

**ROTHERFIELD GREYS  
MINUTES OF THE  
ANNUAL PARISH COUNCIL (ELECTORS) MEETING  
HELD AT 7.30PM ON MONDAY 21st MAY 2018  
IN GREYS VILLAGE HALL, GREYS GREEN**

**PRESENT:**

Susan Hems (Chairman)	SH
Nick Digby	ND
John Hill	JH
<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	3
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**GAG = Greys Alert Grapevine email alert system**

**CIL = Community Infrastructure Levy paid by developers to mitigate the impact of new houses.**

**RFO = Responsible Financial Officer.**

The parish website is [www.rotherfieldgreys.org.uk](http://www.rotherfieldgreys.org.uk)

**027/18 APOLOGIES FOR ABSENCE**

Michael Pearey, Richard Ovey and David Nimmo-Smith emailed their apologies.

**028/18 MEMBERS DECLARATIONS OF PERSONAL & PREJUDICIAL INTERESTS:**

None

**029/18 RESOLUTION TO ADOPT MINUTES OF PREVIOUS MEETING (12/03/2018):**

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

**030/18 ELECTION OF THE CHAIRMAN AND VICE-CHAIRMAN**

SH was proposed for Chairman by ND and seconded by JH. ND was proposed for vice-chairman by SH and seconded by JH. The forms 'Declaration of Acceptance of Office' were signed by SH and ND and the Returning Officer (JOP).

**031/18 OXFORDSHIRE COUNTY COUNCIL REPORT:**

**GENERAL OCC REPORT**

The report was emailed to the councillors before the meeting and will be attached to the minutes and available on the website.

**SPECIFIC REPORT FOR ROTHERFIELD GREYS**

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**COUNCILLOR PRIORITY FUND**

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As advised at the last meeting, I now have a £15k Councillor Priorities Fund to allocate across my nine parishes. I will divide this in relation to parish size, thus I have £500 available for Rotherfield Greys to match-fund Highways projects. This means if the parish council identifies Highways works costing a total of £1000, I will meet half the cost from my fund. If the works are costed via OCC Highways and undertaken by them, all that is needed is my agreement to proceed; if works are costed and undertaken by third-parties a form will need to be completed followed by a simple OCC approval process. This fund is open all this financial year.

**DUNSDEN / EMMER GREEN 245 HOUSES**

I spoke on 2<sup>nd</sup> May at the planning inquiry held at Henley Rugby Club. My focus was primarily on the potential erosion of the distinctive urban-to-rural county boundary and cross-border administrative complexities.

**CAVERSHAM QUARRY LIAISON COMMITTEE**

The committee met on Thursday 12th April, 3.00pm, at Dunsden Farm Office. Key points were:

- Quarrying is now fully in progress (albeit with temporary interruption due to flooding).
- Construction of the new junction on the A4155 between Span Hill and Spring Lane will commence in May (subject to completion of legal work).
- During construction there will be one-way traffic with traffic lights on that section.
- Back-filling is likely to commence early next year.

Questions were asked about how the back fill was checked. This was weighted and filmed and spot checked.

And about speed cameras – how many were operational? This figure would not be released.

RO emailed a complaint – please put back the grass verge from Highlands Lane to Henley The fence, which is mine, has been broken, and had soil piled up against it, to the extent that the bottom rail is covered up in places.

DB asked the clerk to forward the information to him and to David Nimmo-Smith.

**032/18 SOUTH OXFORDSHIRE DISTRICT COUNCIL REPORT:**

Cllr David Nimmo-Smith emailed his report which will be attached to the minutes and on the website.

**033/18 CLERK'S REPORT**

SH, ND and JOP had met to discuss processes to comply with the Data Protection Directive. It was agreed that a policy for this should be drawn up and reviewed annually at the January meeting. ND would look at this.

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There was discussion about this and a member of public would like to be put on the GAG alert email distribution list. The email address for this was passed on.

The **internal audit** has been completed and passed with no errors.

A **COMET bus service** has one bus left – on a Monday. And still trying to find people to use it and parishes to commit (except Rotherfield Peppard, who has).

Any news on a booking secretary? It was agreed to look for a volunteer and involve any other parishes that are to join in on that.

In the meantime FISH kindly offered space (limited) on their bus.

The Henley Standard will run an article about this need for transport if we provide copy. SH agreed to write something. JOP has offered to be contact until something is arranged.

Jim McWhirter from Nettlebed who runs the COMET service north of the A4130 gave more information and answered questions. He estimated it took ½ hour of his time once a week to confirm bookings. He also offered his advice/knowledge to any future volunteer. He was thanked for coming and for his help. The service was seen as providing a great social need.

SID device – the clerk is trying to contact an existing Speed Awareness group in Kidmore End for more information and training. The SID device itself would be better to be bought new as the police one is old and has to be calibrated for each new site. Either one parish (to be confirmed) or it will be a joint parish purchase. JOP to come back when there is more information.

The ‘Model Standing Orders 2018’ needs to be adopted and there are a number of options for procedure and options on timings. These will be emailed and then agreed/discussed at the next meeting.

#### **034/18 PARISH ROADS**

For the OCC grant (reported above) – an agreement was made to ask for quote and then apply for red 30 circles on road. This will depend on cost.

#### **035/18 MISCELLANEOUS:**

##### **a) Correspondence**

Neighbourhood Policing newsletter – this will be put on website.

Continuing from the OCC report about more trucks bringing back-fill material to Sonning-on-Thames – it was asked how long the same thing would be happening at the Greys Green golf course? From the site visit last year (June), it was suggested 18 months. It was requested that the clerk ask to check how long it will be till the soil trucks finish.

##### **b) Public Footpath/Bridleway Report**

#### **Oxfordshire County Council (OCC) and The Role of the Chiltern Society**

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Cutbacks at OCC have reduced resources available for footpath management and maintenance. Jacqueline Smith has temporarily taken over Jonathan Beale's role as OCC Rights of Way Officer, but with reduced support. It has therefore been agreed with OCC that the Chiltern Society can carry out more tasks, viz

- surveying and marking out definitive lines where paths are off-line, for checking by OCC officers
- repairs to existing gates without reference to OCC
- drawing up lists of paths in need of regular mowing by OCC

**Chiltern Society Parish Path Representatives**

Stephen Fox, our long established and dedicated Area Secretary for six local parishes, will be handing over his role to Susan Maguire this autumn. Susan has a very detailed knowledge of the rights of way in South Oxfordshire, having been Chairman of both Henley and Goring Ramblers and Oxfordshire Ramblers.

The Area Secretary's role is to collate information about Rotherfield Grey's and other parishes rights of way and work with the Chiltern Society Path Maintenance Volunteers and the County Officers to maintain and improve them.

**Tasks Completed**

**RG6** (Rocky Lane)

Rotten hanging post of wooden kissing gate replaced - 24.4.18

**Permissive Path on NT land**

Very large fallen trees cut up and area cleared at west end of RG 17 where it meets road from Bolts Cross to Henley - 28.3.18

**RG35** (alongside Rocky Lane Orchard)

Fallen trees and overhanging vegetation cleared - 28.2.18

NB rickety fence leaning badly into path

**Outstanding Issues**

**RG1** (Shepherds Green) - Wire and wood post fencing fallen down – slightly obstructing path

**RG16** (Path from RG Church towards Lower Hernes) - Slightly off line where it meets RG17

**RG21** (Crosslanes) - Stile needs replacing. Lack of signage

**RG27** (from Lambridge Wood towards New Farm) - Path offline. Finger post needs replacing

**RG35** (Adjacent to Rocky Lane Orchard) - Obstruction from leaning fence

**RG57** (Rose Farm) - Unauthorized diversion

Jane Warren

Chiltern Society Footpath Representative

janerwarren@gmail.com

May 2018

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**c) Website Update**

No report

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

Two members of the public informed the council that they were getting married in September. There may be some disruption from cars coming. The village hall has been booked for that weekend for parking but there was also a cricket match that day. The clerk informed them of the email address for the cricket administrator to mitigate that.

**036/18 PLANNING/ENFORCEMENT**

**a) Applications to be considered**

No new planning applications requiring RGPC response at present.

**b) Planning responses**

[P18/S1091/FUL](#)

The Barn, Greys Green RG9 4QH

"Variation of condition 2 - approved plans on application ref. P17/S2489/FUL (Demolition of remnants of existing barn and reconstruction to create a four bedroom dwelling and erection of a car port) to add single storey linked garden room and sunken terraces"

RGPC - OBJECTION/COMMENTS - Variations appear to exceed the original brief by a CONSIDERABLE measure and therefore should be refused. This is a massive increase in bulk of the building footprint.

SODC decision target date 1<sup>st</sup> June 2018

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[P18/S0112/FUL](#)

Car Park adjacent to/west of 5 School Cottages, Greys Green RG9 4QG

"Two new semi-detached dwellings with parking to serve the existing and new dwellings on the site. (Amended plans received 15 March 2018 in relation to consultation responses)."

RGPC - NO OBJECTIONS with comments - in keeping with the AONB and conservation area and no trees remove and copping to a minimum

WITHDRAWN

The clerk was asked to check why this had been withdrawn.

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[P18/S1095/FUL](#)

Cherry Trees, Satwell Close, Rotherfield Greys RG9 4QT

Demolition of existing house and detached garage and erection of replacement house and detached garage and construction of outdoor swimming pool

RGPC - NO OBJECTIONS

SODC target decision date 11<sup>th</sup> June 2018

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[P18/S0394/HH - Amendment No. 1](#)

1 South View, Rotherfield Greys RG9 4QD

Part single storey, part double storey rear and side extension including two skylight windows.

Part garage conversion and garage extension to provide a car port. Removal of front porch

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and proposal of new side porch. (Amended plans submitted 20 April 2018 showing carport removed from the proposed garage extension and small increase in rear extension).  
RGPC - SHOULD BE APPROVED - great improvement

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**P17/S4409/O**

Highlands Farm, Highlands Lane, Rotherfield Greys RG9 4PR  
Outline planning application with all matters reserved for the construction of up-to 5 detached dwellings  
RGPC 'SHOULD BE REFUSED' comment - overdevelopment of the site  
SODC decision date 9<sup>th</sup> April 2018

**c) Planning decisions**

**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**  
**SODC decision REFUSED.**

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**P18/S0394/HH**

1 South View, Rotherfield Greys RG9 4QD  
Part single storey, part double storey rear and side extension including two skylight windows.  
Part garage conversion and garage extension to provide a car port. Removal of front porch and proposal of new side porch.  
RGPC 'SHOULD BE REFUSED' comments - This is a big extension so notice MUST be taken of neighbours views  
SODC decision GRANTED

**037/18 WAR MEMORIAL & BUS SHELTER (WELL HOUSING)**

The war memorial refurbishment has been finished. The grant report shall be done by the clerk shortly to thank SODC for the £741 towards this work.

The bus shelter refurbishment is finish apart from the four stone blocks, two either side of the gate, are to be replaced in summer by AF Jones. JOP to obtain a SODC grant for this first, as the work cannot commence before application, which will be end of May 2018.

**038/18 INTERNAL AUDIT 2017/18**

The Annual Governance statements were read out and agreed.  
The Certificate of Exemption and Accounting Statements were signed by the chairman and the clerk.  
The EOY accounts were approved and signed.  
This forms the paperwork for the next stage – the External Audit.

**039/18 FINANCE**

**a) Donations/Subs:**

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None

**b) Accounts to pay:**

**Jane Pryce**

Clerk's salary (April/May)	£294.66
Office rent	£ 41.68
<b>Total for cheque</b>	<b>£336.34</b>

**Mr. Green** – maintenance of war memorial site - **£200** for 6 months.

**Jefferies Accountancy** - Internal audit £399.00 (VAT £66.50)

**AF Jones** - war memorial work £4,376.88 (VAT £729.48)

**Defibrillator** pads to be replaced, every two years. These are supplied from **WELmedical** for £47.88 (VAT £7.98).

**Zurich** - parish council insurance £797.46

**SH** – refund of £50 for donation for the phone box restoration. Council approved.

As this will be a cash donation, would the councillor like to be seen putting £50 in the jar at the Maltsters? This was agreed.

**Information Commissioners Office** requires a direct debit annual payment of **£35**. This is in relation to Data Protection. The mandate to set this up was signed by JH and the clerk.

**c) Payments received**

First half payment of Precept £4,030.00 was received.

Bank Balance £12,449.10

VAT reclaim of £1,781.15 has been submitted.

**S137 charity payments** must not exceed electoral population (257) x 7.86 per annum. This has increased for 2018/19. Which allows a total of £2,020.02. The budget 2018/19 has an estimated spend of £1,761.00.

**040/18 Matters arising for information only**

Updated **USB** stick handed to ND. And previous one returned. This forms part of the risk assessment process of off-site backup.

JOP asked if words (see below) for opting out of GAG were now correct? Council agreed. "If you wish to be removed from this email alert distribution list please email [jane@lindonpryce.demon.co.uk](mailto:jane@lindonpryce.demon.co.uk)"

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New email addresses have still to be investigated.

**Register of data controllers**

The clerk had registered Rotherfield Greys Parish Council for herself to be the controller and ND to be Data Protection Officer. The reference number is A8729199.

The External Structures inspection form as handed to ND. This should be passed round to councillors to check their allotted parish assets. The clerk asked it be completed by the November 2018 meeting and returned to her.

THE MEETING CLOSED AT 8.49 PM

Next meeting – 9<sup>th</sup> July 2018