

**ROTHERFIELD GREYS PARISH COUNCIL  
MINUTES OF THE ANNUAL PARISH COUNCIL ‘ELECTORS’ MEETING  
HELD AT 7.30PM ON MONDAY 20<sup>TH</sup> MAY 2019  
IN GREYS VILLAGE HALL, GREYS GREEN**

**PRESENT:**

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

Members of the public/parishioners present for part/all of the meeting	1
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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)

**027/19 APOLOGIES FOR ABSENCE**

Richard Ovey was unable to attend.

**028/19 MEMBERS DECLARATIONS OF PERSONAL & PREJUDICIAL INTERESTS:**

None

**029/19 RESOLUTION TO ADOPT MINUTES OF PREVIOUS MEETING (11/03/2019):**

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

**030/19 ELECTION OF THE CHAIRMAN AND VICE-CHAIRMAN**

ND was proposed as chairman by MP and seconded by SH. SH was proposed as vice-chairman by ND and seconded by MP. The paperwork was signed by both and witnessed and signed by the returning officer.

**031/19 OXFORDSHIRE COUNTY COUNCIL REPORT:**

This report will be attached to the minutes and available on the website.

**SPECIFIC REPORT FOR ROTHERFIELD GREYS**

**OVO ENERGY WOMEN’S TOUR**

As detailed above, the cycling race will be passing close to Rotherfield Greys on Wednesday 12 June. Full details about communities and businesses can get involved are here:

<http://news.oxfordshire.gov.uk/oxfordshire-communities-and-local-businesses-gearing-up-for-ovo-energy-womens-tour-cycle-race/>

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This event will have a rolling road block.

It was suggested that parishioners might like to watch from Peppard Common.

**SPEED LIMIT ON ROAD FROM GREYS ROAD HENLEY TO ROTHERFIELD GREYS**

I have received a further request from the resident who contacted me last year to introduce a 30mph limit here. The situation has not changed and I advised that the frontage density would not meet requirements for a 30mph limit. A case could be made for a 40mph limit but, if successful, implementation costs would be in the region of £5k to £7k and these would have to be borne by the parish council. Costs are high because of the consultation and legal costs. I repeated to the resident that he needs to contact the parish council to progress this matter.

**THIRD READING BRIDGE**

I attended the Reading Area Transport Forum on 20th March and the bridge was an agenda item. Independently of Oxfordshire councils, Berkshire has commissioned further work to support the 'business case'. The work is being conducted on a pro bono basis by consultants hoping to move the project forward, however officers reported that there had been a delay on starting the report. It will cover 'buildability' and resources, but not 'mitigation measures'.

**COUNCILLOR PRIORITY FUND**

I am advised that my contribution of £500 towards line marking works (dragon's teeth and roundels) from my Councillor Priority Fund 2018/19 has been processed. I would be pleased to offer similar match-funding of £500 for 2019/20.

DB was thanked and the parish council will consider this.

**DOG LANE RESURFACING & SIGNAGE**

A resident has been in extended contact with Hugh Potter, Group Manager Area Operations, in relation to this matter. The PC Chair has been copied on the latest response. OCC is reluctant to fund 'Restricted Byway' signage but there is a possibility I could get them to agree to the one below. It is about A4 in size.

Questions were asked about the position that it would be displayed in. DB asked that the any preferred co-ordinates be emailed to him.

DB was thanked for pushing for this sign.

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**Notice:**  
**Restricted Byway Only**

**No public rights for motor vehicles**



**Restricted Byways may be legally used by  
walkers, horse riders, cyclists, horse drawn  
carriages and by some classes of mobility  
vehicles for the disabled**

**Driving a motor vehicle on a  
Restricted Byway is an offence**

**(except in an emergency, or to gain access to property  
or if you can prove lawful authority)**

*Further information:*  
Countryside Service  
Oxfordshire County Council  
Holton  
Oxford OX33 1QQ  
Tel: 01865 810226  
e-mail: [countryside@oxfordshire.gov.uk](mailto:countryside@oxfordshire.gov.uk)

 **OXFORDSHIRE  
COUNTY COUNCIL**  
ENVIRONMENT & ECONOMY  
[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

The thick white lines running along the both edges of the road in the village would be a refresh and DB was asked if any knowledge of when this would be done as this had been requested for two years. Also the moving back of the chevron sign at Broadplatt. DB asked this to be emailed to him by the clerk.

**032/19 SOUTH OXFORDSHIRE DISTRICT COUNCIL REPORT:**

SODC Councillor Jo Robbs introduced herself. Congratulations were given to her election success. The new council make up was explained. JR said that either herself or Cllr. Lorraine Hillier would attend meetings in the future.

The clerk asked why the planning application that would be considered during the meeting would go to a planning committee. Because she was now a district councillor, it may come under a 'conflict of interest'.

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JR gave an update to the current situation at the Lamb pub, Satwell. Although not in the parish there are some overlapping issues. There will be an eviction carried out shortly.

A SODC report can be found on the website.

**033/19 COUNCILLORS ‘DECLARATION OF ACCEPTANCE OF OFFICE’**

Councillors Susan Hems, Nick Digby, Richard Ovey, Michael Pearey and John Hill were nominated in a non-contested election. Declarations of Members’ Interests were collected and Acceptance of Office forms were signed by all present councillors and witnessed by the Returning Office – Jane Pryce.

If any councillor does not sign this then (eg. Richard Ovey) the council has to state that it can be done at a later date. Which they did. But can be done in the presence of the clerk not the council.

The Councillors were urged by the clerk to complete and send their NIL expenses forms as soon as possible if not already been done.

**034/19 CLERK’S REPORT**

The new year’s cricket fixtures has been put on the [www.rotherfieldgreys.org.uk](http://www.rotherfieldgreys.org.uk) website.

The ‘clear up after your dog’ signs are allowed on posts at stiles/kissing gates. This had been confirmed at a Chiltern Society path rep training session the clerk attended and by OCC officer in attendance. These signs will be posted to her.

The clerk had talked to Ken Jones (of AF Jones Stonemasons) again to get the pad-stones at the **bus shelter** replaced. Also the noticeboard has a quote for £1,895.00 + delivery + VAT and was the only company to come back with the correct size and a quote. I have dealt with this company before and was very impressed with their service. When the phone kiosk is done, this will play a part in the tourist information and artwork project of the villagers. And provide a public noticeboard. A notice should be incorporated requesting people use that rather than the wooden boards enclosing the shelter. Also it should be used as a third location of the agenda for parish council meetings, etc. The parish council has been awarded 2 SODC grants for the bus shelter (£500 for the pad-stones and £500 for the noticeboard). Also this is of community value and could be a CIL payment be used? It was agreed the noticeboard be ordered and the confirmation of the CIL use be confirmed later.

The silver birch tree that was planted on Armistice Day last year (at Shepherds Green) has been moved further away from the road.

**VAT** reclaim of £1,116.47 has been submitted on 2<sup>nd</sup> May 2019.

The Information Commission’s Office annual fee had been cancelled as not required for smaller parish councils, with the agreement of the council.

I have been elected chairman of the Centenary committee of the **Greys WI**. Any plans for the event should include the community as the WI stated in the annual report to the council. There was a wish to reintegrate with the parish as it had been. Focus will be national as Lady Brummer was the Greys WI chairman and the National president of the WI. Permission to use GAG for this was confirmed.

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It was suggested to take a table at the Village Fete.

**The Royal British Legion** – A poppy card with a message from the Rotherfield Greys parish council ‘Your bravery will never to forgotten’ was submitted to be displayed in Normandy for the commemoration of the D-Day landing 6th June 1944.

**035/19 PARISH ROADS**

The work on gullies/grips at Rocky Lane junction were approved of and had greatly alleviated the flooding there.

The destroyed village gate at Bolts Cross was ask about and when would it be replaced. The clerk confirmed it was reported but it was unknown when this would happen. JOP confirmed she would add it to the white lining email to DB.

As a head count of pedestrians had been requested from Henley Town Council/SODC, the clerk had received messages from many villagers willing to do a head count. This is for the on-going request for funding from the CIL payments generated by Highlands Park. It was suggested that one day be set aside and each volunteer doing an hour of counting. A weekend in June or September would be best.

And radar cameras? This would wait till there was a larger occupancy of Highlands Park development. This is record traffic volume and speed and would be compared to previous readings.

Need to get written permission from all Maltsters Cottages about the pavement as will impact on the front gardens but this is a re-instatement of the pavement that was there. A letter would be drawn up with a form to indicate acceptance of the work.

**036/19 MISCELLANEOUS:**

**a) Correspondence**

OALC (Oxfordshire Association of Local Councils) are asked for nominations on their Executive Committee. The nominations are open from 1st May to 3rd June. Please ask the clerk for more information/nomination forms.

A letter from Enrych – read letter as to remit of charity. The council showed no interest.

**b) Footpath report**

Jane Warren apologised she could not provide a report for this meeting as she had been on holiday.

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

**037/19 PLANNING/ENFORCEMENT**

The SODC issued a notice on the naming of the building in Greys Meadow as ‘Greys Meadow Studio’.

**a) Applications to be considered**

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[P19/S1468/HH](#)

The Rosary, Shepherds Green, Rotherfield Greys RG9 4QL  
Extensions at first and ground floor to increase first floor bathroom size and ground floor utility spaces.

This was discussed and the response was NO OBJECTIONS

**b) Planning responses**

[P19/S1077/HH](#)

Greys End Road From Greys Green To Bolt's Cross, Rotherfield Greys RG9 4QJ  
Single storey timber orangery to replace existing conservatory  
RGPC - NO OBJECTIONS

.....  
[P18/S4125/FUL & P18/S4126/LB – Amendment no. 1](#)

New Farm Road from Gravel Hill to Broadplat House, Badgemore RG9 4NX  
Conversion of existing curtilage listed Cookery School and adjacent stable to new residential Annexe.

RGPC response NO OBJECTIONS  
SODC decision GRANTED but not clear if this for the amendment.

.....  
[P18/S3417/FUL - Amendment No. 1](#)

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 22 February 2019, showing revised design of the dwellings).  
RGPC response - NO OBJECTIONS  
The SODC decision date is 24<sup>th</sup> May.

.....  
[P19/S0161/FUL - Amendment No 1](#)

Pinfold, Greys Green RG9 4QG  
Erection of two two-storey 5-bedroom dwellings. (as amended by plans received 21 March 2019 revising the design, scale and position of the proposed dwellings and adding privacy screens to the proposed rear balconies).  
RGPC - OBJECTS with comments - overdevelopment - Site suitable for one house only- this application is going to planning committee.

.....  
[P19/S0161/FUL](#)

Pinfold, Greys Green RG9 4QG  
Erection of two two-storey 5-bedroom dwellings  
Rotherfield Greys parish council OBJECTS to the application with the following comments:  
‘Plot 1 is overdevelopment with little amenity space for a 5 bedroom house and suggest a smaller house there or one 5 bedroom house on the plot instead of two. The parking provision for two 5 bedroom houses seem to be lacking. The single lane track would not allow parking and if used would block the track to traffic.  
SODC Target Decision Date: 19th March 2019  
There is CIL liability of this development

**c) Planning decisions**

[P19/S0667/HH](#)

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Lambridge Wood House, Lambridge Hill near Bix RG9 4RZ

Two storey extension.

This application has been WITHDRAWN

**038/19 FINANCE**

**a) Donations/Subs:**

None

**b) Accounts to pay:**

**Jane Pryce**

Clerk's salary £294.66

Office rent £ 41.68

**Total for cheque £334.34**

Mr. Green for maintenance of War memorial ground £200

**c) Payments received**

Precept: First half £4,007

SODC grant £500 for bus shelter noticeboard

Bank interest £0

VAT refund: £1,116.47

CIL payment: For 2019/20 £4,979.52

This is for the 5 houses built at The Walled Garden, Badgemore Park Golf Club.

Bank Balance £19,252.70

ND requested that he be a signatory for cheques. The clerk would provide the forms.

**039/19 INTERNAL AUDIT**

The following statements were read out and agreed by council:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

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5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

The above statements were confirmed and approved.

AGAR forms and paperwork:

End of Year Accounts

The Bank Reconciliation

The Significant Differences explanation

AGAR (Annual Governance and Accountability Return) part 2 sheets 3, 5 and 6.

All of the above documents were agreed by council and were signed by the clerk and the Chairman.

The AGAR sheet 6 will be on the website.

**040/19 COMMUNITY INFRASTRUCTURE LEVY - PROPOSALS**

For 2019/20 £4,979.52

For 2018/19 £2,489.76

This is for the 5 houses built at The Walled Garden, Badgemore Park Golf Club.

Total: £7,469.28

The 2018/19 CIL of £1,046.37 was spent on the white lining in parish. This leaves £1,443.39 from the 2018/19 payment.

The total CIL money available for any highways/community improvements is £6,422.91.

The annual CIL spend report to SODC has been submitted for 2018/19.

The clerk stated that incurrent mitigation spending on CIL would have to be given back to the SODC.

This subject will be discussed again at future meetings.

A car park is needed to clear the verge that is constantly being parked on. It was agreed to talk to the church about this.

**041/19 Matters arising for information only**

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



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A new bus service H2 on Thursdays. The route starts at Stoke Row and ends at Henley railway station. It passes by the Greys village hall and stops at Greys Court – I believe you can hail it and cost £3 for a single (£1.50 for children). Please see [www.goingforwardbuses/new-henley-service-h1-h2](http://www.goingforwardbuses/new-henley-service-h1-h2). The clerk will try this service out and see what the take up was for the Greys Court stop. Once more information was available the clerk should put out a GAG email about this.

ND and MP could not make the next meeting. It was asked if it could be changed. The clerk would get back to council on this.

THE MEETING CLOSED AT 8.45 PM

Next meeting – 15<sup>th</sup> July 2019