

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN SHIPLAKE  
MEMORIAL HALL  
ON MONDAY JUNE 9<sup>th</sup> 2014 AT 7.45 P.M.**

- 1. PRESENT.** Mr T Taylor, Mr G Thomas, Mr R Head, Mrs A Law, Mr D Pheasant, Mr G Davies. Mr M Leonard (DC) Mr D Bartholomew (OCC). Mr F Maroudas, Mr C Smith, Mrs J Arnott sent their apologies
- 2. DECLARATIONS OF GIFTS & INTEREST.** Councillors were given the opportunity to declare any gifts or interest in any item on the Agenda. None declared
- 3. MINUTES OF THE AGM HELD ON MONDAY, MAY 12<sup>th</sup> 2014** were approved on a motion proposed by Mr G Thomas and seconded by Mr R Head.
- 4. MATTERS ARISING FROM PREVIOUS MEETINGS**
  1. Waste Bin Plough Lane Bus stop –Clerk updated Council.
  2. Thames Water flooding issues: Councillor R Rose has responded by letter, circulated to Councillors. Mr G Thomas will respond to the letter and meet with Mr Gordon Hunt on site. **ACTION : Mr G Thomas**
- 5. POLICE MATTERS.**

SHIPLAKE PC REPORT JUNE 2014: submitted by PCSO Richardson.  
28/05/14 READING ROAD (SHIPLAKE SIDE A4155) vehicle came off road with no injuries  
17/05/14 NEAR MEMORIAL CROSS – Large tree in road- Highways dealt with this  
Other than this we have no more reports to give, it has been a fairly quiet month for us. One thing to be aware of in the area at the moment is that we are having increasing reports of fuel siphoning especially diesel, and also a large number of sheds broken into for items such as tools and garden equipment.
- 6. O.C.C. Cllr D Bartholomew** submitted the following report:  
**GENERAL OCC REPORT**

**1. DISTRICT & EUROPEAN ELECTIONS**

On 22nd May, Oxfordshire residents had the opportunity to vote for their Members of the European Parliament. Our county elects as part of the South East of England Constituency that returns 10 MEPs to the 751-strong Parliament. There are now 4 UKIP and 3 Conservatives alongside one each for Labour, Green and Liberal Democrat. There were also district elections in a third of the seats in Cherwell and West Oxfordshire, and for half the seats in Oxford City. West Oxfordshire and Cherwell remain under Conservative control; Oxford is held by Labour.

**2. CONNECTING OXFORDSHIRE**

The Leader of the Council, Ian Hudspeth, launched Connecting Oxfordshire in April. This outlined the strategic transport schemes that the County Council and our partners, such as Network Rail, will deliver between now and 2020.

Over the coming months he will be travelling around Oxfordshire giving presentations to residents, with particular focus to those local areas. Each meeting takes place at 7.00pm:  
Wed 16 July Henley Town Hall **Mr T Taylor and Mr G Thomas offered to attend.**

OCC is starting the process for the next Local Transport Plan (LTP4) and discussions from these events will also feed into that plan. It is vital that we have a transport system, which will enable residents to move around the county efficiently.

For more information on Connecting Oxfordshire, please see:

<https://www.oxfordshire.gov.uk/cms/news/2014/apr/county-council-leader-outlines-his-visiontransport-connecting-oxfordshire>

**3. ADULT SOCIAL CARE GRANT**

Thanks to a successful bid, the County Council has been granted £459k to expand and develop social care in Oxfordshire. It will be spent on a range of initiatives designed to enhance social care delivery locally, including training on assistive technology that will allow

people to be cared for in their own homes for longer rather than being admitted into a home.

For more information: <https://www.oxfordshire.gov.uk/cms/news/2014/may/council-gets%C2%A3450k-grant-develop-local-adult-social-care-workforce>

#### **4. OFSTED INSPECTIONS**

A four-week inspection of Oxfordshire schools took place in May. While the Children's Services Directorate prepares for these regular inspections, Ofsted will only give 24 hours' notice to see schools performing as they would on an everyday basis. The results will be known at the end of June and give a clear indicator of performance (either inadequate, requires improvement, good or outstanding).

#### **5. THRIVING FAMILIES INITIATIVE**

Latest Government figures show the 'Thriving Families' scheme run by the County Council has turned around the lives of more than 400 families in Oxfordshire – continuing to place the county among the best performing local areas. This is known nationally as the Troubled Families programme and has been set up to turn around 120,000 troubled families nationwide by March 2015.

New figures show the programme, in which a dedicated worker is assigned to each family to give hands-on support, has brought about positive outcomes for 444 of Oxfordshire's most troubled families, by tackling problems such as crime and antisocial behaviour, poor school attendance and unemployment. This means more than half (55 per cent) of the 700 families the council has worked with so far, have turned their lives around. This is well above the national average of 33 per cent. The council has invested £1.6million in the scheme and is trialling a DCLG Cost Benefit Analysis tool, which shows that for every pound invested the Thriving Families Team saves the public purse £3.22.

#### **SPECIFIC REPORT FOR SHIPLAKE**

#### **6. LAFARGE APPLICATION TO EXTEND CAVERSHAM QUARRY**

OCC has still not been notified of the Secretary of State's intentions regarding the potential call-in of this application.

#### **7. EXPERIMENTAL TRAFFIC ORDER**

The additional restrictions will be introduced as an Experimental Order. It is envisaged that the work will be done during the school holidays. I will report further when I have more information.

#### **8. SPEED CAMERA NEAR PLOWDEN ARMS**

OCC has now received a quote of c. £5,000 for relocating the existing speed camera to the site on land owned by Shiplake College. The quote does not include the connection to the private electrical supply from the school's premises to the feeder pillar (although does include the cost of the feeder pillar and ducting to the garage building as identified in the site visit). OCC is prepared to fund the works included in the quote and the check markings on the carriageway from the safety camera maintenance budget, but has asked that the cost of the electrical connection works is met by Shiplake College and/or Shiplake Parish Council. Shiplake College's own electrical contractors need to: 1) Advise on how the electrical connection into their building/existing cabling is to be done; 2) Provide the cabling within the duct to the feeder pillar (a distance of c.25m); 3) Provide the quotation for this work. (Shiplake College has already agreed to meet the ongoing electricity costs.)

As mentioned previously, it is not known how long the police will be supporting this type of camera system, which is becoming obsolete. Current indications are for perhaps 4 to 5 years.

## **9. POTENTIAL THIRD READING BRIDGE**

At the second summit at the beginning of the month it was agreed Wokingham would lead on the traffic modelling. They will report before the MPs' summer recess.

## **10. REPAIR OF ROAD BETWEEN PLAYHATCH ROUNDABOUT AND SONNING BRIDGE**

The road was closed for part of last weekend for initial exploratory work. OCC is undertaking to repair the road prior to the winter, but the possibility of raising the road has been deferred subject to flood-modelling work to be conducted in conjunction with the Environment Agency.

## **11. COMMUNICATION WITH DEPUTY LEADER REGARDING THAMES WATER**

At the request of the PC, I pressed the Deputy Leader for a response to the PC's letter and I understand this has now been sent.

## **12. SHIPLAKE PUBLIC FOOTPATHS 7 & 36 (MILL LANE)**

Further to my last report, the field officer and team has visited the site and has advised me of the following:

There has been some notable progress:

We noted that vegetation had been trimmed back at a number of locations, along with some vegetation in the property nearest the viaduct having clearly been sprayed – which suggests work is 'in hand' for this to be removed.

All the 'Beware of the Dogs' signs had been removed and there are no longer any misleading signs around the railway viaduct.

We refreshed / replaced a good number of waymark disks – including that of the Restricted Byway.

There was not a problem with the electric fencing within the grass fields (which incidentally, had recently been re-sown so is unlikely to see livestock for a while).

The fallen trees had been removed by the field owner.

We noted a few matters that we will be following up on, including providing suitable waymarking of the footpaths from the Restricted Byway.

We noted the duplication of signs on the Restricted Byway and will also follow this up.

I understand from Network Rail that they are awaiting final consent from the Environment Agency for the bank works under the viaduct. In the meantime the temporary barrier remains in place and walkers can easily pass by.

The remaining route around the river and up to Lashbrook has also been mown by our contractor.

## **13. CROSSING POINT ON THE A4155 AT MEMORIAL AVENUE**

Mark Francis, Senior Traffic Technician, has visited the site but wants to revisit and take more measurements before being able to confirm whether the Parish Council's idea is feasible. He is concerned about the road widths adjacent to the bus stop. The issue of funding is unresolved.

## **7. S.O.D.C. – Cllr. M. Leonard.** submitted the following report :

1. Mr Leonard asked if the parish Council were content with the proposals for the Wyevale site described in the JHNNP consultation document >The Chairman confirmed that the Council were content with the overarching aims of the Plan.
2. There will be Individual Electoral registrations commencing on the 10<sup>th</sup> June 2014 for all residents, every individual will now have to apply to get onto the register.
3. Community Governance Review .Consultation out for review
4. The Biffa waste collection contract has been extended to 2024
5. An Air Quality Action Plan has been launched Consultation from 2<sup>nd</sup> June to 4<sup>th</sup> July
6. TPO's Mr Tom Wyatt now has overall responsibility for trees and he has agreed that there are avenues within Shiplake that need to be protected .The Tree Officer is scheduled to make a site visit and meet with council representatives.

## **8. OPEN FORUM** The Chairman closed the meeting at 8.09pm to allow comments questions from members of the public present.Prof R Wild strongly represented the case provided by SVP on parking at

the corner shop and Shiplake primary School. The chairman responded to the parking issues at the shop by stating that OCC had carried out a site/safety visit and saw no reason to change current arrangements. With regard to the issues at Shiplake primary school the clerk was requested to contact OCC and request a site visit ACTION :Clerk

Mr R Curtis (Shiplake College )updated Council on progress with the proposal to move the location of the Speed Camera which will be broadly funded by the college >Mr Curtis requested funding assistance for the costs of consultation and signage (c £8-10K)with the proposed implementation of a 20mph village wide speed restriction .The Chairman responded by saying that the council were supportive of project but would need to prioritise spending requests as there now a number up for consideration .Mr Curtis was requested to forward correspondence to the Clerk ACTION : MR R Curtis

The Chairman closed the open forum at 8.37pm.

## **9. SPECIAL REPORTS-PLANNING.**

### **10. PLANNING**

The Planning Working party submitted the following recommendations

The number of planning applications continues to run well ahead of last year, with 28 already received ytd compared with a total of 40 for the 12 months of 2013. The following applications and determinations were received from SODC Planning, and recommendations made regarding the former are as follows:

#### **A) APPLICATIONS**

P14/S1155 Abbotsbury, Woodlands Road, Harpsden RG9 4AA

Proposal: First floor extensions and rear conservatory Type: Other

Recommendation: **NO STRONG VIEWS**

P14/S1233 Long Acre, Station Road, Lower Shiplake RG9 3JS Type: Other

Proposal: Demolition of existing and erection of new rear and side extensions.

Recommendation: **NO STRONG VIEWS**

P14/S1301 28 Badgers Walk, Lower Shiplake RG9 3JQ Type: Other

Proposal: Single storey side and front extensions and change of flat to pitch roof on garage.

Recommendation: **NO SRONG VIEWS.**

P14/S1361 Chelford House, Reading Road, Lower Shiplake RG9 3JN Type: Minor

Proposal: Erection of 2-storey 5-bedroom dwelling with construction of new vehicular access and landscaping and alterations to existing vehicular access to Chelford House.

Recommendation: **REFUSAL** on grounds including traffic generation and safety, over-development and loss of tree amenity.

NOTE: This application is reported to have been withdrawn for re-submission.

P14/S1505 Easby Orchard, Plough Lane, Shiplake Cross RG9 4DD

Applicants: Mr & Mrs S Garton Type: Other

Proposal: Ground and first floor extensions

Recommendation: **NO STRONG VIEWS**, but with restriction on 1st floor balconies.

P14/S1387 Conway, Baskerville Lane, Lower Shiplake RG9 3JY

Applicant: Mr G Thompson Type: Minor

Proposal: Demolition of existing dwelling and replacement with new two storey dwelling

Recommendation: **REFUSAL** on grounds of scale and bulk, with recommendation that depth of building be restricted to dimensions previously approved under P13/S2898 and 1st floor balconies be restricted due to over-looking.

P14/S1586 Ferry Cottage, Lashbrook Road, Lower Shiplake RG93NX

Applicant; Mr J Smith Type: LDP

Application for certificate of lawful development for proposed 2 storey extension and single storey recreational outbuilding.

Comment: We have cited floodplain considerations apply and that the Environment Agency should be consulted before this application proceeds any further.

The recommendations were approved on a motion proposed by Mr T Taylor and seconded by Mr G Davies.

## **B) DETERMINATIONS**

P14/S0799 Hillmorton, New Road, Lower Shiplake RG9 4BH  
Proposal: Relocation of main vehicular entrance and alterations to pedestrian entrance.  
**PLANNING PERMISSION GRANTED** by SODC, subject to 4 conditions.

P14/S1010 Woodstock, Crowsley Road, Lower Shiplake  
Proposal: Retrospective application for children's tree-house.  
**PLANNING PERMISSION GRANTED** by SODC, subject to 2 conditions.

P14/S1114 6 Badgers Walk, Lower Shiplake RG9 3JQ  
Proposal: Erection of single storey front extension.  
**PLANNING PERMISSION GRANTED** by SODC, subject to 4 conditions.

P14/S1039 Newlands, Memorial Avenue, Shiplake Cross RG9 4DN  
Proposal: Erection of replacement detached garage and garden room.  
**PLANNING PERMISSION GRANTED** by SODC, subject to 5 conditions.

P14/S0483 Yule Lodge, New Road, Lower Shiplake RG9 3LH  
Proposal: Demolition of existing dwelling and erection of 2-storey 5-bedroom replacement dwelling.  
**PLANNING PERMISSION GRANTED** by SODC at Planning Committee, subject to 13 conditions.

P14/S0988/FUL Willow End Bolney Road Lower Shiplake RG9 3NT  
Proposal: Demolition of existing bungalow and outbuilding. Erection of chalet style 4-bedroom dwelling with ancillary outbuilding to replace existing garage.  
**PLANNING PERMISSION GRANTED** by SODC, subject to 7 conditions.

## **C) OTHER**

-THAMES FARM: application for appeal received, due to be heard by Planning Inspector in an enquiry probably September. We planning robust rebuttal with SODC and our Planning Consultant. Formal response due by 5pm on Monday 23<sup>rd</sup> June. **ACTION Mr G Thomas and PWP**

-JHHNP: draft plan now out for consultation and formal parish response due by 27 June.  
See [www.jhhnp.co.uk](http://www.jhhnp.co.uk) especially p.45 re: Former Wyevale site

-PARISH BOUNDARY: final SODC proposal to include Woodlands Road modification.

-Budget: with the rate of planning applications, we need to review budget provision for appeal and consultancy activity.

AONB progress no further update available.

## **11. FINANCIAL MATTERS.**

1. A copy of the financial statements for June 2014 is attached , the following payments require approval

R V Hudson – salary May	19.15	330.96
R V Hudson – expenses, office allowance. May	20.15	81.15
Inland Revenue – clerk’s tax May	21.15	220.40
Staples Office Account	22.15	40.48
Mr Robin Head Grasscutting	23.15	72.00
Chiltern Society Grant	24.15	25.00
Broadband	25.15	28.40
Mobile phone ins	26.15	3.99

The Month Accounts were approved on a motion proposed by Mr T Taylor and seconded by Mr D Pheasant.

2. Approval of End of Year Statement confirmed on a motion proposed by Mr D Pheasant and seconded by Mr R Head.
3. Approval of revised Financial risk assessment confirmed on a motion proposed by Mr T Taylor and seconded by Mr G Thomas
4. Approval End of Year variance analysis confirmed on a motion proposed by Mr T Taylor and seconded by Mr G Thomas
5. Approval of AFR Section 1 confirmed on a motion proposed by Mr T Taylor and seconded by Mr G Thomas
6. Approval of AFR Section 2 confirmed on a motion proposed by Mr G Thomas and seconded by Mr T Taylor
7. Internal Audit comments, Reserves too high, more detail required on end of year statement with regard to reserves allocation, clarify whether Council Insurance covers fidelity guarantee, sign off financial risk assessment. **ACTION : Clerk**
8. External Audit Date set as June 30<sup>th</sup> 2014
9. Approval and adoption of revised Financial Regulations. confirmed on a motion proposed by Mr T Taylor and seconded by Mr G Davies
10. Request for Grant Shiplake Eye & Dunsden Sick Poor Fund –Chairman to comment confirmed on a motion proposed by and seconded by
11. Request for Grant Royal British Legion hire of Hall for Commemoration World War 1 Lunch £108.12 confirmed on a motion proposed by Mr T Taylor and seconded by Mr G Thomas

## **12. MATTERS FOR CONSIDERATION.**

### **26/15 HIGHWAY MATTERS.**

1. Road Signs Memorial Avenue –Update approx. cost £300.00 Cost approved on a motion recommending max £350.00 by Mr G Thomas ,seconded by Mr T Taylor
2. Road Layout-Memorial Avenue/A 4155 Update response from Mark Francis: With regard to the possibility of a crossing point on the A4155 at Memorial Avenue, I have visited the site but I would like to revisit and take some more measurements before I am able to confirm whether the Parish Council’s idea is feasible – I am concerned about the road widths adjacent to the bus stop. I have researched the possibility of funding but there does not appear to be any Section 106 (developer) funding available for Shiplake at this time.
3. Experimental Traffic order update.
4. Parking issues Corner shop / School

### **27/15 MODEL CODE OF CONDUCT.**

### **28/15 RECREATION GROUNDS/OPFA**

1. Badgers Walk - Mr C Smith to report on the condition of the equipment and general condition of the playground.
2. Memorial Hall. Mrs Law to report on the condition of the equipment and the general condition of the playground.
3. Review of two equipment upgrade proposals for Badgers Walk received from Wicksteed /Playdale

### **29/15 FOOTPATHS**

1. Mr G Thomas requested action from OCC to sort the Japanese Knotweed on FP38 and haircut FP 29/37 prior to the Wargrave and Shiplake Regatta. First week August **ACTION : Clerk**
2. Process to adopt footpath between New Road and Badgers Walk ongoing .Open Spaces organisation contacted .Submission sent to Lisa Gray Wright case officer at OCC which is the surveying authority, awaiting response

**30/15 SHIPLAKE – DEVELOPMENT OF FACILITIES.**

Projects for improving facilities within village

**Phase 1**

1. LASHBROOK RESERVE:

**Phase 2**

2. BROADBAND UPDATE: Position remains the same as last report with fibre based broadband scheduled for installation in Shiplake by April 2015. Status of project will monitored at least bi-monthly for next 4 months to check for any project slippages.
3. VILLAGES PLAN UPDATE: All updates in the future on a quarterly basis via the website, as will any appropriate specific information on an action plan at any given time. The SVP mailing list of approx. 275\* residents has been transferred to the website list of registered users, which should significantly improve communication in the future.SVP list had to be ‘cleaned’ for duplications, email address errors etc. and user notified of our intentions, with the option to decline registration if they wished. Only 1 person declined.
4. VILLAGES WEBSITE: Continued +ve responses from new users, not least a number of the additional 275 users on the SVP list, which means we now have more than 400 registered users. Work on establishing enhancements on Notifications (almost complete), the Forum (crystallising our thoughts) and Content Integration (needs more in depth discussions) are progressing, which will lead to funding requests based on budget requests already registered.
5. NEWSLETTER: Targeting availability of the newsletter by wc. 15/6 on the website followed ASAP by printed copies...number of copies to be agreed. Using MS Publisher allows us to incorporate some changes in approach/style, whilst retaining the characteristics valued by many residents. We are also ‘interchanging’/linking with information on the website.

**Future Phases**

- 6 CYCLEPATH.TO HENLEY. Mr T Taylor to update Council
- 7 TREE PRESERVATION Mr T Taylor to update Council
- 8 FOOTPATHS TO LINK EXISTING PATHS
- 9 FOOTBRIDGE WARGRAVE
- 10 TICKET MACHINE AT STATION.
- 11 FERRY
- 12 VILLAGE FESTIVAL/STREET PARTY
- 13 NEW PLAY AREA LOWER SHIPLAKE RECREATION AREA
- 14 VILLAGE BOAT CLUB -SLIPWAY
- 15 VILLAGE GREEN-MEADOW
- 16 AFFORDABLE HOUSING SURVEY-BETTER MIX OF HOUSING
- 17 HIGHWAYS DEVELOPMENT OF SAFER CROSSING AT MEMORIAL AVENUE AND STATION ROAD/WAR MEMORIAL

**31/15 ENVIRONMENTAL MATTERS.**

**32/15 S.O.D.C.**

**33/15 OCC**

**34/15 O.A.L.C. /O.R.C.C.**

1. OALC Update for member councils May 2014 forwarded by email.
2. ORCC's News Bulletin May 2014 received and forwarded by email.
3. Latest issue of LCR on line circulated by email

**35/15 MEMORIAL HALL**

1. Mr Head reported the leaking flat roof has been reviewed by Consultants, who report that there are number of issues e.g. the mortar is in poor state .There are no costing's as yet for the remedial work .

**36/15 CHILTERN SOCIETY/CPRE**

1. CPRE newsletter May 2014 circulated by email
2. Chilterns latest May 2014 newsletter circulated by email

**37/15 DEFRA & OTHER GOVERNMENT CORRESPONDENCE**

**38/15 TOWNLANDS & OXFORDSHIRE PCT.**

1. Oxfordshire clinical commissioning group are consulting the public on new eligibility criteria for non-emergency patient transport services in Oxfordshire. We have received the consultation document and they hope we will take this opportunity to share this information in the parish. The survey is available in hard copy format and electronically and can be accessed by the online system here: <https://consult.oxfordshireccg.nhs.uk/consult.ti/NEPTS/consultationHome>

**13. CORRESPONDENCE**

1. New Road sign for Memorial Hall costing to be approved .Message from Mark Francis, Oxfordshire County Council would be able to install signage at the junction of the A4155 and Memorial Avenue indicating to the Memorial Hall but we would not be able to finance the signage, if you would be prepared to finance the signage please confirm this and I will obtain a quotation.
2. Request from the Royal British Legion (Shiplake Branch)to support the Hall fee for a World War One Centenary Commemorative Lunch in the Memorial Hall ( cost of £108.12p) approved see item 11.11

**14. ITEMS OF INTEREST OR FOR FUTURE DISCUSSION.**

1. November meeting Chairman unable to attend .Council agreed to move the meeting forward to Monday November 3<sup>rd</sup> **ACTION : Clerk**
2. AONB map still not produced and concern was expressed by Mr D Bartholomew .Council agreed to source a commercial organisation to produce map **ACTION : Clerk**
3. There being no other business the Chairman closed the meeting at 9.57pm

R.V.Hudson.

Clerk to the Council.

18/06/2014