

MINUTES OF THE ANNUAL GENERAL MEETING OF SHIPLAKE PARISH COUNCIL
HELD IN SHIPLAKE MEMORIAL HALL
ON MONDAY MAY 11TH 2015 AT 7.45 P.M.

1. PRESENT Mr T Taylor (Chair), Mr G Thomas, Mr C Smith, Mr G Davies, Mr D Pheasant and Mr D Bartholomew(OCC).. Mr F Maroudas and Mr R Head sent their apologies

2. ELECTION OF OFFICERS, SUB-COMMITTEES, WORKING PARTIES AND REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

Mr T Taylor, welcomed all the councillors and then stood down.

The Clerk requested nominations for the post of Chairman.

On a motion proposed by Mr G Davies and seconded by Mr C Smith .Members unanimously approved Mr T Taylor as Chairman.

On a motion proposed by Mr T Taylor, Seconded by Mr D Pheasant. Members unanimously approved Mr G Thomas as Vice Chairman

The Chairman took his seat for the following elections, all of which were unanimously approved
WORKING PARTIES.

Planning: Shiplake area: Mr G Thomas. Mr T Taylor, Mr D Pheasant Proposed by: Mr C Smith.
Seconded by: Mr G Davies.

Grants and Finance: Chair Mr C Smith Mr T Taylor, Mr G Davies and Mr. Maroudas. Proposed by: --
Mr T Taylor .Seconded by: Mr G Davies.

REPRESENTATIVES ON VARIOUS COMMITTEES.

Memorial Hall: Mr R Head has requested to step down so the Chairman suggested that as there are currently discussions occurring between Council FWP and the MH Committee, that, until further notice this process continues.

Badgers Walk Playground: Mr. C Smith. Proposed By: Mr D Pheasant Seconded by: Mr G Thomas.

Memorial Hall Playground: Mr G Davies: Proposed by: Mr C Smith Seconded by: Mr T Taylor.

Shiplake C. E. School: Mr G Davies Proposed by: Mr G Thomas. Seconded by: Mr D Pheasant.

3. 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 PA for Randall House and Mr G Thomas declared an interest in PA for 2 The Chestnuts.

4. MINUTES OF THE MEETING HELD ON MONDAY APRIL 13TH 2015 on page 5, Item 10
Planning C (Other) item 5 line 1 “in lieu of “ was replaced with “in the context of “. The Minutes were then approved on a motion proposed by Mr G Thomas and seconded by Mr T Taylor

5. MATTERS ARISING FROM PREVIOUS MEETINGS

1. Sydney Harrison House /Wooden Bench relocation from Sydney Harrison House .Clerk to write to Highways to ascertain on process to replace existing bench with new one .ACTION : Clerk

2. Network Rail. Level crossing issues Mr D Pheasant to follow up

3. Defibrillators Mr D Pheasant to follow up.

4. Annual Parish Meeting revised date/Agenda Date Confirmed 27th May. Clerk to book venue.

ACTION : Clerk

5. Clerk to contact Mr Pierpoint for update re parking in Station Car Park ACTION : Clerk

6. Elections now being complete Council agreed to advertise on the website and Noticeboards for applications by May 29th for the vacancies and to then co-opt 2 candidates

4. POLICE MATTERS.

Police report from 23/4/15-01/05/15 there were no URNs reported

Mr G Thomas reported that there had been a radar trap on the Reading Road and could any data re speeding be recalled from the police .ACTION: Clerk

Police report from PCSO Ashley Richardson from 01/04 – 23/04/15

URN	Date	Incident	Result
830	05/04/15	Kids walking on tracks between Henley + Shiplake, there is a mention in the log of MILL LANE but there is one in HENLEY + SHIPLAKE and it was not specified in the log	Dealt with by British Transport Police, and they did not update us with a result
781	22/04/15	Wanted Subaru found in CHURCH LANE behind hall	Vehicle recovered
396	22/04/15	Unconfirmed intruder alarm	False alarm, thought to be activated by the cat...

6. O.C.C. Cllr D Bartholomew submitted the following report :

GENERAL OCC REPORT

- a. GENERAL ELECTION IN OXFORDSHIRE Subsequent to the general election, the Oxfordshire seats of Banbury, Henley, Oxford West & Abingdon, Wantage and Witney all remain Conservative while Oxford East was held by the Labour Party. The Conservative Manifesto outlines a number of policies that will have implications for services run by the County Council, and we will get details as soon as they are available.
- b. LOCAL ELECTIONS a by-election also took place for the County Council in West Witney & Bampton and was won by James Mills for the Conservatives. The Conservative Independent Alliance retains control of the County Council.
- c. HAVE YOUR SAY ON SOCIAL CARE Users (and their carers) of social care services, for example, home support, day services and respite care are invited to come along and talk to the Director of Adult Social Care, John Jackson, and senior managers to raise issues and concerns. The event will be held on Saturday 20 June at the King's Centre, Oxford from 1.30-4.30pm. More information at: <https://www.oxfordshire.gov.uk/cms/content/hearsay>
- d. NEW FIRE CONTROL SERVICE GOES LIVE Oxfordshire Fire and Rescue Service (OFRS) has joined forces with Royal Berkshire Fire and Rescue Service (RBFRS), and Buckinghamshire & Milton Keynes Fire and Rescue Service (BMKFRS) to create a state of the art emergency call handling centre. This is based at RBFRS HQ in Calcot, Reading. The Thames Valley Fire Control Service (TVFCS) answers 999 calls and mobilises resources on behalf of the three Fire and Rescue Services (FRS's) to incidents across the Thames Valley, serving a combined population of around 2,253,400. The phased transition to the Thames Valley Fire Control Service (TVFCS) was completed on Thursday 23rd April. The TVFCS replaces the three FRS's individual control rooms, which were in urgent need of updating following the termination of the Government's national FiReControl project in 2010. After the FiReControl project came to an end, each FRS in England was given up to £1.8m grant money each from Government to undertake this work. For more information: <https://www.oxfordshire.gov.uk/cms/news/2015/apr/new-thames-valleyfire-control-service-goes-live>
- e. CONSULTATION ON SIXTH FORM TRANSPORT The County Council is consulting on its proposed annual transport policy statement covering young people of sixth form age. The policy statement details the transport provision and financial assistance with transport that the council believes are necessary for Oxfordshire residents of sixth form age who are receiving education or training. A key priority of the Government is to close the gap in attainment between those from poorer and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16-19 education and training. The Government provides funding to tackle disadvantage both through the Education Funding Agency's (EFA) funding formula and through the £180 million 16-19 Bursary Fund to help young people meet the costs of participating in education and training post-16. 2015/16 will be the fifth year of the 16-19

Bursary Fund. The consultation and supporting documents can be found at:

<https://consultations.oxfordshire.gov.uk/consult.ti/Post16Transport/consultationHome>

- f. **FREE SEMINARS TO EXPLAIN NEW CONSUMER RULES TO BUSINESSES** Free seminars to help Oxfordshire businesses understand new consumer rules due to be brought in during October are being held by Trading Standards in June. These changes to the rules will affect most goods or services and involve consumer rights relating to what to do if those goods or services are faulty. The major changes cover: What should happen when goods are faulty. What should happen when digital content is faulty? How services should match up to what has been agreed, and what should happen when they do not or when they are not provided with reasonable care and skill. Unfair terms in a contract. What happens when a business is acting in a way which isn't competitive? Written notice for routine inspections by public enforcers, such as Trading Standards. Greater flexibility for public enforcers to respond to breaches of consumer law, such as seeking redress for consumers who have suffered harm. For more information: <https://www.oxfordshire.gov.uk/cms/news/2015/apr/free-seminarsexplain-new-consumer-rules-businesses>

SPECIFIC REPORT FOR SHIPLAKE

- g. **BLANKET 20MPH SPEED LIMIT** As previously advised, the officer's report will be put to the Cabinet Member to determine at the CMD meeting on 21st May at 10.30am. Speakers include: Tudor Taylor, PC Chairman (on behalf of supporters); Robert Pehrson, resident (on behalf of objectors); myself, OCC County Councillor (neutral).
- h. **RED LIGHT SAFETY EQUIPMENT AT SHIPLAKE STATION** I understand Cllr Pheasant has requested a copy of the NR safety audit. I would be pleased to have sight of this but, as previously advised, after extensive investigation, OCC officers have stated the is not an OCC matter.
- i. **COUNCILLOR COMMUNITY FUND** I regret there is no fund this year and I am therefore unable to make a grant towards the new playground.

7. S.O.D.C. With no Councillor being present there was no report.

8. OPEN FORUM Chairman closed the meeting at 8.16pm to allow questions from the floor .Mr M Leonard commented that he had seen in a similar playground installation to that in Badgers Walk and series of wooden planks to act as a base .Council agreed to monitor wear and tear of new installation
Chair resumed meeting at 8.18pm

9. SPECIAL REPORTS-PLANNING.

10. PLANNING

The Planning Working Party submitted the following recommendations

A) APPLICATIONS.

P15/S1270/HH: 21 Crowsley Road, Lower Shiplake RG9 3 JU

Applicant: Mr S Kernick Type: Minor

Proposal: Demolition of existing single storey rear extension and garage and erection of new single storey side/rear extension.

Recommendation: **NO STRONG VIEWS.**

P14/S4104/FUL: 9 Orchard Close, Lower Shiplake RG9 4BU

Applicant: Mr & Mrs A Cartland Type: Minor

Proposal: demolition of existing dwelling. Erection of new dwelling with attached garage and enlarged access drive (changes to design and footprint of dwelling and provision of habitat survey).

Recommendation: **CONTINUED REFUSAL** on the basis of scale and bulk and overbearing impact on neighbouring property.

P15/S1399/PDH

Proposal for permitted development - information only. Gransden Cottage 1 Lowes Close Lower Shiplake RG9 3NG.

Demolition of existing single story rear extension and erection of new single story rear extension.

P15/S1130/FUL

Chelford House, Station Road, Lower Shiplake RG9 3JN.

Type Minor

Applicant: Chesterton Commercial Group.

Proposal: Removal of Condition 9(Code for Sustainable Homes).

Recommendation: **NO STRONG VIEWS**

P15/S1017/HH

2 The Chestnuts. Lower Shiplake RG9 3JZ

Type; Other

Applicant: Mr W Powell.

Proposal: Extension of garage to rear level with existing extension to No 1, with loft room over and two dormer windows to front pitched roof to right-hand side with extension of first floor over existing ground floor footprint with gable end to roof. Extension of existing utility room and bathroom to left hand side with gable end to roof and removal of bin storage area. Extension of driveway in front of front door.

Recommendation: **NO STRONG VIEWS**

P15/S1209/FUL

Randall House (and land adjacent) Mill Road Lower Shiplake RG9 3LP

Type: Other

Applicant: Mr Regan

Proposal: Proposed change of use of adjoining paddock land to garden land and erection of a detached double garage with store/hobby room over. Alterations and extension of existing house comprising the construction of a single storey porch extension, part single storey and part 1.5 storey rear extension and the re-cladding of the walls of the existing house in painted render and horizontal timber boarding. Changes to existing vehicular access arrangements.

Mr D Pheasant reported I have sent the response to SODC **RECOMMENDING REFUSAL** on basis of Flood plain considerations and scale and bulk of the proposed extension, with specific reference to being overbearing regarding neighbours' properties.

The Planning Working party recommendations were approved on a motion proposed by Mr G Davies and seconded by Mr C Smith.

B) DETERMINATIONS.

P15/S0368/FUL Haileywood Farm Reading Road Lower Shiplake RG9 4BG

Proposal: Proposed re-cladding of the old cattle shed and fit roller shutter doors to allow crop storage.

PERMISSION GRANTED with 3 conditions .

P15/S0020/FUL Address: Chelford House Reading Road Lower Shiplake RG9 3JN

Proposal: Erection of a new dwelling with detached garage.

PERMISSION GRANTED with 11 conditions

11. FINANCIAL MATTERS.

1. A copy of the financial statements for APRIL 2015 are attached and the payments below require approval.

R V Hudson – salary April	131.15	102363	338.27
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R V Hudson – expenses, office allowance. April	132.15	102364	119.95
Inland Revenue – clerk’s tax April	133.15	102365	225.20
LCR Subscription	134.15	102366	17.00
Staples Bus Account	135.15	102367	37.69
Mr Robin Head (Grasscutting)	136.15	102368	24.00
Shiplake Memorial Hall Meeting room Hire APM	137.15	102369	34.93
Mr G Jones Reimbursement for Sendgrid	138.15	102370	6.74
Broadband	139.15	DD	38.48

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

2. The Finance Working Party met on 5th May and make the following recommendations for approval

- a) 2015 Closing Budget and Grants (attached)
- b) Finalise year end Mar 31st 2015 act vs Budget (attached)_Council approved the accounts on a motion proposed by Mr C Smith and seconded by Mr G Thomas
- c) Finalise 2015/16 Budget and Grants (attached) Council approved the accounts on a motion proposed by Mr T Taylor and seconded by Mr C Smith.
- d) Mr G Thomas asked for an update on applications to register Community assets. Clerk responded saying that the owners need to be contacted in the first instance and he would action that ACTION : Clerk
- e) AFR Section 1 Figures (attached)_Council approved section 1 submission on a motion proposed by Mr C Smith and seconded by Mr G Thomas
- f) AFR sections 2 (scan attached)_Council approved section 2 of AFR submission on a motion proposed by Mr T Taylor and seconded by Mr C Smith
- g) Statement of end of year accounts (attached)_Council approved the accounts on a motion proposed by Mr G Davies and seconded by Mr T Taylor.
- h) Statement of Internal Controls (attached)_Council approved the Stoic on a motion proposed by Mr T Taylor and seconded by Mr C Smith
- i) .Risk Assessments review (attached)_Council had approved the risk assessments review on 12th January 2015
- j) .Review of Internal Audit (attached)_Council approved the Internal Audit Review on a motion proposed by Mr T Taylor and seconded by Mr C Smith.
- k) Memorial Hall Grant .Chairman to update Council
- l) Set up follow up meeting with MH Trustees and Nursery Council. Council suggested meeting at the College ACTION : Clerk June 16th or 25th
- m) Approval to obtain quotes for replacement of two village PC noticeboards Council approved Clerk to obtain quotes
- n) **Council to review a recommendation to change the financial regulations section 11.1.h.**

When it is to enter into a contract of less than £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

to read

When it is to enter into a contract of less than £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above 1.5% of Precept the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

Proposed by Mr T Taylor seconded by Mr C Smith

Council unanimously approved the motion.

12. MATTERS FOR CONSIDERATION.

14/16 HIGHWAY MATTERS.

1. 20 mph zone Mr T Taylor updated Council on the meeting to be held at OCC on 21st May when a decision will be taken .Mr Taylor will represent Council there will be opposing views submitted from Mr Pehrson.
- 2.

15/16 MODEL CODE OF CONDUCT.

16/16 RECREATION GROUNDS/OPFA

1. Badgers Walk - Mr C Smith reported condition of the equipment and general condition of the playground as satisfactory although grass needs cutting Clerk to obtain the additional quote to allow the grass repair to be undertaken ACTION : Clerk
2. Mr C Smith requested Clerk to ascertain whether a sign indicating playground can be obtained ACTION : Clerk
3. Memorial Hall. Mr G Davies reported the condition of the equipment and the general condition of the playground as satisfactory

17/16 FOOTPATHS

1. Mr Taylor reported that the Japanese Knotweed is now growing strongly on FP 38 .Clerk/Mr D Bartholomew to contact Jonathan Beale OCC
2. Clerk was requested to contact Mr S Doble re clearance of FP 29 opposite the Sailing Club with regard to requesting more controlled process .ACTION :Clerk

18/16 SHIPLAKE – DEVELOPMENT OF FACILITIES.

Projects for improving facilities within village

Phase 1

Update from Mr D Pheasant:

1. Network Rail: Awaiting requested copy of independent safety audit of camera installation at the level crossing. Currently reviewing copy of level crossing risk model information and spreadsheet of ratings of UK level crossings. As appropriate, update council on findings at next council meeting.
2. Website: Quotation for new forum enhancements approved and work in progress with anticipated delivery in June/July time frame. Enhancements to Home Page of website under consideration with proposals anticipated in next 3 months.
3. Broadband: Installation delayed by 3 months to October (or longer) due to problems with access to cable ducts compromised by blockages; the blockages prevent the 'blowing' of the fibre through the ducts. The related 12weeks permission periods for necessary road closures to rectify the situation is the major issue. If the necessary highways approval can be gained in less than 12 weeks, availability of fast broadband will be sooner. Updates will be provided via the website.
4. Shiplake Villages Plan: Updates provided in the April issue of the newsletter.
5. Newsletter: April issue made available via the website on 14/4/2015 and distribution of hard copy made available a week later.

Future Phases

- a) CYCLEPATH.TO HENLEY. Mr T Taylor to update Council
- b) TREE PRESERVATION Clerk requested to contact tree officer to ascertain if the trees in Heathfield House Reading Road can be investigated to see if there are any worth protecting .ACTION : Clerk
- c) FOOTPATHS TO LINK EXISTING PATHS
- d) FOOTBRIDGE WARGRAVE

- e) TICKET MACHINE AT STATION.
- f) FERRY
- g) VILLAGE FESTIVAL/STREET PARTY
- h) NEW PLAY AREA LOWER SHIPLAKE RECREATION AREA
- i) VILLAGE BOAT CLUB -SLIPWAY
- j) VILLAGE GREEN-MEADOW
- k) AFFORDABLE HOUSING SURVEY-BETTER MIX OF HOUSING
- D) HIGHWAYS DEVELOPMENT OF SAFER CROSSING AT MEMORIAL AVENUE AND STATION ROAD/WAR MEMORIAL

19/16 ENVIRONMENTAL MATTERS.

20/16 S.O.D.C.

21/16 OCC

22/16 O.A.L.C. /O.R.C.C.

1. April 2015 OALC Members Update circulated by email

23/16 MEMORIAL HALL

1. Mr Head was not present .

24/16 CHILTERN SOCIETY/CPRE

1. Chiltern /Conservation Board /Society newsletters April 2015 circulated by email
2. Chiltern Society e-News May 2105 circulated by email
3. CPRE newsletters Fieldwork circulated by email

25/16 DEFRA & OTHER GOVERNMENT CORRESPONDENCE

26/16 TOWNLANDS & OXFORDSHIRE PCT.

13. CORRESPONDENCE

- 1.** Phone call received from Mrs Gilder re parking issues in Station Road, saying she would send an email but nothing received. _Clerk to contact Mrs Gilder **ACTION: Clerk**
2. Correspondence from Barry Wood Chair Rotherfield Peppard PC re joint Parish working on variety of issues including planning .Chairman commented he had no issues with meeting up requested Clerk to obtain details ACTION: Clerk

14. ITEMS OF INTEREST OR FOR FUTURE DISCUSSION.

There being no other items of interest the Chairman closed the meeting at 9.38pm
Next meeting scheduled for Monday June 15th .Mr G Thomas offered his apologies in advance

R.V.Hudson.
Clerk to the Council.
14/05/2015