

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN SHIPLAKE  
MEMORIAL HALL  
ON MONDAY OCTOBER 13TH 2014 AT 7.45 P.M.**

- 1. PRESENT:** Mr T Taylor (Chairman) Mr G Thomas, Mr D Pheasant, Mrs A Law, Mr G Davies, Mr R Head, Mr C Smith, M Leonard (SODC), and Mr D Bartholomew (OCC). Mr F Maroudas and Mrs J Arnott sent their apologies In addition there were 14 members of the public present.
- 2. DECLARATIONS OF GIFTS & INTEREST.** Councillors were given the opportunity to declare any gifts or interest in any item on the Agenda. Mr T Taylor registered an interest in the PA for the Bothy and took no part in the discussion
- 3. MINUTES OF THE MEETING HELD ON MONDAY, SEPTEMBER 8<sup>TH</sup> 2014** The following changes were noted Item 4 line 1 include Memorial Avenue , Item 1 Mr F Maroudas was present and the minutes were then approve on a motion proposed by Mr D Pheasant and seconded by Mr R Head
- 4. MATTERS ARISING FROM PREVIOUS MEETINGS**
  - 1) Parish Clerk requested to write to Mr Leonard to obtain assistance in removing fly tipped items at Thames Farm ACTION : Clerk
  - 2) Clerk requested to Contact landowners with draft of letter produced by Mr Bartholomew in connection with Japanese Knotweed on FP38. ACTION : Clerk
  - 3) Clerk requested to send copy of AONB submission to Henley Standard. ACTION :Clerk
- 5. POLICE MATTERS.**

Report from PCSO Ashley Richardson:

URN 1375 Hamstead Hill, Shiplake Broken down vehicle blocking the carriageway, cars going round on a dangerous bend.

URN 137 Theft from honesty box at Shiplake shop and also 2 newspapers

URN 818 Refers to the same as 137 as repeated crime from man with possible mental health issues.

**6. O.C.C. Cllr D Bartholomew. REPORT TO SHIPLAKE PARISH COUNCIL OCTOBER 2014  
FROM CLLR DAVID BARTHOLOMEW**

**GENERAL OCC REPORT**

**1) BUDGET**

Work is continuing on the budget for 2015/16. After two years of difficult budgets where County Councillors have had to find demanding savings totalling £265 million, we had hoped it would be easier this year. Unfortunately that is not the case with increased pressures coming from both Adult and Children's services. Yet again there will be some very tough decisions to be taken to deliver a balanced budget in February. There will be further updates as we progress.

**2) MOBILE LIBRARY SERVICE CONSULTATION**

The County Council has recently reviewed our mobile library service and found that whilst the service is clearly valued, many of the stops we currently offer are not very well used, and some are not used at all. We believe we can better serve the needs of people who find it difficult to get to library buildings by joining up our mobile services and delivering them in a different way. This is now going out to consultation (consultation closes 31st December 2014). The consultation document sets out our proposal, including the proposed stopping places, frequency and suggested times, for the mobile library service vehicles. We are not proposing financial cuts to the mobile library service budget and everybody who currently uses our mobile library service will continue to receive a level of provision. It may however be offered in an alternative format.

<https://consultations.oxfordshire.gov.uk/consult.ti/mobilelibraryserviceconsultation/consultation> Home

**2) FIRE & RESCUE SERVICE MEETS TARGET TWO YEARS EARLY**

Oxfordshire County Council Fire and Rescue Service set a challenging ten-year vision in 2006 to help reduce the amount of deaths from fire and road traffic collisions, cut the cost of fire and highway accidents

to society and educate 840,000 people to make them safer. It did this via educational programmes, which were designed to create safer communities, and the task has been achieved two years ahead of schedule.

<https://www.oxfordshire.gov.uk/cms/news/2014/sep/365alive-safety-targets-met-two-years-ahead-schedule>

### **3) OXFORDSHIRE REMAINS ONE OF THE BEST FOR WASTE DISPOSAL**

Oxfordshire County Council has been named as one of the best performing county councils in the country for waste disposal and recycling, coming top in 3 of the 7 categories. Figures compiled by the Department for Environment, Energy and Rural Affairs (Defra) show that Oxfordshire was top of the tables for recycling and composting, and had the lowest amount of residual waste produced per household in the country.

<https://www.oxfordshire.gov.uk/cms/news/2014/sep/oxfordshire-county-council-remains-onebest-counties-waste-disposal>

### **4) FLU JABS**

Local doctors and Oxfordshire County Council's public health directorate joined forces to challenge people to play their part in the fight against flu by boosting vaccination rates. A free seasonal flu vaccination, which must be done annually to be effective because different strains of the flu virus evolve each year, is now available for:

- women who are pregnant
- children aged 2, 3 and 4 on 1<sup>st</sup> September 2014
- people under 65 years of age who are at greatest risk because they have one of the following conditions – diabetes, weakened immune system (e.g. HIV or cancer patients), heart disease, chronic respiratory disease (e.g. severe asthma), kidney disease, liver disease, chronic neurological diseases such as Parkinson's
- frontline health and social care workers

<https://www.oxfordshire.gov.uk/cms/news/2014/oct/join-fight-against-flu-%E2%80%93-getyour-free-jab-today>

### **5) FREE LOCAL INFORMATION SERVICE FOR OLDER PEOPLE IN OXFORDSHIRE**

Age UK Oxfordshire has contacted me to remind residents of their free advice service, the Community Information Network, supported by Oxfordshire County Council.

The Community Information Network is about:

- Reaching more older people, particularly those who are most isolated and frail
- Ensuring they have the information, opportunities and support to help them stay independent and feel life is worth living
- Supporting new and existing Good Neighbour Schemes
- Building strong local partnerships

For more general information on the service call 0345 450 1276 or view [www.ageuk.org.uk/oxfordshire](http://www.ageuk.org.uk/oxfordshire).

### **SPECIFIC REPORT FOR SHIPLAKE**

#### **6) BRANCH LINE ELECTRIFICATION**

I am advised that the feasibility study will not now be completed until early next year and further information on timings of next stages will not be available until then.

#### **7) SHIPLAKE STATION CAMERAS**

I had hoped to meet with Robin Basu, Community Relations Manager for the Western route, on site today, but he was not able to do this. We have, however, had a long telephone conversation. Robin has stated that the camera design is a national specification and the cameras are part of a national programme. The cameras are deliberately visually intrusive as studies have shown this improves safety. He added that as far as he was aware, planning permission for the cameras would have been obtained (if necessary) and they were in the correct position. I said I was not satisfied with these answers. The PC should have been contacted by Network Rail regarding a presentation/Q&A session at the 3rd November meeting.

## **8) POTENTIAL THIRD READING BRIDGE**

It has now been agreed that an extended traffic modelling survey costing c. £250k will be commissioned from Wokingham BC, and that OCC will contribute towards the cost. This cannot commence until after the changes to Reading Bridge and Caversham Bridge have been completed next year.

## **9) ADDITIONAL STREET LIGHTING**

As previously advised, I would need more information before I could add my support to the SVP group request for more street lighting. To date, as far as I am aware, OCC has not been approached and I have not been given any further details by SVP or Shiplake PC.

## **10) BLANKET 20MPH SPEED LIMIT**

The speed surveys have been completed. I am awaiting the results of these and the outcome of discussions with the police. The proposal will then go out to public consultation.

## **11) FLOODING AT JUNCTION OF PLOUGH LANE/MEMORIAL AVENUE REF 619488**

I am advised that gully clearing had been done, but as the problem has re-occurred the team will visit the site again.

## **12) SPEED CAMERA NEAR PLOWDEN ARMS**

The camera has been relocated and will be commissioned when the electrical supply has been connected (OCC awaiting response from college) and the road check marks painted. I have been chasing the various parties for an update.

## **13) EXPERIMENTAL TRAFFIC ORDER**

The PC Chairman has confirmed that all the works have been completed to his satisfaction, with the exception of the lines near Holme Cottage. I have contacted Highways and they have confirmed these will be done the next time the team is in the area.

## **14) CHELFORD HOUSE**

I will be speaking against this application at the SODC Planning Committee meeting on Wednesday night.

## **15) BLUE BADGE FOR HENLEY HANDIBUS AND SONNING COMMON FISH VOLUNTEERS**

As reported in the Henley Standard, Councillor Nimmo-Smith and I successfully intervened to get the decision to refuse Blue Badges reversed.

## **6. S.O.D.C. – Cllr. M. Leonard. Mr Leonard reported :**

1. Big Clean, Council will approve the budget and then notify Shiplake Parish Council at which point PC can nominate roads/areas in the Parish to be cleaned.
2. There will be an election for a new Council Leader following the untimely passing of Mrs A Ducker. There are two contenders Mr J Cotton and Ms A Babcock.
3. Community Investment Grants, There is still £500k available for large scale grants (£15k) for community projects until December.
4. Mr J Howell MP has been contacted ref the unsightly Level Crossing Cameras requesting his support.
5. There will be a site visit regarding Chelford House planning application.
6. Mr Head asked when the revised Parish Boundaries would be implemented .Mr Leonard replied October 2014

**7. OPEN FORUM** The Chairman closed the meeting at 8.30pm to allow questions /comments from the public present .Mrs Rosie Pitkeathley spoke eloquently on behalf of a large action group objecting to the installation of the large cameras at the level crossing .Mrs Rosie Pitkeathley sought Council support for their proposals to install either an extra set of half barriers or a full width single barrier at the crossing. Council expressed their unanimous concern and agreed to contact Network Rail to express that concern and set up a meeting with Mr R Basu.

Several members commented that the SODC waste disposal lorry had had difficulty in accessing Lashbrook Road because the camera affected the turning circle .concern was expressed that a fire appliance would also be unable to access the road in an emergency, The Chairman requested the Clerk to contact the fire brigade. ACTION: Clerk

Henley Handibus Chairman Phil Perry, spoke of the services offered by the Henley Handibus and requested council and member present to ensure any residents who may find the service of value be informed Contact Number 07710132740

ME Ryder commented that Sydney Harrison House was due to close by April 2015 and that this valuable site may be redeveloped with the loss of meeting points for a number of local societies and organisations also there was considerable anxiety expressed by current residents. Council were very supportive and agreed to contact SOHA and arrange a meeting with Mr J McCaffrey to discuss the future of this valuable village amenity.

**ACTION: Clerk**

The Chairman closed the open forum at 8.56pm.

**8. SPECIAL REPORTS-PLANNING.**

**9. PLANNING**

The Planning Working Party submitted the following recommendations.

**A) APPLICATIONS.**

P14/S2827: The Bothy, New Road, Lower Shiplake RG9 3LG

Applicant: Mrs T Cheshire Type: Other

Proposal: Erection of first floor extension

Recommendation: **REFUSAL** on the following grounds:

-Over-development -scale, bulk and proximity having overbearing impact

-loss of light and sunlight to neighbouring properties all contrary to Policy H13.

P14/S2964: Little Vale, Station Road, Lower Shiplake RG9 3JR

Applicant: Mr P Bush Type: Other

Proposal: Erection of detached double garage and vehicular access

Recommendation: **NO STRONG VIEWS.**

P14/S2959: Turret House/Garden House, Bolney Road RG9 3NR

Applicant: Mr Schwarzenbach Type: Other

Proposal: Raise roof and erection of two dormer windows to provide bedroom and conversion of ground floor to self-contained visitor flat.

Recommendation: **NO STRONG VIEWS.**

P14/S2882: Thames Farm, Upper Bolney Lane RG9 3PH

Applicant: Mrs C Engbers Type: Minor

Proposal: Renewal of previous grant of existing barn into single residence

Recommendation: **Not minded to favour renewal.**

P14/S2924: Thames Farm, Upper Bolney Lane RG9 3PH

Applicant: Mrs C Engbers Type: Other

Proposal: Renewal of previous grant of change of use of barn to B1 (business)

Recommendation: **Not minded to favour renewal.**

P14/S3088: The Finish Crowsley Road Lower Shiplake RG9 3JT

Applicant Mr Hughes Type: Other

Proposal: Erection of single storey side extension and single storey side garage extension

Not yet reviewed by Working Party

P14/S3128/FUL Riviera Bolney Road Lower Shiplake Henley-on-Thames RG9 3NS

Applicant Mrs Wills Type: Minor

Proposal: Demolition of existing dwelling and erection of new four-bed dwelling.

Not yet reviewed by Working Party

The recommendations were approved on a motion proposed by Mr C Smith and seconded by Mrs A Law

## B) DETERMINATIONS.

P14/S2520: Merlewood, Lashbrook Road, Lower Shiplake

Proposal: Erection of single storey extension to side and rear of property-GRANTED.

P14/S 2276: The Boat House, Lower Bolney Road, Lower Shiplake

Proposal: Extension of veranda-GRANTED, subject to 3 conditions.

P14/S2195: Rivermead Cottages, 3 Mill Lane, Lower Shiplake

Proposal: Erection of two storey side extension and subdivision of single dwelling into two separate dwellings with associated separate parking and amenity space provision

PERMISSION -GRANTED subject to 6 conditions

P14/S2566: 20 Plowden Way Shiplake Cross RG9 4DG

Proposal: Erection of a two storey side extension, first floor rear extension and front canopy over entrance door and to widen the entrance to the highway facilitating the access to both car parking spaces.

PERMISSION GRANTED with 4 conditions

## C) SODC PLANNING COMMITTEE 17TH SEPTEMBER decided:

P14/S1361: Chelford House and P14/S1822 Plot south of Tower House-that site visits be made (on 13th October) before further consideration of these applications.

P14/S1750: Collingwood, Baskerville Lane, Lower Shiplake-that in view of inadequate parking space provision, the application be deferred to allow modification for moving the property footprints back to provide for such requirement, before final consideration.

**D) SIDNEY HARRISON HOUSE:** Uncertainty of future causing concern to residents. We need clarification from SOHA as this is an important element of our community and SOHA are failing to communicate their plans.

## 11. FINANCIAL MATTERS.

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

R V Hudson – salary September	56.15	330.96
R V Hudson – expenses, office allowance. September	57.15	94.30
Inland Revenue – clerk’s tax September	58.15	220.40
Mr Robin Head Grasscutting	59.15	48.00
Grant Village community event	60.15	79.98
Shiplake Memorial Hall Meetings 6/12	61.15	190.12
BDO Audit fee	62.15	240.00
Subscription OPFA	63.15	50.00
Oxford It solutions (website)	64.15	540.00
Grant OAFB	65.15	100.00
Higgs Map printing	66.15	72.00
Staples Bus account	67.15	22.70
South & Vale Carers	68.15	100.00
Broadband	69.15	43.57
Mobile phone ins	70.15	3.99

Council approved the Accounts on a motion proposed by Mr T Taylor and seconded by Mr C Smith.

- 2 The Finance Working Party met on Monday 6<sup>th</sup> October to review the budget situation YTD and to prioritise grant requests .Council approved the YTD position on a motion proposed by Mr T Taylor and seconded by Mr C Smith

3. The Finance Party recommend Council to obtain quotations for replacement of the two Parish Noticeboards. Council approved the recommendation

4 The External Audit has been completed and returned with no outstanding issues. On a resolution proposed by Mr T Taylor and seconded by Mr C Smith Council approved the return.

5 A VAT reclaim for £1806.96 has been received

6. The Steering group of the Village event have submitted a financial summary attached in APPENDIX Council requested the Clerk to ascertain where the surplus monies was being held and recommended that they should be returned to the PC and ring-fenced for any future events .**ACTION:**  
**Clerk**

7. Council approved the re-appointment of Mr P Hood as Internal Auditor and the Chairman and Clerk signed the letter of engagement.

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

### **65/15 HIGHWAY MATTERS.**

- 1) 20 mph Zone update
- 2) New cameras....level crossing
- 3) Mr G Thomas has had a site meeting with Mr Mike Smith OCC Highways and Mr Huw Thomas of Thames Water ref the flooding issues at the bottom of Station Road by the level crossing

### **66/15 MODEL CODE OF CONDUCT.**

### **67/15 RECREATION GROUNDS/OPFA**

1. Badgers Walk - Mr C Smith report on the condition of the equipment and general condition of the playground as being untidy and the waste bin is overflowing .The Clerk has ascertained that the waste bin is not the property of SODC and hence is not serviced .Mr Smith offered to clear the waste bin .The steering group are now reviewing the 3 revised quotes for the playground and before progressing will get feedback from the village on the expected level of usage via the website. The Clerk was requested to approach SODC (Carol Cummings)to identify possible grants available  
**ACTION : Clerk**
2. Memorial Hall. Mrs Law reported that the fence had a broken slat which could allow a child to get their head stuck otherwise condition of the equipment and the general condition of the playground. was acceptable.
3. Maintenance of Badgers Walk .Review the current arrangements Mr G Davies reported that the College will continue to service the playground and trim back the overhanging branches

### **68/15 FOOTPATHS**

1. Japanese Knotweed Mr G Thomas to update Council there has been for some time-JK on and adjacent to the FP, and it would at least put the landowner/s on notice...i.e. Brookfield and the Chapel. Although OCC say there is little evidence now, there was certainly a lot of growth earlier this year when we reported it (and sent photos of it) to them, and I don't think their tardiness should be a reason to let this saga drag on for yet another year. See Matters arising for action points

### **69/15 SHIPLAKE – DEVELOPMENT OF FACILITIES.**

Projects for improving facilities within village

#### **Phase 1**

1. LASHBROOK RESERVE:

#### **Phase 2**

- 1. Broadband:** No change in status reported; awaiting latest update from OxOnline. Planning application received by SODC to install what appears to be a fibre cabinet in Shiplake - tbc.
- 2. Website:** Latest release of software with enhanced notifications functionality now live on the website. Work progressing on design project to significantly enhance Forum functionality and add features to the Home page, which would add further to its vibrancy and topicality. Requests for expenditure to be submitted once finalised.
- 3. Shiplake Villages Plan:** Quarterly update to be published on website early/mid October. Shiplake Party & Picnic a major success and will be featured in November newsletter.
- 4. Newsletter:** Scheduled for mid-November to accommodate latest updates on status of such as OCC Flooding Summit, Thames Farm Appeal etc. Lead article on front page will be Party &

Picnic with perhaps an additional feature page. Initial layout has started based on content received to date.

### **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

### **70/15 ENVIRONMENTAL MATTERS.**

#### **71/15 S.O.D.C.**

#### **72/15 OCC**

#### **73/15 O.A.L.C. /O.R.C.C.**

1. Latest e-issue of LCR online circulated
2. July 2014 OALC Members Update circulated by email

### **74/15 MEMORIAL HALL**

1. Mr Head reported that remedial work had started on the Tower issues .Council requested the Clerk to set up a meeting with trustees and finance members of the MH to discuss funding support from the Council .**ACTION: Clerk**.
2. Nursery Issues at Memorial Hall Council requested a meeting with the nursery managers to discuss their damp incursion issues.**ACTION : Clerk**

### **74/15(a)WAR MEMORIAL**

1. Mr Head reported that the plinth of the War Memorial required repointing.
2. Mr G Davies was requested to represent the Parish Council and lay the wreath at the War Memorial on Remembrance Sunday

### **75/15 CHILTERN SOCIETY/CPRE**

1. Latest newsletter rom the Chilterns Conservation Board circulated by email
2. Newsletter from CPRE Oxfordshire circulated by email
3. Chiltern Society email newsletter circulated by email
4. Report of the Executive Committee of Henley and Mapledurham District of CPRE circulated by email.

### **76/15 DEFRA & OTHER GOVERNMENT CORRESPONDENCE**

### **77/15 TOWNLANDS & OXFORDSHIRE PCT.**

## **13. CORRESPONDENCE**

1. Sydney Harrison House: A couple of residents have spoken about their concerns about their future. They have been told that the SSH is going to be closed and either reconfigured or demolished and that they will be rehoused. The problem is that all this is non-specific and they have apparently been given nothing definite in terms of timescale or individual plans. The result is that the more self-reliant are phlegmatic about it, but some are naturally worrying themselves sick.
2. Correspondence received regarding objections to 20 mph zone and erection of cameras at the level crossing

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

1. AONB progress Communication drafted by Mr R Head for the Newsletter and website.

2. There being no other items of business the Chairman closed the meeting at 9.55pm

R.V.Hudson.

Clerk to the Council.

24/10/2014

# Event Budget for Shiplake Community Event 2014

## Profit - Loss Summary

	Estimated	Actual
TOTAL INCOME	£827.07	£1,256.70
TOTAL EXPENSES	£1,002.07	£721.81
TOTAL PROFIT	-£175.00	£534.89

