

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN  
SHIPLAKE COLLEGE  
ON MONDAY FEBRUARY 11<sup>th</sup> 2013 AT 7.45 P.M.**

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

**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 declared an interest in the PA for 2 Orchard Close.

**3. MINUTES OF THE MEETING HELD ON MONDAY, JANUARY 7<sup>th</sup> 2013**

Item 108/13 The section which read “3.Oxfordshire County highways so that standards recommend a minimum width for the footpath, but this will be reviewed under the circumstances. Action clerk to follow up with KDS and I have law of files and OCC reference to the trees clerk also to follow-up brickwork signs” was replaced with the following wording “Oxfordshire County Highways standards recommend a minimum width for the footpath, but this will be relaxed under the circumstances”. The minutes were then approved on a motion proposed by Mr G Thomas and seconded by Mr F Maroudas.

**4. MATTERS ARISING FROM PREVIOUS MEETINGS**

1. Confirm Date of Annual Parish Meeting the date was confirmed as Thursday 23<sup>rd</sup> May 2013 .Clerk to book Memorial Hall. **ACTION :Clerk**
2. Confirmation of discount figures for long-term unoccupied dwellings discount is increased from 100% to 150%.” Clarification and update from Mr M Leonard

**5. POLICE MATTERS.**

**SHIPLAKE REPORT FOR JANUARY 2013: from PCSO Boyes**

1. **Road Traffic Accidents (RTC):** The inclement weather conditions that we have recently being experiencing have resulted in a number of Road Traffic Collisions (RTC’S). Of particular concern is the A4155, which has witnessed a number of RTC’S & road hazards. A car versus bus RTC was reported along PLOUGH LANE on the 15/01/2013.
2. **Speeding:** No incidents to report, however, a vehicle was reported for dangerous & erratic driving along the A4155 on the 18/01/2013.
3. **Parking Issues:** On the 15/01/2013 & 18/01/2013 2 reports were received regarding parking obstructions along STATION ROAD. In addition to this a report was received regarding a road hazard (dog in road) along STATION ROAD on the 03/01/2013.
4. **Fly-Tipping:** Nothing to report.
5. **Door-to-Door Salesmen:** Nothing to report , however, residents are reminded to exercise caution when dealing with these individuals and not to leave them unattended. Please report any aggressive or pushy behaviour to 101. Any suspect persons or vehicles should also be reported on the 101 telephone number. Please remember that I will be addressing the Rosemary Club (SHIPLAKE) on the 27/02/2013, one of the topics discussed will be revolve around dealing with door-to-door salesmen.
6. **Theft from Vehicle:** Nothing to report.
7. **Criminal Damage to Vehicle:** Nothing to report.
8. **Suspicious Vehicle:** A suspicious vehicle was reported to police travelling along the A4155 on the 03/01/2013. Theft from Dwelling: A burglary was reported along MEMORIAL AVENUE 07/01/2013.

9. **Outbuilding Burglary:** Nothing to report.
10. **Theft of Vehicle:** Nothing to report.
11. **Weather Conditions:** The recent weather conditions have made the roads particularly dangerous. Residents are encouraged to drive with caution when using the roads.
12. **Vulnerable Person List (VP List):** The recent weather conditions emphasises the vulnerability of elderly residents with mobility issues & who have a poor support network. I would like to continue to encourage people to forward any potential names to us so that we can pay them an occasional visit and check on their wellbeing.

**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 Dr Skolar to update. The

Clerk was requested to obtain an update from Dr Skolar

**ACTION: Clerk**

**7. S.O.D.C. – Cllr. M. Leonard.**

Mr. Leonard reported

1. Community Governance Review – South Oxfordshire District Council .Email circulated to Council .Council to discuss implications .The Clerk was requested to recirculate to Council and include on next month’s agenda. **ACTION :Clerk**
2. TPO’s .There is no collective list of all TPO’s in Shiplake available for public scrutiny .Council requested Mr Leonard to ascertain the process for implementing blanket TPO’s as per Memorial Avenue . **ACTION : Mr M Leonard**
3. Gulley Cleansing SODC as a result of the enquiry by ML they have been cleared .Programme exists to inspect every two months and take action as necessary.No routine schedule as such exists
4. There has been a site visit to the footpath up to Tower House covered in verdigrise and moss), although OCC responsibility ,SODC will use deep cleanse equipment to clean debris
5. Broadband update no further action to report at this stage.
6. CIF (Community Investment Fund).Applications are invited for grants < £15k .22<sup>nd</sup> April to 28<sup>th</sup> June and 1<sup>st</sup> Oct to 21<sup>st</sup> Dec .Grants >£15k .25<sup>th</sup> February to 12<sup>th</sup> April .Application Forms are available .
7. 2013/14 Budget for grants has been increased from £500k to £1m
8. Fees at the Henley Leisure Centre for disabled users and their carers has been reduced to £19.95/month.
9. Core Strategy and Local plan have been finalised and copies are available .Clerk has received hard copy of both .Passed to Mr G Thomas.
10. Housing Allocation Policy has been changed to focus on working people who contribute to the local economy,local people seeking housing on health grounds and Foster Carers. Council are not accepting applications for people outside District. Penalties have been introduced for refusing offers of accommodation and exhibiting unacceptable behaviour.
11. Mr G Thomas referred to the current building development at Lower Bolney Farm and commented that the lighting was distracting to the neighbouring A4155. He believed this was contrary to one of the conditions of the grant of approval.Mr M Leonard was requested to have this followed up. **ACTION :Mr M Leonard**

**8. OPEN FORUM**

The Chairman suspended the meeting at 8.21pm to allow members of the public to address the Council .Mr Heron of Vortal Properties made a housing development presentation on behalf of his clients ,owners of 6 acre site located on the edge of the village. The Chairman stated that a Villages Community Plan was being developed and any future discussions on land development would be as a result of the findings within the Community Plan .

Mr D Bartholomew , prospective OCC Conservative candidate introduced himself.

The meeting resumed at 8.42pm

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

### **10. PLANNING**

The Planning Working Party submitted the following report for approval

#### A) **APPLICATIONS:**

P12/S2850/HH: 11 Manor Wood Gate, Lower Shiplake RG9 3BY

Applicant: Mr M Porter Type: Other.

Proposal: Two storey side extension and single storey rear extension, plus first floor extension over existing single storey.

Recommendation: **NO STRONG VIEWS.**

P12/S3005/HH : Torridon, Bolney Road, Lower Shiplake RG9 3NT

Applicant: Mr N George. Type: Other.

Proposal: New wardrobe room at first floor level, timber cladding omitted, fenestration simplified and some windows and roof lights omitted (amendments to application P06/E0448).

Recommendation: **NO STRONG VIEWS.**

P12/S3119/HH : 2 Orchard Close, Shiplake Cross RG9 4BU

Applicant: Mr C Harper. Type: Other.

Proposal: Raise roof height to facilitate first floor accommodation, construction of tandem garage.

Recommendation: **NO STRONG VIEWS.**

P13/S0080/HH: Jade Lodge, Crowsley Rd, Lower Shiplake RG9 3LE

Applicant: Mrs S Smith Type: Other

Proposal: Proposed granny annexe extension to north side, and proposed extensions, alterations and improvements to Jade Lodge.

Recommendation: **NO STRONG VIEWS** with comment that the extensions, although significant, are well-proportioned and the property is well set-back from the road, so the street scene is unaffected-unlike the recently approved P12/S2661/FUL (“Howe”) on this same road. The recommendations of the working party were approved on a motion proposed by Mr G Davies and seconded by Mr D Pheasant

#### B) **DETERMINATIONS:**

P12/S2850/HH: 11 Manor Wood Gate, Lower Shiplake RG9 3BY

Planning Permission **GRANTED**, with 3 conditions.

P12/2661/FUL: Howe, Crowsley Road, Lower Shiplake.

Planning permission **GRANTED**, subject to 10 conditions, by Planning Committee, with the reason being given that the proposal complies with the relevant Development Plan Policies and, subject to the specified conditions, would not be detrimental to the character and appearance of the site or the surrounding area, would not be unneighbourly and would not result in conditions prejudicial to highway safety.

**Recommendation:** Council discussed this decision, and the process leading up to it, and felt strongly that a letter of objection should be sent on behalf of Shiplake Parish Council. Mr G Thomas and Mr F Maroudas have drafted a letter of objection and concern regarding the processes involved with the approval of this application. Clerk was requested to send this formal letter to Head of Planning and the Council Leader responsible for Legal and Democratic Services with copy to Mr M Leonard(DC)

**ACTION :Clerk**

## **11. FINANCIAL MATTERS.**

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

R V Hudson – salary January	106.13	£299.53
R V Hudson – expenses, office allowance. January	107.13	
£131.89		
Inland Revenue – clerk’s tax & NIC January	108.13	£199.20
OALC (Clerk Training meeting)	109.13	£72.00
Staples (Photocopying SVP)	110.13	£91.00
Arrow Accounting (Internal Audit fees)	111.13	£226.20

The accounts were approved on a motion proposed by Mr G Davies and seconded by Mr C Smith.

2. The Internal Audit process has begun initial report received (APPENDIX 1)
3. Council to agree a rate of reimbursement for travelling expenses to meetings /courses outside of Parish boundary.
4. Wicksteed quotation to replace seats in Badgers Walk Playground £583.92 .Council approved.
5. Grant request received from Shiplake Primary School towards purchase of Tablet computers .Mr G Davies to update council following conversation with Head Teacher of School.
6. Grant requests received from Oxfordshire Playbus and Home Start .No Budget specifically allocated.
7. ORCC membership renewal received cost has increased from £30 in 2012/13 to £65 in 2013/14.

The Clerk was requested to set up a FWP meeting to make recommendations on items Items 3-7 and bring to Council next month’s meeting.

**ACTION :Clerk**

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

### **118/13 HIGHWAY MATTERS.**

1. Wig Wag signs update. Response received from Mark Francis “the signs have been ordered but unfortunately SEC contracting who usually install the posts are very busy at the moment, on this basis we are looking to install the posts using our own teams. I hope to have the posts installed by the end of the month and then I can ask Alan to arrange for the signs etc. to be installed on the posts”
2. The gully repair at the junction of Station Road and Crowsley Road has still not been repaired despite assurances .The Clerk was requested to escalate the request for action and then if no success to contact Cllr R Rose.
3. The Clerk reported that a follow up email had been sent to Mr D Tole in connection with setting up a site visit to review the ETO.No response has been received to either message to date

**ACTION :Clerk**

### **119/13 MODEL CODE OF CONDUCT.**

### **120/13 RECREATION GROUNDS/OPFA**

1. Badgers Walk - Mr C Smith reported that repairs to the worn swing seats had been carried out and suggested that the single swing seat should also be replaced .The Clerk to obtain a quote
2. Memorial Hall. There was no report on the condition of the equipment and the general condition of the playground.

**ACTION :Clerk**

### **121/13 FOOTPATHS.**

### **122/13 SHIPLAKE – DEVELOPMENT OF FACILITIES.**

Projects for improving facilities within village

**Phase 1**

1. **LASHBROOK** .Mr G Thomas requested approval to spend £45 on some wild water meadow seeds. Council approved.

**Phase 2**

2. **SHIPLAKE VILLAGE PLAN** Mr D Pheasant updated Council on development of the SVP as per APPENDIX 2 Mrs A law expressed concerns that the views and wishes of Shiplake Cross were not being captured within the SVP .Mr D Pheasant strongly assured Mrs Law that the residents views are being actively sought as part of the process.
3. The development of a Neighbourhood Plan.

**Future Phases**

4. **CYCLEPATH.TO HENLEY.** Mr T Taylor updated Council on recent developments with the Cycle path project
5. **VIRTUAL VILLAGE PROJECT** Mr D Pheasant updated Council on progress with the development of new website
6. **BROADBAND speeds /E.COMMS-** email network.Mr D Pheasant updated Council on the developments including an article in the newsletter and a prospective meeting with Mr P Cowen of BT.
7. **TREE PRESERVATION**
8. **FOOTPATHS TO LINK EXISTING PATHS**
9. **FOOTBRIDGE WARGRAVE**
10. **TICKET MACHINE AT STATION.** Response from First Great Western :  
I now have this information however with the current franchise position still unclear there is unlikely to be agreement on any new expenditure which will not be recovered under the term of our current franchise. Despite this I am still seeking clarity of the overall position on this and also reviewing alternative options such as moving machines already in the business that have little use.  
We are hopeful that we will have an answer from the Department of Transport by the end of January on the future of our franchise at which point I will be able to provide a more detailed update.  
Reminder sent via Clerk for update and possibility of installing a machine from another station which is underused.
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**

**123/13 ENVIRONMENTAL MATTERS.**

**124/13 S.O.D.C.**

1. Letter received from South Oxfordshire District Council reference adoption of the South Oxfordshire Core Strategy on 13 December 2012. All future planning applications should have regard to our newly adopted core strategy and the updated South Oxfordshire Local Plan 2011. The adopted core strategy, the updated Local Plan 2011, the Adopted Policies Map and other adoption documents can be viewed by visiting [www.southoxon.gov.uk/corestrategy](http://www.southoxon.gov.uk/corestrategy). Hard copies of the adoption documents will be available to view at the district council offices, all libraries across the district and Wallingford Town Council, Didcot Civic Hall, Henley Town hall and

Thame Tourist shortly. For further information, contact a member of the Planning Policy Team on 01491 823725 or [planning.policy@southoxon.gov.uk](mailto:planning.policy@southoxon.gov.uk).

2. Clerk has received 1 hard copy of Local Plan and South Oxfordshire Core Strategy .Tabled

**125/13 OCC**

**126/13 O.A.L.C. /O.R.C.C.**

1. Latest bulletin circulated by email
2. Latest issue of LCR on line circulated by email.

**127/13 MEMORIAL HALL**

1. Mr. Head reported that the foundations are in and building work is on schedule, new drainage has been installed and whilst funding is sufficient for phase A there is still a shortfall of £20k required to be raised for Phase B .

**128/13 CHILTERN SOCIETY/CPRE**

1. Latest CPRE newsletter circulated by email
2. Latest Issue of Chiltern News received. Tabled
- 3.

**129/13 DEFRA & OTHER GOVERNMENT CORRESPONDENCE**

**130/13 TOWNLANDS & OXFORDSHIRE PCT.**

**13. CORRESPONDENCE**

1. Email from Mr J Jenkins received “On my walk this morning I saw half a dozen elderly people waiting for the bus opposite the Plowden Arms. It was cold. Could the Parish Council afford to put a bus shelter there? Mr R Head reported that this has been raised before several times and given a) that people tend to use the bus shelter opposite and b) there is insufficient space to build another Bus Shelter it is difficult to see how this request can be accommodated.
2. Also, could the Parish Council revisit the matter of a footway between Plowden Way and the A4155 to provide safer access to the bus stop?
3. ERHA Annual Report 2012 received .Tabled

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

Mr G Thomas reported that he had attended a seminar hosted by the Environment Agency on behalf of Council .It was felt that the meeting had limited value or items of interest for Council There being no other items of business the Chairman thanked Mr G Davies for the use of the College facilities and hospitality and closed the meeting at 10.03pm

R.V.Hudson.  
Clerk to the Council.

17/2/2013

## APPENDIX 1

### Shiplake Parish Council Internal Audit 2012/13

Type – Interim Work Report

The Internal Audit of the Parish Council has now been completed in terms of the following:

#### Section 4 of the Annual Return

A)	Books of Account properly kept and maintained	Yes
B)	Council Financial Regulations, Payments & VAT	Yes
C)	Risk Assessment completed and managed.	Yes
D)	Adequate Budgetary control system.(reserves appropriate)	TBA on Out-turn &Reserves
E)	Expected Income fully received and recorded	Yes
F)	Petty Cash controlled	N/A
G)	Salaries and Allowances	Yes
H)	Asset and Investment Registers complete & maintained	TBA
I)	Bank Reconciliations carried out regularly.	Yes
J)	Accounting Statements reconciled and agreed with CB	TBA – Year end
K)	Trust Fund status and responsibilities completed	N/A

Previous Years Internal Audit Recommendations Addressed TBA

1) To ensure complete and full notes are attached to the Financial Statements in particular with regard to Earmarked Reserves.

External Audit Issues addressed for 2011/12 TBA

- 1) To ensure the Annual Return is rounded correctly.
- 2) To ensure LGA Spending Powers have been used correctly.
- 3) To ensure that the Annual Return is answered “NO” in regard to Trustee status.

Council Spending - ensure correct use of powers TBA

Issues to be addressed as soon as is practical before the 31st March 2013.

- 1) Evidence that VAT has been reclaimed by the Council.
- 2) To fully consider my comments above.

Documents to be supplied as soon after 31st March 2013

- 1) Asset Register to 31st March 2013.
- 2) Accounts (Draft form is acceptable).

- 3) Copy of the Cash Book (Summary will be acceptable).
- 4) Bank Reconciliation – Year End to 31st March 2013.
- 5) Analytical Review.
- 6) Proposed Annual Return figures that will be recorded on the Return.

Interim Report Conclusion:

All the above Issues have been either rectified and or completed.	TBA
Part 1 of the Annual Return has been reconciled to the Financial Statements.	TBA
Analytical Review completed and correctly compared and answered.	TBA
Bank Reconciliation for the Year End completed and approved by Council.	TBA
The Final Internal Audit Report will be issued on	TBA

The Invoice for the work undertaken for 2012/13 will be £169 and will be raised on or around 1st February 2013 for payment within 30 days. If this is not possible due to Council schedule please advise us.

For your valuable assistance in completing work above within the terms of our agreement and that the above Internal Audit Fee is paid within 30 days of the invoiced date, it is proposed that there will be no increase to the Fees in 2013/14 and will be £169. This assumes no change to the present regime of Internal Audit from Government sources.



## APPENDIX 2

Project Updates for Council Meeting on 11th Feb. 2013-02-07

**Shiplake Villages Plan:** The results of the initial survey were publicised during January using the website and all council notice boards in the villages, plus inserts to the copies of 2 editions of the Henley Standard, available via the corner shop. A feature article summarising the results and the plans for the main survey (due to be distributed in April) is planned for the February village Newsletter.

The Steering Group, with the help of an extended group of volunteers, is scheduled to finalise the main survey document week beginning 10/02/13 and work with SODC's project staff to produce the questionnaire and subsequently scan and analyse the responses. Other than copying costs there are no additional costs envisaged in this process. The project timescales are tight but we do have a verbal commitment to providing an initial analysis of the results of the survey by the end of May, such that they could be presented at the APM, should it be possible to reschedule this meeting to accommodate this goal.

**Broadband Update:** As part of the OCC Broadband Champions initiative we have received the latest update on the status of the OCC plan. The contractor responsible for the project will be announced in the late spring and awarded the contract shortly thereafter we assume. Until that time it is not possible to get any specifics regarding the deployment of high speed broadband in Oxfordshire, other than £13.86m is being invested by OCC and the project is due to be completed by 2015. Unfortunately our telephone links are via Wargrave, which is not currently scheduled to have fibre networks installed by BT. Tudor Taylor and I have been invited to meet a representative of BDUK to discuss what the OCC initiative might mean for us. (BDUK - Broadband Delivery UK, part of The Department of Culture, Media and Sport, responsible for the high speed program nationally and the award of grants to county councils)

In order to get high speed broadband, a number of rural areas throughout the country are pursuing additional plans to those delivered by county councils and BDUK e.g. Binfield Heath. The costs of these plans appear to be somewhat variable, principally dependent on the lengths of fibre cable needing to be installed I assume.

Once we have more details of the OCC plan and the status of Wargrave exchange, we will be better positioned to determine how we might proceed. There will be a brief article on broadband in the February Newsletter. There will also be a series of questions in the SVP major survey, seeking to qualify the requirements of residents for high speed broadband and what they might be prepared to pay for it.

**Parish Website:** Discussions have taken place with a number of people to clarify functional and technical requirements for a new website. The intention is to work with this small group to produce a succinct statement of requirements, determine the options available and propose a preferred way forward from a functionality and cost perspective. It has become very clear during the discussions of the SVP Steering Group, that a more interactive website will be a key element in promoting more community activities across the parish. Questions regarding desired functionality have been included in the SVP major survey.

### APPENDIX 3

<u>SHIPLAKE VILLAGE PLAN</u>			
<u>REVISED TIMETABLE</u>			
<u>Date</u>	<u>Activity</u>	<u>Who</u>	
Tuesday 11th December	SG review consolidated input, agree priorities, assign improvement areas and form project teams. Establish sub group to oversee development of main survey.	SG	
Monday 17th December	Communicate VP status to SPC and agree transfer of action items	SG/PC	
Friday 21st December	SG members confirm project teams	SG	
Wednesday 2nd January 2013	Publish results of initial survey to residents	SG	
Tuesday 22nd January	SG Meeting to review project team status and agree survey methodology	SG	
Thursday 31st January	Draft Surveys to DO	SG Members	
Wednesday 6th February	Sub Group Review Meeting	Sub Group	
W/C 11th February	1st Draft to Anton Nath	DO	
Tuesday 12th February	SG Meeting to agree draft of main survey	SG	
Friday 15th February	Communicate draft survey to SPC, ORCC, SODC & OCC	DO	
Friday 8th March	Receive comments from SPC, ORCC, SODC & OCC	All	
W/C 11th March	Revise final questions	SG	
W/C 25th March	SODC to provide PDF of final questionnaire	SODC	
W/C 1st April	Print questionnaire	SG	
W/C 8th April	Distribute main survey	SG	
W/C 22nd April	Completed questionnaires to SODC	SG	
W/C 29th April	Scan completed surveys	SODC	
W/C 29th April	Analyse open ended questions	SG	
W/C 13th May	Top line results available	SODC	
W/C 20th May	Agree APM presentation	SG	
W/C 27th May	Annual Parish Meeting	SPC	
			Monday 4th February 2014