordshire County Council is giving advice and support for 16 to 19-year-olds about staying in learning, finding a job or starting an apprenticeship. Throughout the results period and beyond, staff will be available via the web chat service on the Oxme website or over the phone

(01865 328460) to talk to young people and parents about the wide range of learning and employment opportunities available in Oxfordshire, and to help with applications.

**OXFORDSHIRE COMET: A BOOKABLE TRANSPORT SERVICE**

The Oxfordshire Comet is a not for profit, bookable transport service for those who can't access suitable public transport. It can be booked for any type of trip, whether it's to meet friends in town, travel across the county, attend an appointment or pop to the shops. The service is available 10.15am - 2.30pm Monday to Friday (not Bank Holidays). It uses vehicles that normally take children to school and adults to day care centres. (OCC identified the times of the day when they weren't being used and are making them available so that residents can make the journeys they want.)

Because OCC already owns these vehicles, the Council only has to cover running costs, meaning charges are low for passengers. More information can be found here: <https://www.oxfordshire.gov.uk/cms/content/oxfordshire-comet>

**CARERS' STRATEGY AND CARERS' PERSONAL BUDGETS CONSULTATION**

OCC and Oxfordshire Clinical Commissioning Group work in partnership with other organisations to identify and support many of the 61,000 family, informal or unpaid carers in Oxfordshire. Both organisations do this because they recognise and value the important role that carers have in the lives of the more vulnerable members of our communities. A joint consultation is taking place in two parts: Part 1 of this consultation is about the Oxfordshire Carers' Strategy. This is a document about priorities for carers' support and the outcomes desired for carers of all ages. It also gives an overview of how carers are supported in

Oxfordshire. Part 2 of this consultation is about the proposed options for carers' personal budgets. There is no longer enough money for OCC to carry on doing things in the existing way, so OCC wants to find the best way of spending the funding available to meet the needs of as many carers as possible. Please take part by completing the online questionnaire here

<https://consultations.oxfordshire.gov.uk/consult.ti/Carers/answerQuestionnaire?qid=4183363> or by attending one of three workshops. Please first read the strategy and

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supporting documents available as part of this consultation. If you require a paper copy of these documents, please contact OCC by email on [carerssupportreview@oxfordshire.gov.uk](mailto:carerssupportreview@oxfordshire.gov.uk) or phone 01865 323410.

Consultation workshops

All taking place from 10.30am - 1:00pm on the following dates:

- 13th September at Didcot Civic Hall
- 15th September in Banbury Town Hall
- 29th September in Oxford Town Hall

To attend, please phone 01865 323410 or email [carerssupportreview@oxfordshire.gov.uk](mailto:carerssupportreview@oxfordshire.gov.uk)

**SPECIFIC REPORT FOR ROTHERFIELD GREYS  
TRAFFIC ISSUES AT BROADPLATT LANE JUNCTION**

At the July meeting I reported that a resident had expressed concerns about visibility and speeding traffic issues at the junction where Broadplatt Lane meets the Henley to Rotherfield Greys road. I asked officers for a report, however this is still outstanding. I will raise it again at the traffic issues meeting.

**GENERAL RG TRAFFIC ISSUES MEETING**

The Area Steward and I will be having a site meeting with members of the PC on Monday 26 September to discuss the PC's concerns about road safety issues.

**ROAD NARROWING AT THE LAMB**

The Cabinet Member has been handling this and will update you.

**042/16 SOUTH OXFORDSHIRE DISTRICT COUNCIL REPORT**

**General SODC report**

**Electric blankets** can be checked for free by the fire service at Henley Town Hall on 19 November in the morning.

**Comet buses**, which were only being using in the morning and evening, are now being pressed into service during the day for people with limited access to public transport. Swyncombe parish council have booked this service for Thursday mornings and maybe able to give feedback about this service. Please see the OCC report for a link and more information.

There is full SODC report attached.

**043/16 Parish Roads**

A site meeting is set for Monday 26<sup>th</sup> September at 2pm. Members are encouraged to attend. More details will be coming.

Concealed drives and Quiet Lane signs were suggested.

Green Place passing space has been filled in again so will be mentioned at the traffic meeting.

**044/16 MISCELLANEOUS:**

**a) Correspondence**

The Maltsters Arms emailed a thank you which JOP read out.

**b) Public Footpath/Bridleway Report**

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

**ROTHERFIELD GREYS FOOTPATHS - SEPTEMBER 2016**

Since the report dated July 2016 the Chiltern Society Path Maintenance Volunteers have carried out the following work:-

- Path RG4** (Opposite Lane End House)  
10 m of dense bramble cut back and gate adjusted
- Path RG5** (Entrance to Sams Wood)  
20 m of overgrown path cleared  
Adjacent **permissive path** that contours east through woodland also reinstated
- Path RG8** (South-east corner of Greys Court estate)  
90 m stretch north of bridge cleared  
NB Estate walk ie **permissive paths**, checked and waymarking found to be inadequate – recommendations to be made to Estate manager
- Path RG12** (Shepherds Green to Bolts Cross)  
Cut back by OCC contractors

**Permissive Paths** either side of junction of Henley Road and Rocky Lane  
Northern side towards Greys Green – 2 waymark posts replaced and path cleared  
Southern side – light clearance throughout length (this path leads to RG17 which runs from Henley Road through Lower Hernes to join Pack & Prime Lane)

**OUTSTANDING PROBLEMS**

The most pressing concern is the state of **RG35** which runs alongside Rocky Lane Orchard from Rocky Lane to Shepherds Green. Here leaning fences and overgrown vegetation make the path very difficult to use. The OCC Field Officer is aware of the issues and it is hoped that this matter will be given priority.

Other outstanding matters are of lower priority:-

- RG17 (Lower Hernes) Stiles rather rickety  
RG21 (Crosslanes Farm) Inadequate waymarking. Stile rather rickety  
RG25 (Lambridge Woods) Definitive line needs to be checked  
RG27 (Grange Farm) Path not reinstated through arable field  
RG29 (Lambridge Woods) Definitive line needs to be checked)  
RG57 (adjacent to Rose Farm, Rocky Lane) Unauthorized diversion

Two stiles to be put forward for the budget 2017/18

**c) Telephone kiosk:** The phone kiosk at St. Nicholas church has an article in ‘The Link’ asking villagers whether they want it connected or adopted. The cost to the parish council is £360 per annum if re-connected. A committee of villagers will have to be formed to adopt at £1. JOP can help with this but would like to refrain from another decoration but will advise

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and has paint left over. Graham Duncan was suggested to be asked to lead this committee if adoption is chosen.

**d) Rotherfield Greys Website:**

Although the website is live now there is work to do in the council pages for compliance with the Transparency Code. And there is a problem with search engines seeing different things. Two companies are being approached to fix this. Because the clerk gives up. JOP requested that the members checked the website and report any problems.

**e) Defibrillator Training:** A leaflet and article has been added to 'The Link' magazine and the alert email will inform that the training session has been booked for 6<sup>th</sup> October at 7pm at the village hall. JOP might not be able to attend. The members were asked to volunteer with table and chair placement. The trainer is Ian Jones who will be arriving to set up around 6.30pm. The deposit of £250 cash will be given to Joan Holmes for the duration of the hire of the hall. This should be collected from Joan after she checks for any damage.

**f) Queen's 90<sup>th</sup> birthday bench**

Bench quotes were viewed:

**Memorial Benches UK** - Great Maytham £450 inc VAT £90.

Top rail carving £59.95 Delivery £34.95

**Memorial Benches GB** - Queensbury £270.83 ex VAT £54.17 Gross £325.

Carving £50 Delivery £19.95

**Broxap** – Victoria £635 ex VAT

Kennington £559 ex VAT

Buckingham £480 ex VAT

Milao (no carving as more lightweight) £340 ex VAT

Top rail carving £150 delivery £100 ex VAT

Bench security fixtures extra. JH could provide these as they can be used without solid ground.

The Queensbury bench was chosen from Memorial Benches GB

The National Trust is still to reply to the request on placement.

Suitable words for carving were discussed.

TO CELEBRATE THE 90TH BIRTHDAY OF QUEEN ELIZABETH II 21 APRIL 2016

Was decided on

Treatment of the benches already there was seen as an urgent requirement – there are oak. JOP to find a contractor to implement once every two years.

**TIME SET ASIDE FOR QUESTIONS FROM THE PUBLIC**

**045/16 PLANNING APPLICATION RESPONSE(s):**

**a) Applications to be considered**

Registration Date/  
Decision Target

Date

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P16/S2857/HH 25 Aug 2016  
Pinfold, Greys Green RG9 4QG 20 Oct 2016  
Erection of new detached garage/car port and store building.  
RGPC response: SHOULD BE APPROVED Response deadline 30 Sept 2016

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P16/S2825/FUL 23 Aug 2016  
Pinfold, Greys Green Rotherfield Greys Henley on Thames RG9 4QG 18 Oct 2016  
Erection of new 3-bedroom dwelling with detached garage.  
RGPC response: SHOULD BE REFUSED Response deadline 14 Sept 2016

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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 Response deadline 15 Sept 2016

**b) Planning responses**

P16/S2671/HH 5 August 2016  
Lane End House Shepherds Green RG9 4QN 30 Sept 2016  
Replacement of existing outbuilding and garage.  
RGPC 'SHOULD BE APPROVED' 17 August 2016 Response deadline 30 Aug 2016

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Mr. D. Thomas of Greys End would like the parish council to ratify that they agree with Oxfordshire Council County about the posts outside his house to remain. OCC are happy for them to remain. The parish council response is 'should be refused' as this may set a precedence for similar posts if approved.

**c) Planning decisions**

P16/S2370/HH 11 July 2016  
The Temple, Lambridge Lane, Badgemore RG9 4NR 5 Sept 2016  
Part demolition + part relocation of existing log cabin side extension to be replaced with double storey side extension + internal alterations + addition of roof lights to the existing building.  
RGPC 'NO STRONG VIEWS' 17 August 2016 Response deadline 30 August 2016  
SODC granted 5 Sept 2016

**046/16 WAR MEMORIAL:**

None

**047/16 FINANCE:**

**(a) Donations/Subs:**

N&DCC £100

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Henley CAB £150

**(b) Accounts to pay:**

Clerk's salary	£268.66
Office rent	£ 41.86
Web hosting	£ 36.86
Hall rent	£ 26.00
Cheque Total	£342.32

The website hosting (automatic renewal) by the clerk once a year – net £29.88 VAT £5.98 (which can be reclaimed) Gross £36.86  
Hall hire for defibrillator training £26.00.

Reimburse JH for:

Phone box shelves	£390.00
Village green bench	£ 95.00
Cheque Total	£485.00

Phone box library shelves: materials including powder coating - £390 and labour £285 – Shelves total £390.

And for repair and moving of bench (after an attempt to steal it, the anti-theft anchor was damaged). The bench was found to be illegally sitting on a GPO cover so was moved on to two purchased concrete slabs £25 and labour £70. Bench Total £95

A cheque was raised with the members agreement for cheque total = £485 No VAT is be reclaimed.

Thanks was given to JH for his work.

**c) Payments received**

Second instalment precept banked 7<sup>th</sup> September 2016

Bank Balance = £18,216.36

**048/16 Transparency code update**

JOP checked the 'Transparency Code' for length of time they were supposed to be displayed. After clarification from NALC (National Association of Local Councils):

**The minutes** have to be for public viewing on the website for 3 years.

And:

**Notice of Conclusion of External Audit** for 14 days per year

And:

**End of Year Accounts** – section 2 of BDO external audit for the last 6 years. JOP can supply this as one document with all six years and then attach to minutes every year after.

And:

**Annual Governance Statement** - Section 1 of audit for 6 years with explanation of any negative responses to statements.

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And:

**Internal Audit Report** – page 5 of audit for 6 years – publication no later than 1 July

There are some additional documents required for **EOY accounts** - copy of bank reconciliation, explanation of significant variances and explanation of differences between ‘balances carried forward’.

All the documents above need to be put on a website as a legal requirement.

Decision by members to go back one year March 2015 and attach the accounts to the March minutes each year after and internal audit papers to be attached to minutes for July and external audit in September minutes.

The members agreed for the agenda to go out on GAG.

These changes will be implemented by the clerk shortly.

**049/16 Matters arising for information only**

External audit passed with the following comments:

Internal audit report point F. Petty cash was marked ‘not covered’ but it should be N/A but there is no ‘N/A’ on the form. Next time it should be ‘No’ and then say ‘no petty cash’.

And point G - ‘Salaries to employees and allowances to members were paid in accordance with this smaller authority’s approval and PAYE and NI requirements were properly applied’. Again marked ‘Not covered’ mainly because of the PAYE and NI piece. The PAYE code for Rotherfield Greys no longer exists but the approvals are minuted. JOP has informed the internal auditor of this.

JOP put, in section 1 under Trust Funds ‘No’ when it should have been N/A.

Comparative figures in Section 2 do not agree with last year. But the adjustments were proved correct. This is just for guidance of readers of the annual return.

The new email alert service, after a couple of false starts for some, is up and running. Would member like to think about policy for inclusion of BAG eg. Elizabeth Hodgkin asked about church activities being put on? And local events, such as the defibrillator training, the website going live, cricket? Email the clerk with suggestions and a decision to be made at next meeting.

The Link will also have an article about GAG email service and how to join. There was agreement to the name GAG. Greys Alert Grapevine is to emulate the famous BAG (Bix & Assendon Grapevine) alert system.

The new owners of Shepherds are interested in buying the well. NB to arrange a valuation. The well house was broken into on Friday night 2/3<sup>rd</sup> September NB has reinstated paddock fixing. Thanks to NB for that.

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The clerk requested that the councillors please think of projects/ideas (also include donations to local charities) for the good of the parish for costing for the budget 2017/18. This will be agreed for setting the precept 2017/18 also, at the November meeting.

Village gates were suggested.

Michael Pearey has suggested a January meeting to be included as this gives more time for the budgeting and precept, as every year after. The members agreed as a trial one off. JOP to book the hall.

JOP wondered if the parish be interested in doing a 'beating the bounds'. The idea was agreed and JOP to organise for spring

Training courses from OALC were read out by JOP and SH and ND asked to go on the planning courses in November. JOP to provide details and book.

Comet buses leaflet was requested to be put on GAG.

THE MEETING CLOSED AT 9.15 PM

Next parish council meeting is the 14<sup>th</sup> November 2016 at 7.30pm