

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN SHIPLAKE
MEMORIAL HALL ON MONDAY 6th NOVEMBER AT 7.45 PM.**

1. **PRESENT:** Mr T Taylor (Chairman), .Mr R Head, Mr D Pheasant, Mr F Maroudas, Mr R Curtis, M Leonard, Miss A Manning, Mr D Bartholomew (OCC) and Mr P Harrison (DC) in addition there were two members of the public present **APOLOGIES:** Mr G Davies sent his apologies
2. **DECLARATIONS OF GIFTS & INTEREST.** Councillors were given the opportunity to declare any gifts or interest in any item on the Agenda. Mr D Pheasant declared an interest in PA for Ashburton House.
3. **OPEN FORUM.**The Chairman closed the meeting at 7.47pm to allow input from the members of the Public present .Mr Povey expressed his thanks for the contribution of Council to purchase of the chairs for the Scout Hut, he then requested further assistance and the chairman asked him to put forward another application and it would be reviewed .The Chairman closed the open forum at 7.55pm.
4. **MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD ON MONDAY 9TH OCTOBER 2017** were approved on a motion proposed by Mr R Head and seconded by Mr T Taylor.
5. **MATTERS ARISING FROM PREVIOUS MEETINGS**
 - 1) Defibrillator servicing .Clerk updated Council on the servicing of the Defibrillator which is more or less self servicing so no contract required, regular checks are required using template .Clerk to circulate to Mr R Head , Mr D Pheasant and Mr R Curtis
 - 2) Assets of Community Value the Plowden Arms.After some debate Council approved a motion proposed by MrT Taylor and seconded by Mr F Maroudas to proceed with registering the Plowden Arms as an asset of community value **ACTION : Clerk**
6. **POLICE MATTERS.** There was no Police Officer present.The Clerk reported that he had met with PCSO Hands and she was keen to support Council in controlling speed on Memorial Avenue specifically and the villages generally .The Clerk was requested to contact PCSO Hands and find out what the next steps are to train residents in use of the speed gun .**ACTION : Clerk**
6. **O.C.C. CLLR DAVID BARTHOLOMEW**
GENERAL OCC REPORT
 1. **THE RACE IS ON FOR DRIVERLESS CARS**

News that ground-breaking transport technology being pioneered in Oxfordshire has won a share of a £51million government prize has been welcomed by two council leaders. Oxfordshire is home to Science Vale UK and some world leading science and technology companies who are blazing a trail towards more energy efficient and road safety. Organisations based in the Science Vale are working on pioneering projects such as autonomous cars and smart traffic management systems needed to support people travelling around the county. Remote Applications in Challenging Environments (RACE), which is based at Culham Science Centre in Oxfordshire, is to receive £6.9m from the Department of Transport towards their £10million project to set up a range of different test areas mimicking increasingly realistic city driving environments, where automated vehicles can be tested before being taken onto public roads. They are one of a number of companies that Oxfordshire County Council and South Oxfordshire and Vale of White Horse District Councils works with to drive progress on future transport technology.
 2. **APPLY ONLINE FOR PRIMARY SCHOOL PLACES**

Applications for children due to start primary school in September 2018 can now be made online. Families with children born between 1 September 2013 and 31 August 2014 are urged to visit the primary school admissions pages on the county council’s website to find out how to apply for places for next year. The council still accepts postal applications but recommends families apply online where possible, as this helps speed up the applications process. It also means families receive an automatic response confirming their application has been received and can be quickly notified if further information is needed. Those who apply online will also receive an email on allocation day, 16 April 2018, informing them of the outcome of their application. Postal application forms are available from all Oxfordshire schools and from reception at County Hall in Oxford.
 3. **SMIFFING OUT ILLEGAL TOBACCO**

Oxfordshire County Council is launching a series of events to tackle sellers of illegal tobacco. Trading Standards Officers and sniffer dogs will take to the streets to ask for the public's help and crack down on this criminal activity. The council also aims to educate the public about how to spot illegal tobacco, what the dangers are, and how to report sales. The Illegal Tobacco Roadshow will start in Banbury and go around the county. Illegal tobacco makes it easier for children to start smoking, as it is sold at cheap prices, and it also makes communities more attractive to criminals, who may have links to organised crime groups. Reports suggest that illegal tobacco is an important part of Organised Criminal Groups' portfolios. Far from being a victimless crime, this illicit trade is connected to drug trafficking, money laundering, firearms and other crimes that threaten communities and endanger lives. Pocket money prices pose threat to children and communities. Anyone wishing to report the selling of illegal tobacco can do so anonymously online to Trading Standards at www.stop-illegal-tobacco.co.uk or call the Illegal Tobacco Hotline on 0300 999 6 999. For more information check: <http://www.stop-illegaltobacco.co.uk/>

4. HELP SOMEONE GET ONLINE – BE A DIGITAL HELPER AT YOUR LOCAL LIBRARY

Oxfordshire County Council recently launched a campaign to recruit 'digital helpers' in libraries to boost the confidence and skills of those who need extra help to get online. Volunteers able to give up just a few hours a week are being sought at branches across the county to provide one-to-one support for people with little or no experience of using computers or the internet. The aim of the campaign is to help people: • access services online – including council services • access employment or training opportunities • become more independent • reduce isolation
To find out more or to sign up as a Digital Helper visit: www.oxfordshire.gov.uk/digitalhelper

5. OXFORD'S NEW WESTGATE CENTRE OPENS

Traders welcomed a bumper weekend at Oxford's new Westgate as thousands of people packed the shopping centre on its first weekend in operation. Shops and restaurant chains said interest from customers had exceeded expectations, with business more brisk than at any other opening they had experienced. Some 60 out of 125 shops and restaurants at the £440m shopping centre opened on Tuesday 24th October, with others opening since, and thousands of people took advantage of their first opportunity to have a look around. Councils, transport operators and Westgate have been working closely on a coordinating travel plans aimed at making it as easy as possible to visit the Westgate and minimising journey times into the heart of Oxford. The best way to travel into the city centre is to use the park and rides or public transport wherever possible. New variable message signs have been installed on the outskirts of Oxfordshire to update people on space availability on the park and ride sites nearby and to direct them there. There are also temporary signs within the ring road which give directions, for those who have chosen not to use the park and rides, to city centre and Westgate. There's more information on travelling to the Westgate at: <https://westgateoxford.co.uk/your-visit/getting-here>

SPECIFIC REPORT FOR SHIPLAKE

6. A4155 WORKS BETWEEN FLOWING SPRING & PLAYHATCH ROUNDABOUT

I put the PC's proposal for a one-way system at Memorial Avenue/Plough Lane to Highways officers, but it was rejected on safety grounds as they felt it would increase the speed of traffic. The road closure has been extended for one week until November 10th due to the sheet piling work taking longer than expected. The project has gone well and OCC took the opportunity to look more closely at future-proofing the road during the planned work. Extra works include a revised safety barrier scheme, a length of additional road resurfacing, a litter pick and the re-white lining of the Flowing Spring pub junction.

7. YELLOW LINING

Much of the yellow lining in the village has deteriorated or become obliterated. I have raised this with Highways and been advised that remedial works will not be undertaken as the village roads are scheduled for surface dressing in the next financial year and the lining work will be done afterwards.

8. ERODED WHITE LINES FMS NUMBER 808876

I chased this at the request of the PC. The same comment applies as above.

9. ROAD SAFETY SIGNAGE

I have put the clerk in touch with the relevant Highways officer in order to obtain quotes for the signage being considered.

10. REPAIRS TO VERGE AT MEMORIAL AVENUE

I have chased this and been advised the works will be undertaken in early 2018.

11. HOUSING NUMBERS

At the September meeting I reported on the Government's consultation on a new method for calculating housing numbers and urged the parish council and individual councillors to respond. The consultation closes on Thursday 9th November, so I urge those who have not yet responded to do so as a matter of urgency. The new methodology would reduce the annual house-building requirement for SODC from 725-825 homes per annum down to 617 per annum.

I am advised that the SODC position will be to support the new methodology but with the option to go for the existing higher numbers if it so chooses. However, the County response will be to oppose the new methodology and express a wish to stay with the existing higher numbers due to concerns that lower numbers would inhibit economic growth and reduce additional infrastructure funding from central government. The consultation can be found here:

<https://www.gov.uk/government/consultations/planning-for-the-right-homes-in-the-right-places-consultation-proposals>

7. S.O.D.C. Cllr. P Harrison

District Councillor's Report -November 2017

1. THAMES FARM

Both the Judicial Review request by Shiplake and SODC have been rejected by a High Court Judge prior to going to court. Either party can request that the action is still referred to court but they have to decide within 7 days.

2. THAMES BARN

Emma Bowerman has emailed to say officers are recommending approval of the Thames Barn application P17/S3119/FUL and is aiming for this to go to committee on the 20th November.

3. HASELEY BROOK BY-ELECTION

Haseley Brook by-election was won by Caroline Newton from the Conservative.

4. HENLEY LEISURE CENTRE

£150,000 has been allocated to refurbishing the swimming pool changing area at the Henley indoor leisure centre up on the Gillotts School site. Whilst the work is taking place the pool and the other facilities at this site will still be available.

5. OXFORD TO CAMBRIDGE EXPRESSWAY

Four early concept designs have been submitted for the Oxford to Cambridge expressway. The National Infrastructure Commission will ultimately make a recommendation to government for the final decision on the route..

The risk for us in South Oxfordshire would be the southern routes as this would bring increased traffic into our villages.

6. NEW ORDERS COULD HELP TACKLE ANTI-SOCIAL BEHAVIOUR

We have proposed to introduce two Public Spaces Protection Orders in Thame and Henley to allow police to target specific anti-social behaviour offences that can occur in public spaces. The orders would only target anti-social behaviour and not prevent groups from gathering together peacefully in either town.

You can find out more about the proposals and comment on them for Henley here.

7. LOCAL PLAN

The Local Plan 2011-2033 consultation has been extended. You can view this on our website. The extension is to provide people the opportunity to comment on an update to the Strategic Housing and Economic Land Availability Assessment, which we originally published in March. You can view the updated assessment here. All responses to the local plan must be received by 5pm on 30 November 2017.

8. SECOND FINE FOR MAN WHO BREACHED PLANNING ENFORCEMENT NOTICE AT VILLAGE PUB

A man has been ordered to pay £4,670 after being found guilty of breaching a planning enforcement notice which required him to stop living in a village pub after he had turned it into a residential property without planning permission. This was the second time he had been fined for the offence. Satwinder Sandhu appeared at Oxford Magistrates' Court on Thursday 19 October after being prosecuted by South Oxfordshire District Council for a breach of an enforcement notice at The White Lion Public House in Goring Heath.

8. SPECIAL REPORTS-PLANNING.

9. PLANNING

Recommendations from the Planning Working Party

APPLICATIONS

1. Application Reference: P17/S3685/HH (Householder)

Applicant Sophie Van Brugen.

Application Type (see definition over): Other Proposal: Single storey side extension including demolition of existing garage. Address: Ashburton House Lashbrook Road Lower Shiplake RG9 3NX **RECOMMENDATION NSV**

Council approved the recommendations on a motion proposed by Mr R Curtis and seconded by Mr T Taylor.

DETERMINATIONS

2. Application No : P17/S2990/FUL

Application proposal, including any amendments : Variation of condition 2 on planning permission P16/S2140/FUL as per submitted report. Three bedroom, 2 storey detached house within the rear garden of Chestnut House, Station Road, Shiplake. (Amended plans received 12 August 2016 showing dwelling relocated 2.0 metres southwards and reduced in size, reduction in one bedroom from four to three). (Further amended plans submitted 10 October 2016 to show correct scale on the drawings). As per amended planning report received 18 September 2017. Site Location : Chestnut House Station Road Lower Shiplake RG9 3JS **GRANTED**

3. Application No : P17/S2130/FUL

Application proposal, including any amendments : Erection of two two-storey 5-bedroom dwellings and formation of vehicular access (height of dwellings reduced, footprint changed, driveway realigned and additional landscaping details provided as shown on amended plans received 8th September 2017 and revised landscaping as shown on amended plan received 26th October 2017). Site Location : Land off Mill Road Lower Shiplake **GRANTED**

4. Application No : P17/S2091/HH

Application proposal, including any amendments : Proposed two storey rear extension and associated works. (Amended plans received 28 September showing reduction in size and redesign of proposed extensions). Site Location : Brook Cottage Mill Road Lower Shiplake RG9 3LW **GRANTED**

5. Application No : P17/S2393/HH

Application proposal, including any amendments : Internal Alterations to integral garage to convert into a boot room and construction of an external garage in the front garden. (Amended plans received on 26 September 2017 showing relocation and re-design of proposed new detached double garage). Site Location : Basswood Northfield Avenue Lower Shiplake RG9 3PD **GRANTED**

6. Application No : P17/S2990/FUL

Application proposal, including any amendments : Variation of condition 2 on planning permission P16/S2140/FUL as per submitted report. Three bedroom, 2 storey detached house within the rear garden of Chestnut House, Station Road, Shiplake. (Amended plans received 12 August 2016 showing dwelling relocated 2.0 metres southwards and reduced in size, reduction in one bedroom from four to three). (Further amended plans submitted 10 October 2016 to show correct scale on the drawings). As per amended planning report received 18 September 2017. Site Location : Chestnut House Station Road Lower Shiplake RG9 3JS **GRANTED**

7. Application No : P17/S2659/HH

Application proposal, including any amendments : Improve the vehicular access to the dwelling to allow fire engines to gain access. Site Location : Lock End House Mill Lane Shiplake RG9 3ND **GRANTED**

OTHER

8. Freedom of Information request.

On 3 Nov 2017, at 09:47, Garry Forster <request-442730-b39f35d5@whatdotheyknow.com> wrote:

Dear Shiplake Parish Council,

Please can you disclose how much Shiplake Parish Council has spent in total in relation to the planning application and appeal at Thames Farm? Such costs should include all legal fees & disbursements, advisory or consultants fees, court costs and all court awards made against the Parish Council.

Please disclose the figure expended or comitted this financial year and the total for each of the last three financial years. All figures should include any irrecoverable VAT.

Yours faithfully,

G Forster

Council discussed this request and asked the Clerk to respond with the following :

“The Council have reviewed your request and we regret we will not be supplying the information you requested as the information will be published in due course” **ACTION : Clerk**

9. Planning for the right homes in the right places ...

1. Open consultation Planning for the right homes in the right places: consultation proposals
The new methodology would reduce the annual house-building requirement for SODC from 725-825 homes per annum down to 617 per annum.

I am advised that the SODC position will be to support the new methodology but with the option to go for the existing higher numbers if it so chooses. However, the County response will be to oppose the new methodology and express a wish to stay with the existing higher numbers due to concerns that lower numbers would inhibit economic growth and reduce additional infrastructure funding from central government.

Regards

Cllr David Bartholomew

2. Council requested the Clerk to respond to the consultation with the following:” SPC strongly endorse the annual house-building requirement for SODC to be reduced from 725-825 homes per annum down to 617 per annum.. **ACTION : Clerk**

10. Thames Farm Judicial Review-update

11. FINANCIAL MATTERS.

1. The following November accounts required approval			
R V Hudson – salary October	73.17	102626	344.94
R V Hudson – expenses, office allowance.October	74.17	102627	101.15
Inland Revenue – clerk’s tax October	75.17	102628	229.87
Mr Robin Head Grasscutting	76.17	102629	50.00
Imagine events ltd (NP exhibition)	77.17	102630	678.00
Shiplake Memorial Hall (NP exhibition)	78.17	102631	187.53
Herald Graphics (NP Posters)	79.17	102632	410.40
Broadband	80.17	DD	44.77

Council approved the accounts on a motion proposed by Mr T Taylor and seconded by Mr R Curtis

2. Council approved October YTD act vs Budget on a motion proposed Mr T Taylor and seconded by Mr F Maroudas
3. Council approved Bank reconciliation 31st October 2017 on a motion proposed by Mr T Taylor and seconded by Mr R Head
4. Council to approve the resolutions listed in Appendix 1 from Cooperative Bank and on page 6 of change of account signatories document. Council approved the resolutions on a motion proposed by Mr T Taylor and seconded by Mr R Curtis.
5. Council approved the removal of the following Councillors from the signatory list for cheque payments :Mrs J C Arnott, Mr E A Ryder ,Mr G D Thomas,Mrs A Law and Mr C N Smith on a motion proposed by Mr T Taylor and seconded by Mr R Curtis
6. Discussion re Electronic Banking Future .Clerk reported that the Cooperative Bank has a methodology for two signatories to approve any electronic transactions Council agreed to progress this option
7. Grant request from Sue Ryder Grant. Council approved Grant of £250 on a motion proposed by Mr T Taylor and seconded by Mr F Maroudas
8. Grant request from Chilterns Conservation Board . Council approved a Grant of £250 on a motion proposed by Mr R Head and seconded by Mr T Taylor.
9. Council approved a grant of £350 for the Royal British Legion for the Poppy appeal on a motion proposed by Mr T Taylor and seconded by Mr F Maroudas.
10. Council To review quotation from Creative Play to address issues raised in RoSPA report for Badgers Walk Playground Council agreed to carry forward to December meeting .
11. Mr F Maroudas requested Council to approve additional funds to fight the Thames Farm Development application . Mr T Taylor proposed the following motion ,seconded by Miss A Manning.” Council to approve additional £13k expenditure net of VAT in addition to £12k net of VAT sums already approved . Council approved on a vote of 6 votes in favour and 1 abstention.

12. MATTERS FOR CONSIDERATION.

71/18 HIGHWAY MATTERS.

1. Mr R Head reported that the Clerk and he had met and submitted a costing request to OCC highways for a variety of speed safety signs for the village.
2. Memorial Avenue speeding issues see police section

72/18 RECREATION GROUNDS/OPFA

1. Badgers Walk -.Mr M Leonard reported the condition of the equipment and the general condition of the playground was untidy .Council agreed to diarise for December Meeting
2. Memorial Hall. Mr G Davies was not present so there was no report.

73/18 FOOTPATHS

74/18 SHIPLAKE – DEVELOPMENT OF FACILITIES.

Future Phases

Neighbourhood Plan Update

Following the successful Open Exhibition (see below), the plan remains on schedule for completion of submission to parish council and SODC by end of the calendar year, with actual costs to date less than budgeted costs.*

Minor adjustments have been made to details to site 30 following discussions with 'owners' and potential additional housing provision at Shiplake College included, which will be referenced at the next PWG meeting.

We are seeking clarification re status of the Wyvale site, which has a bearing on the plans proposals. - see note below.

* we await SODC's views on whether we require a SEA, which would affect costs and timescales for the plan.

Open Exhibition: Including visitors from neighbouring parishes, our local MP and press, over 300 attendees came to the Open Exhibition. Based on the 265 completed response forms, early analysis indicates 73% would support the proposals, 24% would not, 2% were unsure at this stage and 1% would not be voting at a referendum. The responses from residents across the parish were consistent with housing numbers in the two villages i.e. Lower Shiplake 83% and Shiplake 15% - 3% of responses were from non-residents.

The NP Steering Group can now take this positive response and, with the benefit of the views expressed in the completed forms, move onto the next stage of the development of the plan. The final proposals will hopefully result in an even greater positive response.

Requests were made for copies of the presentation materials. These will be available on the villages website in the next few days, not least so all residents have the opportunity to consider the proposals in more detail. There will also be comprehensive coverage of the event and proposals in the November issue of Shiplake News.

Wyvale Site Proposals Note from owner in context of NP: "The first is that the Neighbourhood Plan calls for B1/B2 development, though the Neighbourhood Plan committee have now formally accepted that a mix of B1 and residential is the way forward for the Wyevale site." Is this correct?

Mr D Pheasant requested the clerk to follow up on the NP steering group request for a support grant of £5k. ACTION: Clerk

75/18 ENVIRONMENTAL MATTERS/AONB

1. Mr Head had nothing to further report

76/18 S.O.D.C.

77/18 OCC

78/18 O.A.L.C. /O.R.C.C.

1. 2017 OALC Members Latest update circulated by email

79/18 MEMORIAL HALL

80/18 CHILTERN SOCIETY/CPRE

1. Latest Chiltern /Conservation Board /Society newsletters circulated by email
2. Latest CPRE newsletter circulated by email

81/18 DEFRA & OTHER GOVERNMENT CORRESPONDENCE

82/18 TOWNLANDS & OXFORDSHIRE PCT.

13 CORRESPONDENCE

14. ITEMS OF INTEREST OR FOR FUTURE DISCUSSION.

Change of date next year :

The February meeting has had to be moved to WEDNESDAY 14th February 2018

There being no other items of business the Chairman closed the meeting at 10.07pm

R.V. Hudson.

Clerk to the Council.

12/11/17

APPENDIX 1

Declaration

Voluntary Organisations, Charities, Societies, Credit Unions, Trusts, Schools, Clubs and any other Unincorporated Association.

Certified Copy of Resolutions

Made by the organisation named in Section 1.

The following resolutions were passed at a meeting of the committee held on:

Date

06/11/17

It was resolved that:

- The Co-operative Bank p.l.c. ("the Bank") shall continue as our bankers in accordance with our original application
- the Bank shall be authorised to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories Section 4b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)
- the Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account signatories Section 4b
- the Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our account (including the opening of new accounts), affairs or property, as shown in the account signatories Section 4b
- the Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions
- the Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations, constitution, rule book or byelaws
- the Bank shall be notified in writing of any change of Directors, Trustees, Members or Officials, where applicable some charities are also registered as Ltd, so will need to include full list
- the Bank shall be notified in writing of any change of official authorised to sign on our behalf
- the Bank shall otherwise continue to operate our account(s) in accordance with the business account mandate
- the Bank shall be notified in writing of any overall change of control in the organisation
- all signatories to the account are aged 18 or over
- in the case of joint account holders, we agree that on application by one of us for an overdraft on the account the Bank may provide oral pre-contractual information to one of us only prior to the overdraft being agreed. In this case any overdraft terms will be sent to multiple account holders after the overdraft is agreed and available to use.

Authority for additional signatories to draw on account

N.B. Each additional signatory must complete Section 3b.

We[†] authorise and request that until you receive written notice from me/us[†] to the contrary to treat and consider additional signatories listed in Section 3b as fully empowered by me/us and on ~~my~~/our[†] behalf:

- to draw, sign and endorse cheques and other orders for payment on my/our account(s) with you
- to draw, sign, accept and endorse bills of exchange and promissory notices on my/our account(s) with you
- to receive cheques, statements and other vouchers relating to my/our account(s) with you
- to withdraw all or any of my/our securities, documents, or other property or anything else held by you by way of security or for safe custody collection or any other purpose whatsoever on my/our account(s)
- to arrange terms with you for the negotiation or discount of any documents
- to negotiate with you for and take advances whether by way of loan, overdraft discount or otherwise with or without security
- to charge, pledge and deposit with you any of my/our property upon such terms as you may require to secure the payment or discharge to you on demand of all monies and liabilities which shall for the time being (and whether on or at time after such demand) be due owing or incurred to you by me/us whether actually or contingently and whether solely or jointly with any other person and whether as principal or surety including interest discount commission and other banking charges
- generally to act on my/our behalf in all transactions and matters of business with you and to comply fully with any account terms and conditions and security requirements you may operate in connection with my/our account(s) with you now or in the future
- to act on the above instructions and in particular to pay and honour all such cheques, orders, bills, notes or requests as above mentioned notwithstanding that any such payment may cause my/our said account(s) to be overdrawn or may increase any existing overdraft.

It is certified that these resolutions have been recorded in the minute book and that the specimen signatures shown in the account signatories Section 4b are correct.

