

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN SHIPLAKE  
MEMORIAL HALL ON MONDAY 12<sup>th</sup> MARCH 2018 AT 7.45 PM.**

- 1. PRESENT:** Mr T Taylor (Chairman). Mr R Head, Mr D Pheasant, Mr R Curtis, Mr G Davies, Mr M Leonard, Mr F Maroudas Mr D Bartholomew (OCC), Mr P Harrison (DC) Dr S Mann and Miss A Manning, in addition there were 7 members of the public present.
- 2. DECLARATIONS OF GIFTS & INTEREST.** Councillors were given the opportunity to declare any gifts or interest in any item on the Agenda. None Declared
- 3. MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD ON MONDAY 5<sup>th</sup> FEBRUARY 2018** were approved on a motion proposed by Mr F Maroudas and seconded by Mr M Leonard.
- 4. MATTERS ARISING FROM PREVIOUS MEETINGS**
  - 1) Planning enforcement response to Chelford House. Response “Yes this is still the same site at Chelford house. The fence extends across all newly developed properties, and we are currently gathering a decision from all parties.” We will act accordingly, and I am expecting contact from the agent within the week. Again, my apologies for the time taken over this investigation. Corey Webster. Enforcement Officer (Planning) Councillors expressed concern that nothing seemed to be progressing. Clerk requested to follow up for a further update. **ACTION: Clerk**
  - 2) Councillor Parish Emails. Clerk updated Council on status
  - 3) Code of Conduct and Conflict of Interests Policy. Council approved adoption of the revised Code of Conduct document on a motion proposed Mr T Taylor and seconded by Mr F Maroudas.
  - 4) A request has been received from County to nominate a volunteer to liaise directly with contractors regarding fix my street issues. B/F from March meeting. Council suggested putting the request on the Website. **ACTION: Mr D Pheasant**
- 5. POLICE MATTERS.** PCSO Ruth Hands gave a brief update noting that Shiplake was a low crime area. Two Councillors have now been trained on the Speed Gun. The Chairman requested receiving the statistics report council used to receive PCSO Hands agreed to forward this to the Clerk. **ACTION**  
**PCSO Hands**
- 6. O.C.C. Cllr D Bartholomew**  
**REPORT TO SHIPLAKE PARISH COUNCIL MARCH 2018**  
**GENERAL OCC REPORT**
  - 1. OCC BUDGET 2018/19**

OCC agreed its budget at a Full Council meeting on 13 February following a five-hour meeting of all 63 county councillors. Council Tax will rise by 5.99%, the maximum amount allowed without a referendum. Key points include:

    - Finances are sound compared to other councils, with difficult decisions having already been taken
    - The Council Tax rise will deliver extra money for adults and children’s social care
    - Proposal to extend £500,000 contribution for homelessness for an extra year in 2019/20 (subject to consultation)
    - 10-year programme to improve transport network and release more money for road maintenance
    - £15,000 for each of the 63 county councillors to spend on local priorities in their area
  - 2. GROWTH DEAL**

As detailed in the December and February reports, the Oxfordshire Growth Board\* has reached an outline Housing and Growth Agreement (Growth Deal) with Government. This will see an additional £215m of investment over the next five years to build infrastructure, support the delivery of new homes and boost economic productivity across the county. The Growth Deal has now been agreed by the six councils.

\*The Oxfordshire Growth Board comprises the six councils: Cherwell District Council, Oxford City Council, Oxfordshire County Council, South Oxfordshire District Council, Vale of White Horse District Council and West Oxfordshire District Council, together with the county’s Local Enterprise Partnership (OxLEP).
  - 3. OCC STEPS UP POT HOLE WORK AS WINTER HITS THE ROADS**

Repeated cycles of ice, thaws and snow created the worst possible weather conditions for roads over the last few months leading to a rise in reports on Fix My Street from 3,000 pre-Christmas to 7,000 during

January. OCC has drafted in more staff to carry out inspections and contractors Skanska are sending out more teams to carry our repairs. An additional DragonPatcher is now in action on the road network travelling round on an 'inspect and fix' basis on the rural network. There is also good news in the form of almost £1m in extra funding from the Department for Transport in recognition of damage done to the roads by bad weather. This money will be spent on road patching later this year as that will give longer lasting benefits and better value for money. Defects that make roads hazardous will be dealt with within 24 hours as usual. Remember, if a defect has paint markings around it then it has already been scheduled for repair and does not need a new report.

4. **OXFORDSHIRE'S LIBRARIES ARE THRIVING – NOT JUST SURVIVING**

Libraries Minister Michael Ellis MP attended the official opening of Oxfordshire County Library in February. The newly refitted facility welcomed more than 100 guests including staff, volunteers and community groups who have helped ensure the county's 43 branches have a bright future. Mr Ellis toured the library and spoke with staff and volunteers about its transformation and wider network of Oxfordshire branches. He said: "This is a wonderful example of a library that is an integral part of the community. We want to see libraries thrive - not just survive - and this is an example of a library that is clearly thriving. This is a classic example of how to do it and protect our libraries, and they are still greatly valued by many people."

5. **CARE QUALITY COMMISSION (CQC) REVIEW IN OXFORDSHIRE**

**The Care Quality Commission (CQC) visited Oxfordshire in November 2017 to carry out one** of 20 targeted reviews taking place in England. The CQC report, published on Monday 12 February says: "People were treated with kindness when they moved between health and social care services. Frontline staff were dedicated and provided person centred care, going the extra mile for people they cared for." Across all areas of health and social care, an above-average proportion of services achieve a 'good' or 'outstanding' CQC rating in Oxfordshire, compared to the national average. However, there remain significant challenges to join up services across organisations in Oxfordshire. The final report has provided areas of action for senior managers in the NHS, social care and other bodies to act upon to make the whole health and care system work better. All of the CQC's recommendations for actions have been agreed by the five organisations involved which are: • Oxfordshire County Council (local authority) • Oxford Health NHS Foundation Trust (OHFT) • Oxfordshire Clinical Commissioning Group (OCCG) • Oxford University Hospitals NHS Foundation Trust (OUHFT) • South Central Ambulance Service NHS Foundation Trust (SCAS)

CQC inspectors found the problems of recruiting care staff in Oxfordshire were holding back improvement. Incompatible computer systems also hampered integration of services. The inspectors did find that Oxfordshire had made progress in tackling 'delayed transfers of care'. Health and social care leaders from the five organisations involved in the inspection have already met with the CQC to develop an action plan. The key points of the action plan are: • Making services more local by using a 'place-based' approach to design and delivery of care

- Improving information available to people who fund their own care so they can get the support they need more quickly
- Investing more in recruitment and retention of care staff so more care packages can be delivered, particularly for older people.

6. **PLASTIC POLLUTION IN OXFORDSHIRE**

Residents in Oxfordshire have been amongst the best at recycling (including plastics) and composting for a few years now, and the countywide recycling rate is around 60%, one of the best in the country. However, the ambition is to do better. Plastic is a topical target. The OCC Recycling Team has put together top tips to kick the plastic habit: • Remember your reusable bags when shopping. • Invest in a reusable water bottle (stainless steel bottles are more sustainable than plastic)

• For takeaway coffee, use a reusable mug. Collapsible ones that fit easily in a bag are obtainable, or there are ones made from bamboo to avoid more plastic. (Disposable coffee cups are lined with plastic and hard to recycle.)

• Look for products with less packaging, or no packaging, such as fruit or vegetables. • Buy concentrated products and refill packs instead of fully packaged products, such as fabric conditioner, washing powders and some beauty products.

- Recycle the packaging where possible. While 90% of packaging is recycled in the kitchens, only 50% is being recycled in the bathroom. Shampoo, conditioner, make up, hand wash and cleaning product bottles can all be recycled (pump trigger must be removed).
  - Buy larger or economy sizes of goods such as breakfast cereal, tomato ketchup, toilet rolls and soap powder. This saves money and creates less packaging in the long run.
- All the councils in Oxfordshire are working together to seek views on reducing waste and increasing recycling. Respond to the consultation here: [www.recycleforoxfordshire.org.uk](http://www.recycleforoxfordshire.org.uk)

## **SPECIFIC REPORT FOR SHIPLAKE**

### **7. MEMORIAL AVENUE VAS SIGN**

The PC has been dealing directly with OCC Technical Officer Mark Francis in relation to this matter. He has advised that regulations do not permit permanent VAS signs that indicate the actual speed of the vehicle. These are known as Speed Indicator Devices (SIDs). He suggests that the sign displays a solid diagram 670 sign (maximum miles per hour) with the text 'slow down' when illuminated. Solagen can supply these signs but OCC usually has to supply and install the pole that the apparatus is mounted on. He also visited Shiplake to look at the sign that keeps being damaged near the school. The sign in question encompasses a speed limit terminal sign, so the location is fixed by a Traffic Regulation Order. He advises OCC should be able to install another pole on the hedge side and change the type of signs which would move them away from the edge of the carriageway and thus prevent further damage.

### **8. RESURFACING NEW ROAD**

I have seen a number of emails and publicity items stating that if sites 6, 7 and 8 were included in the Shiplake Neighbourhood Plan, this would lead to the resurfacing of New Road. In consultation with officers, I have made it absolutely clear that as New Road is a private, unadopted road, OCC has neither the power nor desire to instruct that it is resurfaced. Despite these assurances, misinformation continues to be distributed.

### **9 DAMAGE TO VILLAGE ROADS CAUSED BY CONSTRUCTION TRAFFIC**

I received communication from the PC expressing concern about this matter. I share these concerns, but OCC is powerless to demand that the perpetrators fund the cost of reinstatement unless there is evidence of how and when the damage was caused and by whom.

### **10 FMS SUPER-USER**

As previously advised, there is a pilot programme being run by OCC in respect of FMS, whereby a parish councillor could be trained as an FMS 'SuperUser' and would be able to identify potholes for repair and go direct to the contractor, bypassing the OCC Highways team. This would obviously considerably speed up the repair process. Please let me know if there is a parish councillor who would like to take part in this pilot.

## **9. S.O.D.C. Cllr. P Harrison**

### **DISTRICT COUNCILLOR'S REPORT**

March 2018

#### **1. Thames Farm**

As you have already seen in the press. SODC have lost their request to take the decision of the Planning Inspector to approve the Thames Farm application to the Court of Appeal. That is effectively the end of the road as far as opposition to the application goes.

More new roles

Last month I highlighted a number of strategic managers positions which had been filled. We can now confirm the next level of service managers.

The Service Managers below have been assimilated into the following positions in the new management structure with immediate effect, other than Paul Howden, whose start date will need to be agreed:

- Dylan Evans - Active Communities Manager
- Emily Hamerton - Development Manager - Applications
- Holly Jones - Planning Policy Manager
- Lee Brown - IT Manager

- Paul Howden - Revenues and Benefits Manager
- Paula Fox - Development Manager - Large Sites
- Simon Hewings - Strategic Financial Manager
- Steven Corrigan - Democratic Services Manager

## **2. Autonomous vehicle investment**

The government has awarded us £2.5 million for an industry-led research and development project to introduce connected and autonomous vehicles to the districts.

Working with MEPC and First Connect we will be providing a driverless shuttle bus service from Didcot to Milton Park for commuters.

The 30-month project is commercially viable and could be one of the first services of its kind for visitors and commuters in the UK.

More information can be found in the joint press release on our website.

## **3. Popup Business School**

Do you know someone who has a business idea but no idea where to start?

Perhaps you know someone that has started their own business but needs help with building a website or getting more customers?

We are supporting a Popup Business School on 19 - 23 March for anyone from South and Vale to attend the workshops for FREE and learn how to start or grow a business without little or any money.

The workshops have been organised in partnership with Hammerson and Soha.

Anyone interested can register via the Popup Business School website.

## **4. First conviction for housing fraud**

We have just successfully completed our first prosecution against someone for housing fraud.

On 30 January a woman living in a social housing property in Great Milton was convicted of making a fraudulent application - a tip-off had revealed that she already owned a three-bedroom house in Wales.

Magistrates ordered her to pay £1,530 and we are working to recover the property so that it can be made available again on the housing register.

## **5. Countryfile**

John Howell's was on last night's BBC Countryfile programme. Talking about Gladman's one of the so called "Land Promoters" our as I call then the "Land Pirates" who only increase the cost of property.

## **6. Grants**

This year £811,000 is available for Capital Grants in the District are available from: -

- 15th March to 26th April (round one)
- 20th June to the 30th July (round two – budget permitting)
- 15th October to 30th November (potential round three – budget permitting)

Councillor Grants of \$5,000 will also be available and are available from: -

- 30th May (estimated) to 3rd January 2019

## **7. Government's civil society strategy**

The government has just launched an open consultation to ask how it can work better with local communities to improve things in their area.

It's called the 'Civil Society Strategy' and is looking into subjects like support for young people, public services, and making areas better places to live and work.

To find out more visit the government's Civil Society page.

## **8. Reaching thousands on Facebook**

Keep up to date with the latest news from SODC Facebook pages.

During the recent snow a post telling people about disruption to bin collections reached over 24,000 people and details about the emergency support available for those sleeping rough reached over 37,000 people.

We've also had significant success for posts about fly-tipping, a food safety investigation (see South News), recycling advice, and announcements for major projects such as the Orchard Centre and Abbey Meadow pool.

## **9. Awards for best voluntary groups**

Voluntary groups who make a real difference to their communities could be up for a new award. We are sponsoring the South and Vale categories for Best Voluntary and Community Group at the Oxfordshire Charity and Volunteer Awards and are looking for local groups to submit their nominations. Entries close at midday on Tuesday 10 April with the awards ceremony on Tuesday 5 June.

For more details visit the OCVA website.

**10. Trashosaurus and Munching Molly**

Residents cast more than 2,000 votes to decide the names of our 12 new food waste trucks, with Trashosaurus and Munching Molly among the names selected.

All of the potential names were suggested by local primary school children. Those who put forward the chosen names each received a family swimming pass, courtesy of GLL, and £150 worth of book tokens for their school.

You can see all the chosen names for each district on our South and Vale press releases.

**11. Celebrating the Royal Wedding**

If any of your communities are thinking about holding a street party to celebrate the Royal Wedding on Saturday 19 May they may need to submit a temporary road closure application - this needs to be with our licensing team by 19 April to be approved in time.

For details, and more advice on staging a street party, see our 'Celebrating the Royal Wedding' page on our website.

**10. OPEN FORUM** The Chairman closed the meeting at 8.03pm to allow comment from the floor. Mr E Povey requested if the Council could make any future Grants via electronic transfer the chairman relied that for the time being our preferred method of payment is by cheque. Mr and Mrs Clarke (Saffrons) spoke emphasising that they are keen to work with the planners and Council to achieve an agreement they do not want confrontation. Mr A Hershaw showed Council his plans for redevelopment of the Wyevale site which would be a mixture of light industrial and residential. The Chairman thanked him for a comprehensive overview and stated that the council are still very resistant to more residential development. Mr G Spearpoint expressed concerns about Council views of accepting the entrance gate in application P17/S4482/ FUL. The Chairman resumed the meeting at 8.37pm.

**11. SPECIAL REPORTS-PLANNING.**

**12. PLANNING**

Planning Working Party Report March 2018

**APPLICATIONS**

Application Reference: P18/S0740/HH (Householder) Application Type (see definition over): Other  
Proposal: Erection of a rear garden room as amendment to approved application P16/S1794/HH Address:  
The Shambles Schoolfields Shiplake Cross RG9 4DH. Applicant: Mr & Mrs Manson. **Recommendation NSV**

Application Reference: P18/S0671/HH (Householder) Application Type (see definition over): Other  
Proposal: Single storey side extension to link existing house with outbuilding. New tiled roof over outbuilding to match roof pitch of existing house. Address: Otters Barn Reading Road Lower Shiplake RG9 3JN. Applicant Mrs Tracy Head. **Recommendation NSV**

Application Reference: P18/S0582/HH (Householder) Application Type (see definition over): Other  
Proposal: Erection of timber frame cart shed Address: Orchard Cottage Baskerville Lane Lower Shiplake RG9 3JY. Applicant: Mr Andy Pye. **Recommendation REFUSAL**

Application Reference : P17/S3160/FUL (Full Application) Application Type (see definition over) : Minor Amendment : No. 2 - dated 22nd February 2018 Proposal : Demolition of existing dwelling and erection of a replacement 2-storey dwelling (Amended plans received on 26 October 2017 showing solid walls have been added to all balconies; a pergola style roof has been added to bedroom 3 balcony and master ensuite balcony; high level window added to master ensuite and the building has been moved 0.5m towards the entrance (North)). (Amended Arboricultural Impact Assessment and Arboricultural Method Statement submitted on 30 November showing correct position of dwelling and trees on site). (Amended plans received 22 February 2018 showing balconies enclosed and the overall height of the building reduced by

200mm. Also, small minor alterations to the internal layout). Address: Saffrons Station Road Lower Shiplake RG9 3JP. Applicant: Mr & Mrs R. Clarke **Recommendation: Continued REFUSAL**

Application Reference: P18/S0514/HH (Householder) Application Type (see definition over): Other  
Proposal: New pitched roofs to front dormer windows Address: 5 The Chestnuts Lower Shiplake RG9 3JZ.  
Applicant: Mr & Mrs Sean Briscall Recommendation: **Recommendation NSV**

RE: CERTIFICATE OF LAWFUL DEVELOPMENT FOR: Rear flat roof dormer extension to main roof.  
AT: Elm Cottage Mill Road Lower Shiplake RG9 3LW REF: P18/S0354/LDP Applicant: Mrs Dowsett  
Clerk to contact Planning for an update on this development following comments on the size from a neighbour. ACTION: Clerk

Old Court Court Cottage Baskerville Lane

Application Reference: P18/S0483/FUL (Full Application) Application Type (see definition over): Minor  
Proposal: Demolition of existing house and erection of a detached 6-bedroom dwelling and two semi detached 4-bedroom dwellings and formation of access. Address: Old Court Cottage Baskerville Lane Lower Shiplake RG9 3JY. Applicant: Boddingtons Planning Ltd Recommendation:

Dear Sir/Madam,

I wanted to make contact with Shiplake PC, to give you details of a planning application currently being submitted to SODC. The property in question is 'Old Court Cottage'. As you will be aware Briar Cottage has been replaced with a pair of detached, and Collingwood is currently being developed with two detached houses.

Old Court Cottage is a slightly wider plot, and we are seeking to replace the existing property and garage, with a pair of semi-detached properties and a single detached unit. The site comfortably can accommodate this scheme.

Because the buildings are set back (as with Briar Cottage and Collingwood), ample off-road parking is provided.

The architect has sought to ensure that the designs of the properties blend well with other surrounding properties, and materials to be selected will also take cues from neighbouring houses.

Heritage tree Services have provided a well thought out tree planting and landscaping scheme, which will serve to enhance the appearance of the site. The hedge along the Crowsley Road boundary will be retained. It has been neglected for some years, and requires some careful attention, which will ultimately provide an improved appearance along this boundary, as well as providing important screening for the new detached property.

We very much hope that Shiplake PC members will wish to support this application.

Please come back to me should you wish to have any further detail or have any questions regarding the scheme.

Yours faithfully,

Andrew Marlow

Hamilton Properties (Henley) Ltd

The Planning recommendations were approved on a motion proposed by Mr T Taylor and seconded by Mr F Maroudas.

### **DECISIONS:**

Application No: P17/S4482/FUL

Application proposal, including any amendments: Creation of access with gate off Reading Road, Shiplake into plot south of Tower House, Reading Road, Shiplake, RG9 3JN. Site Location: Land south of Tower House Reading Road Lower Shiplake RG9 3JN. **PERMISSION GRANTED**

Application No: P18/S0038/FUL Application proposal, including any amendments: New 6th form cafe with two classrooms on first floor over Site Location: Shiplake College Reading Road Shiplake RG9 4BW. **PERMISSION GRANTED**

Appeal Ref: APP/Q3115/W/17/3179446 Land to the west of Ridgeways, New Road, Shiplake, Henley-on-Thames. **APPEAL DISMISSED**

**OTHER:**

1. Gladman/Cage. The Chairman commented that Council should support Eye and Dunsden in their fundraising efforts to combat the Gladman development
2. NDP, draft plan issued
3. Thames Farm and Wyevale, Council are still opposed to any residential development on the Wyevale site,
4. Council were requested by SODC to suggest names for redevelopment of Sydney Harrison House the suggestions were put on the website and following discussion of the submitted suggestions Council chose Lashbrook Mead House for the main site and Lashbrook Mead 1-4 for the 4 houses. Clerk to submit to SODC **ACTION: Clerk**

**11. FINANCIAL MATTERS.**

1. The following payments require approval

2 March 2018 (2017-2018)

**SHIPLAKE PARISH COUNCIL  
PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
131	Clerk Net Salary	12/03/2018	11.1	Cooperative	102666	Clerk Salary	Mr R V Hudson	X	344.94	0.00	344.94
132	Clerk Expenses	12/03/2018	11.1	Cooperative	102667	Clerk Expenses	Mr R V Hudson	X	115.50	0.00	115.50
133	Clerk Mileage	12/03/2018	11.1	Cooperative	102667	Clerk Mileage	Mr R V Hudson	X	19.35	0.00	19.35
134	Clerk Tax/NI	12/03/2018	11.1	Cooperative	102668	Clerk Tax/NI	HM Revenue &	X	229.87	0.00	229.87
135	Web-Site	12/03/2018	11.1	Cooperative	102669	Web Hosting	Oxford IT Solutions	S	74.75	14.95	89.70
136	OPFA	12/03/2018	11.1	Cooperative	102670	Subscription	OPFA	E	53.00	0.00	53.00
137	OALC	12/03/2018	11.1	Cooperative	102671	Subscription	OALC	S	261.48	52.30	313.78
138	Accountancy	12/03/2018	11.1	Cooperative	102672	Accountancy software	Scribe 2000 Ltd	S	198.10	39.62	237.72
139	Telephone/Broadba	08/03/2018	11.1	Cooperative		Broadband	EE	Z	39.08	0.00	39.08
<b>Total</b>									<b>1,336.07</b>	<b>106.87</b>	<b>1,442.94</b>

Payments were approved on a motion proposed by Mr T Taylor and Mr F Maroudas, cheques were signed in accordance with new process.

2. Bank reconciliation as at March 3<sup>rd</sup>, 2018 see APPENDIX 1 Council approved on a motion proposed by Mr T Taylor and seconded by Mr F Maroudas
3. Internal Control process to be improved/adopted. Council approved the revised process recommended by the finance working party on a motion proposed by Mr F Maroudas and seconded by Mr T Taylor.
4. Update on new accountancy software package trial. Clerk advised Council that after trial and review of three packages he would be recommending adoption of the Scribe accountancy software as a preferred provider. Council approved
5. Telephone Kiosk electric light Council approved spend of £210 to complete electrical fittings see item 122/18.2 proposed by Mr T Taylor seconded by Mr R Head
6. Grant Request for play equipment at the MH Nursery, item to be carried forward to April meeting

**12. MATTERS FOR CONSIDERATION.**

**119/18 HIGHWAY MATTERS.** Mr Head reported nothing had been heard regarding costs from Mr M Francis so could Clerk follow up and copy Mr D Bartholomew. **ACTION: Clerk**

**120/18 RECREATION GROUNDS/OPFA**

1. Badgers Walk -. Mr M Leonard to report on the condition of the equipment and the general condition of the playground. Two quotations received Clerk to update Council. Mr M Leonard challenged the size of the area to be repaired consequently the Clerk was requested to obtain a further quote and for Mr M Leonard to attend the site visit **ACTION: Clerk and Mr M Leonard**. Clerk also requested to review the RoSPA report and agenda both items for the April meeting

2. Memorial Hall. Mr G Davies reported condition of the equipment and the general condition of the playground as satisfactory.

**121/18 FOOTPATHS**

**122/18 SHIPLAKE – DEVELOPMENT OF FACILITIES.**

1. Draft NP document circulated
2. Telephone Box Renovation:

Group of volunteers in process of renovating old BT box in Lower Shiplake to create a 'book share facility' for residents. Expenditure to date is £335 for materials and final cost for electrician to connect electrical cables, new light fitting, electrical socket and compliance certificate is £210. Council to approve final amount to enable completion of work by early April and 'book sharing' to start.

3. Neighbourhood Plan Update:

Following last month's detailed update, below is the summary of actions taken, outcomes achieved and outline of next steps and other considerations:

Technical Support request of Locality, to facilitate delivery of the required Strategic Environmental Assessment has been approved and SG has engaged with their designated consultants AECOM. Draft Scoping Report received, and anticipated duration of consultancy is 4 months, provided at no cost. Similarly, request for consultancy for a complete review of the NP 'Evidence Base' has been approved by Locality for AECOM provide these services, which will have a duration to be agreed but anticipated to be 4-6 weeks. Again, provided at no cost.

Update email to all residents to be circulated week beginning 11/03/2018.

Meeting with SODC Neighbourhood Planning team on 13/03/2018 to discuss/clarify the no. of 'houses built or in process' that count towards our NP target of a min. of 33 new houses. Also discuss status of Shiplake Plan, timing of discussions re aligning NP areas with current parish boundaries, probably when JHHNP begin updating their current NP later this year, and the possibility of benefiting in house number target terms from the Thames Farm development, as its greatest impact will be on Lower Shiplake. Revised date for completion of the NP to be provided once progress made on the SEA.

4. Update on costs of NP to date.

**NP Budget to date**

<b>Shiplake Neighbourhood Plan Budget FY2017/18 – Update 12/03/2018</b>			
<b>ITEM</b>	<b>Budget</b>	<b>Actual(YTD)</b>	<b>Comment</b>
Resident Survey & Analytics c/o Stratford on Avon Council	£4,500	3450	
Resident survey collateral materials	£250	140	
Public Advertisement for Development Sites	£350	0	
2-day 'Open Exhibition' of NP: Proposals & Potential Development Sites (Mem Hall)	£300	188	
Open Exhibition Presentation & Collateral Materials: Panels, posters etc.	£2,500	1020	
Landscape Character Assessment Report	£6,500	2334	YTD – 6,500 anticipated.
'Shared Space' Consultancy	£5,000	0	Starts 15/03/18 - £5700 ant.
Report Printing & Summary for residents	£4,000		
Distribution and postage	£250	0	
Contingency 10% of all costs.	£2,365		
<b>Total</b>	<b>£26,015</b>	<b>7132</b>	<b>'Committed' £18,308 £18,883</b>
<b>SEA &amp; Evidence Review Consultancy c/o AECOM (Locality):</b>	<b>£0</b>	<b>0</b>	<b>Free Locality Support</b>
<b>SODC Grant</b>	<b>£5,000</b>	<b>-5000</b>	<b>Received</b>
<b>Net Total</b>	<b>£21,015</b>	<b>2132</b>	

**123/18 ENVIRONMENTAL MATTERS/AONB**

1. Mr Head requested Clerk to contact Natural England for an update and circulate response to local parishes including Ms S Biggs to update Council. ACTION: Clerk

**124/18 S.O.D.C.**

**125/18 OCC**

**126/18 O.A.L.C. /O.R.C.C.**

1. 2018 OALC Members Latest update circulated by email

**127/18 MEMORIAL HALL Miss A Manning updated Council on developments regarding governance of the Hall**

**128/18 CHILTERN SOCIETY/CPRE**

1. Latest Chiltern /Conservation Board /Society newsletters circulated by email
2. Latest CPRE newsletter circulated by email
3. Correspondence from Oxfordshire Fire and Rescue Service circulated by email

**129/18 DEFRA & OTHER GOVERNMENT CORRESPONDENCE**

**130/18 TOWNLANDS & OXFORDSHIRE PCT.**

**13 CORRESPONDENCE**

- 1 Correspondence from Oxfordshire Fire and Rescue Service circulated by email
- 2 Correspondence from CAGE re Gladman planing application received from Eye & Dunsden PC circulated by email.

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

There being no other items of business the Chairman close the meeting at 10.25pm and apologised for the late hour.

R.V. Hudson.  
Clerk to the Council.  
28/03/2018

**SHIPLAKE PARISH COUNCIL****Bank Reconciliation at 03/03/2018**

Cash in Hand 01/04/2017

78,799.99

**ADD**

Receipts 01/04/2017 - 03/03/2018

35,492.84

114,292.83

**SUBTRACT**

Payments 01/04/2017 - 03/03/2018

62,263.37

**A Cash in Hand 03/03/2018**  
(per Cash Book)**52,029.46**

Cash in hand per Bank Statements

Cash	09/02/2018	0.00
Cooperative Bank Current	03/03/2018	5,717.99
Cooperative Bank Business	03/03/2018	22,529.63
National Savings and	03/03/2018	23,973.84

**52,221.46**Less unrepresented cheques  
As attached

192.00

52,029.46

Plus unrepresented receipts  
As attached

0.00

**B Adjusted Bank Balance****52,029.46****A = B Checks out OK**