

MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN THE CHURCH ROOMS ON MONDAY JANUARY 7th 2013 AT 7.45 P.M.

1. PRESENT Mr T Taylor, Mr G Thomas, Mr R Head. Mr C Smith, Mr D Pheasant , Mrs J Arnott, and Mr F Maroudas ,Mr M Leonard (DC) .Apologies received from Mrs A Law ,Mr G Davies ,Dr P Skolar(CC).

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 MEETING HELD ON MONDAY, DECEMBER 10th 2012

Mrs J Arnott requested clarification of point 7.3 the last two lines of paragraph which read “And for long-term unoccupied dwellings discount is increased from 100% to 150%.”Mr M Leonard /The Clerk to ascertain the exact figures.

ACTION: Mr M Leonard /Clerk

The minutes were changed to read “And for long-term unoccupied dwellings discount is changing” and then approved on a motion proposed by Mr G Thomas and seconded by Mr T Taylor

4. MATTERS ARISING FROM PREVIOUS MEETINGS

1. Mr D Pheasant wished to raise discussion on Budgets in relation to the Villages Plan. This topic was covered in the Finance section.

5. POLICE MATTERS.

SHIPLAKE Report for December 2012 from PCSO Boyes

DATE	INCIDENT	LOCATION
06/12/2012	Dangerous/Erratic Driving	A4155
07/12/2012	Road Hazard (horse in road)	STATION ROAD
22/12/2012	Flood Warning	SHIPLAKE

6. O.C.C. - Cllr.Dr. P. Skolar.

Dr Skolar being absent there was no report

1. Oxfordshire County Council Planning ref MW 01587/11 Clerk to request update from Dr Skolar on his return

ACTION: Clerk

2.

7. S.O.D.C. – Cllr. M. Leonard.

- Mr Leonard reported that there was not a lot to report. There will be a 2½% decrease in SODC rates (Council tax); there will be no cut in services, possibly more services.
- Boundary commission: Mr Leonard thanked the Council for the letter supporting SODC policy regarding ward members. There has been a large number of Parish Councils who have objected.
- Core strategy Council: Full Council will approve the core strategy at their upcoming meeting.
- Mr David Pheasant asked about broadband speeds and was seeking guidance from Mr Leonard on how much effort to put into this, **ACTION : Mr Leonard to follow up.**
- Mr R Head circulated a newsletter from Binfield Heath PC regarding their project on broadband. The Clerk was requested to circulate the newsletter to all members of the Council.

8. OPEN FORUM

The chairman suspended the meeting at 8:21 PM to allow members of the public to speak. Mr R Milne, Station Road, raised the issue of the broken gully in Station Road at the junction with Mill Road after a lorry had demolished a post. This item is covered under highways. Item 105/13

Mr Milne reported that in mid-2011, the gulleys were supposed to be emptied. Currently there appears to be no street cleansing taking place, as a consequence gullies are clogged causing considerable flooding, all the gullies in station Road were blocked. Mr Milne personally cleared the gulleys. Mr Milne contacted OCC highways to ascertain when a schedule of gully cleansing would be available, but was unsuccessful. Mr Milne suggested SPC should try and get some action, gulleys and soak-aways cleansed. Mr M Leonard was requested to check the schedule and report back. **Action: Mr M Leonard**

It was suggested that the Parish Council should at least have a copy of the schedule. SODC have responsibility for street cleansing OCC have responsibility for soak aways and gullies

The open forum was closed at 8:33 PM and the meeting resumed.

9. SPECIAL REPORTS-PLANNING.

10. PLANNING

The Planning Working Party submitted the following report for approval

DETERMINATIONS.

P12/S2637/HH 23 Plowden Way, Shiplake Cross RG9 4DG

Proposal: Vehicular access and hard standing car parking to front of property.

PERMISSION GRANTED subject to 3 conditions.

P12/S2562/HH Sagamore, Bolney Road, Lower Shiplake RG9 3NS

Proposal: Removal of pitched roof to river room and replacement with flat roof and lantern light window and addition of balcony.

PERMISSION GRANTED subject to 3 conditions.

P12/S1969/HH Wind Falls, Mill Road, Lower Shiplake RG9 3LT

AMENDED APPLICATION **PERMISSION GRANTED** subject to 6 conditions.

Council approved the recommendations on a motion proposed by Mr T Taylor and seconded by Mrs J Arnott.

SUMMARY

For 2012 we had a total of 41 applications (64 in 2011) of which our recommendations were:

Approval/No Strong Views-34

Refusal - 7 (17%)

All applications were granted, though it should be noted that of the cases of Refusal:

1 was Thames Farm and was passed only on appeal to the Planning Inspector.

3 led to withdrawals and revised applications, of which in turn:

2 were acceptable (Little Cottam and Wind Falls) and 1 is still unacceptable and awaiting a decision from SODC.

PA (P12/S2850/HH) 11 Manor Wood Gate deadline for submission of 21st January 2013 not reviewed yet

PLOT OF LAND

Correspondence from company acting for landowner of plot of land on Reading Road as per email .We wish to develop the land for housing and direct community benefit in line with the Localism agenda.

Application Reference: P12/S2661/FUL In response to a question from Cllr Thomas ,Cllr Leonard reported that the planning application for Howe was likely to go to the full planning committee on 16th January 2013 .Cllr Leonard has requested a site visit which would reschedule the meeting. This would be advantageous for those unable to attend the meeting on the 16th. If the request for a site visit is unsuccessful ,as Cllr Taylor and Cllr Thomas are unavailable, Council requested the Clerk to try to get the application rescheduled.

ACTION: Clerk.

11. FINANCIAL MATTERS.

1. A copy of the financial statements for January and details of the accounts due for payment is attached. The following cheque payments require approval :

R V Hudson – salary December	95.13	£299.53
R V Hudson – expenses, office allowance.December	96.13	£76.20
Inland Revenue – clerk’s tax & NIC December	97.13	£199.20
Shiplake Memorial Hall	98.13	£105.00
Staples Business Account	99.13	£63.20
Chiltern’s Conservation Board	100.13	£30.00
Higgs & Co Newsletter	101.13	£410.00

2. Discussion and final approval of 2013/14 precept. The Clerk updated Council on the information received from SODC regarding a bonus payment from Central Government .Council agreed not to change the value of the precept request and take the bonus as a bonus given the expected projects to come forward during the year .The Month accounts and the precept request of £25,000 ,(nil increase on 2012/13)were approved on a motion proposed by Mr C Smith and seconded by Mr F Maroudas .The Clerk to submit the request before deadline of 21st January 2013.

ACTION : Clerk

3. Mr D Pheasant raised an issue on the proposed 2013/14 budget following last month’s meeting. He requested that a figure of £3000 be included for development of the new website in addition to the running costs estimate of £1000.Council debated the issue. Council approved the following motion proposed by Mr F Maroudas and seconded by Mr T Taylor: that there should be a budget provision of £3000 included in 2013/14 budget on the basis to come from Capital reserves with an expectation that Mr D Pheasant will present a costed proposal for Council to review before expenditure. The proposed budget for £2013/14 therefore is increased to £28103.
4. Clerk Salary :The Clerk left the meeting. Following the Clerk’s appraisal carried out by the Chairman with input from all members of Council and as the last increase was in April 2009 a proposal to increase the Clerk Salary Scale from SCP20 to SCP 23,(revised hourly rate is £10.498) with effect from 1/4/.2013 was approved.

12. MATTERS FOR CONSIDERATION.

105/13 HIGHWAY MATTERS.

1. Wig Wag signs update Dr P Skolar being absent the Clerk was requested to chase Highways for an update **ACTION: Clerk**
2. The Drain outside shop at junction of Station Road, Mill Road still not been repaired despite assurances Clerk requested to write strong letter to highways. **ACTION :Clerk**
3. The Clerk was requested to set up site meeting with Mr D Tole and other agencies, to review experimental traffic order early in March. **ACTION : Clerk**

106/13 MODEL CODE OF CONDUCT.

- 1.

107/13 RECREATION GROUNDS/OPFA

1. Badgers Walk - Mr C Smith reported the condition of the equipment and general condition of the playground.as satisfactory. Mr Smith enquired as to progress with the new swing seat replacements .The Clerk responded by saying that Wicksteed were chasing up our order. Mr Smith requested more report forms. **ACTION :Clerk**
2. Memorial Hall. Mrs Law being absent there was no report on the condition of the equipment and the general condition of the playground.

108/13 FOOTPATHS.

1. Appendix 2 contains Annual report from Mr D Gilbert
2. Mr R Head updated Council on progress with the proposed Plough Lane footpath, following meeting with Mr K Stenning of OCC Highways. Mr K Stenning experienced how dangerous the area was due to traffic. Mr K Stenning was unaware of previous work that has been done along Plowden way and the A4155.
Memorial Hall down to the bus stop will be done as it is straightforward. Loose granite sets will be replaced. Area in front of bungalows is a problem because of steepness of bank and the need to build a retaining wall. Therefore it is too difficult to handle at this time.
Bus stop to A4155 there is a steep bank with a fence on top installed by a local developer, it is a major job, so again cannot be handled at this time. K S will keep an eye on the situation. There is an issue with a large bush/tree which has a metal plate on it with a number. Mrs A Law says there is no TPO and that approval was given to take this tree out. Mrs A Law says there is a file which records the meeting in 1992, where approval was given by South Oxfordshire Housing Association (SOHA) in the past.

ACTION: Mrs A Law

Oxfordshire County Highways standards recommend a minimum width for the footpath, but this will be relaxed under the circumstances. Action clerk to follow up with KDS and Mrs A Law ref files and OCC reference to the trees.

ACTION :Clerk and Mrs A Law

3. Mr G Thomas reported that the footpath up to Tower House is once again covered in verdigrise and moss .Clerk to contact SODC to clean **ACTION :Clerk**

109/13 SHIPLAKE – DEVELOPMENT OF FACILITIES.

Projects for improving facilities within village

Phase 1

1. LASHBROOK

1. No work undertaken due to weather/flooding".

Phase 2

2. **SHIPLAKE VILLAGE PLAN** see APPENDIX 1
3. The development of a Neighbourhood Plan.
Future Phases Updated by Mr C Smith
4. **CYCLEPATH.TO HENLEY.** Several communications received following Henley Standard article /item is included on January agenda at Henley Town Council
5. **VIRTUAL VILLAGE PROJECT** Villages website update from Mr D Pheasant
There are meetings being scheduled with individuals in January in order to progress this initiative. Discussions will be based on the summary I provided the council in October outlining current status, potential future functionality and costs, together with references to other village websites as examples of the direction we might take. Specifically, the technology point and task objectives referenced below (from an email extract) will be addressed prior to establishing the next stage.
'One key point I only touched on was the aspect of underlying technology i.e. whether to utilise a Content Management System (CMS) or base it on an html and CSS (caching style sheets) approach. As always there are 'pros and cons' with either approach which need to be discussed. I am influenced strongly by the desire to have a website with as

minimal amount as possible of development and ongoing system management and maintenance. I have discussed with a couple of developers regarding the respective merits of each approach and get different viewpoints.

So, in simple terms the task is to:

Establish the functionality we want

Determine the most appropriate technology and supplier

Ensure ongoing maintenance and administration is as simple as possible

Acquire and implement at a cost not exceeding £3,000, with ongoing maintenance not exceeding £1,000 p.a.'

6. **BROADBAND** speeds /E.COMMS- email network.
7. **TREE PRESERVATION**
8. **FOOTPATHS TO LINK EXISTING PATHS**
9. **FOOTBRIDGE WARGRAVE**
10. **TICKET MACHINE AT STATION.** No response to our request to date from First Great Western .Mr T Taylor to draft a letter to his FGW contact for the Clerk to forward.

ACTION Mr T Taylor /Clerk

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----
COMMUNITY PLAN**

17.**HIGHWAYS DEVELOPMENT OF SAFER CROSSING AT MEMORIAL
AVENUE AND STATION ROAD/WAR MEMORIAL**

110/13 ENVIRONMENTAL MATTERS.

111/13 S.O.D.C.

112/13 OCC

113/13 O.A.L.C. /O.R.C.C.

1. OALC members December update circulated by email.
2. ORCC news Bulletin January issued by email
3. LCR on line latest issue circulated by email

114/13 MEMORIAL HALL

1. Mr. Head reported all systems go weather permitting for end of the month start.

115/13 CHILTERN SOCIETY/CPRE

1. Latest news from CPRE issued by email
2. Latest issue of Chiltern Newsletter issued by email
3. CPRE: The development of a Neighbourhood Plan. A one day workshop for Oxfordshire Town and Parish Councils Clerk has the application forms.

116/13 DEFRA & OTHER GOVERNMENT CORRESPONDENCE

117/13 TOWNLANDS & OXFORDSHIRE PCT.

13. CORRESPONDENCE

1. .

14. ITEMS OF INTEREST OR FOR FUTURE DISCUSSION.

1. ANNUAL PARISH MEETING DATE to be confirmed .The Clerk was requested to see if a later date than April could be arranged to allow presentation of the survey results and still comply with the regulations. **ACTION :Clerk**
2. There being no other business the Chairman closed the meeting at 10.05pm

R. V. Hudson.
Clerk to the Council.

21/1/2013

APPENDIX 1

Shiplake Villages Plan Update 19/12/2012

Below are the agreed areas for improvement within the villages together with the assigned Steering Group member. The next stage is the development of the main survey targeted at identifying specific issues and possible solutions related to each of these areas. This survey is now scheduled for distribution to residents in early April in order to take advantage of availability of SODC's SNAPS survey software and services. The initial results of the analysis of the survey are scheduled to be available in May. A presentation of the status of the plan at the APM is still scheduled for 10/04/2013.

A more detailed breakdown of the timetable for the plan is attached.

Improvement Area	SG Member
1. Maintenance of roads, paths and drains.	Chris Batten
2. Parking including commuter parking, use of station car park and parking to shop.	Ray Wild
3. Paths & Cycle Ways giving better access within the village and to Henley and Wargrave.	Sue Jenkins
4. Speeding Traffic including traffic calming actions.	Richard Curtis
5. Broadband actions to improve speed.	David Pheasant
6. Housing Policy to cover new development, Infill and lower cost dwellings.	David Pheasant
7. Community Facilities the hardware for people of all ages.	Janet Matthews
8. Street Lighting focusing on where it is most needed/wanted.	Dennis Oliver
9. Community Activities including clubs and events.	Helen Robinson
10. Dog Fouling actions to reduce.	Richard Curtis
11. Local Bus & Rail Service including frequency and reliability.	Janet Matthews

APPENDIX 2

Shiplake Paths (341) – 2012 Chiltern Society Parish Rep – Denis Gilbert

Path No	Dates	Comment	Work needed	Priority	County Issue Ref
1 CRF	18 th May, 8 Aug, 30 Oct	OK Electric fence – cattle – access difficult. Elec fence removed. Restricted byway arm IS there (CPRE)	Gate needed if electric fence cattle in field		05871
2 TP	18 th May 8 Aug + +	Gates for disabled near Lashbrook House, but steps at north. Wheelchair access impossible!	If to be of any benefit to wheelchair users, a ramp needs to be constructed at 77627905	?	
3	15 th May + +	Hedge can obscure sign post – cleared around this. Path walked regularly			
4 TP	15 th May + +	OK – Brambles overgrowth – cleared			
5	15 th May + +	Clear – waymark disc installed on E side of railway to supplement one for FP4 (Thames Path). Brambles cleared.			03577 04449
6 BR	15 th May + +	Metalled road – OK			
7	15 th May 8 Aug + + 5 Nov	Oxon. C.C. disc set back from road (Mill Lane). Each end of Riverlawn overgrown and garden rubbish at W. end. I cleared brambles and nettles under railway bridge.	Some clearance at Riverlawn, but not enough. Metal SP needed at 77717879.	M	04450, 10924, 00794, 02528 05873, 08291
9 BR	20 th May 27 Sep	Has been resurfaced – much improved in view of quite steep incline – never seen a horse on this bridleway!	Narrow gap adjacent gate needs clearance – CPRE reports it too narrow as bridleway - agreed.	L	13680
10	18 May	OK but probably offline – stiles OK - new stile at junction with 11. Well walked.	Needs waymark posts where path changes direction in middle of field.	M	03978
11	22 nd May	Cleared around stile at S. end and entrance to path by pub (Orwells). Path through field well reinstated	Needs discs on stile at junction with 341/10 (75637820) (Painted as temporary measure)	L	05266
28 TP	20 th May 27 Sep, 6 Nov	Waymarking partially obscured by growth. I have revisited and cleared, but	Clear vegetation thoroughly around waymark post	L	10206
29	18 th May 8 Aug, 27 Sep	OK – pleasant walk along river. CPRE – “cul-de-sac overgrown.nettles) - pointless to clear – never walked.			11269
31	30 May 30 Oct	A clear path with an excellent view of the 2m fencing on each side! – and for entire length of the path. No problem. Joins main road with Orchard Close. Aesthetically unpleasing.	“Unresolved report” inaccurate. Nothing wrong with surface of this path.		12273
36	18 th May 29 Sep 6 Nov	No indication of path at junction with 341/1 (77787881) and some clearance needed. walked section from road to river - river only fair – some clearance but uninviting.	Signpost needed off Mill Lane 77787881. Riverlawn. Some clearance done.	M	00795 07264 08292,02 529
37	18 th May 8 Aug + +	OK – new gates make easy access to/from river OK			
38	15 th May 8 Aug 29 Oct + +	SP set too far back from path entrance. Path past chapel becoming overgrown initially – garden waste deposited – I clear but then reappears. Walked (and cleared) regularly. Parallel offline path created by owner.	Change of attitude on part of owner! Thorough clearance		14911

TP = Thames Path

+ + path walked nearly every week.