

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN SHIPLAKE
MEMORIAL HALL ON MONDAY OCTOBER 1st 2018 AT 7.45 PM.**

1. **PRESENT** Mr Taylor (Chairman) Mr R Head , Mr D Pheasant, Miss A Manning, Dr S Mann, Mr R Curtis and Mr C Penrose , Mr D Bartholomew (OCC) in addition there were two members of the public present **APOLOGIES:** Mr F Maroudas and Mr G Davies sent their apologies.
The Chairman welcomed Mr C Penrose to the meeting as newly co-opted member.
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 SEPTEMBER 10th 2018** on page 1, Item 2, line 2, the words “All councillors declared an interest in “were removed and the minutes were then approved on a motion proposed by Mr R Curtis and seconded by Mr R Head.
4. **MATTERS ARISING FROM PREVIOUS MEETINGS**
 1. Planning enforcement response to Chelford House. Clerk to write to Cllr Hall cc P Harriots and planning enforcement requesting an update as promised regarding the sight lines at Chelford House . Anecdotally a resident who rented the property stated that they took their lives into their hands each time they exited the property. **ACTION : Clerk**
 2. Update on Neighborhood Plan see item 13. 61/19
 3. Shiplake Landing Green CCTV Mr F Maroudas was not present so item carried forward
 4. Offer of commemorative Sapling Council to confirm location and participation Council agreed to participate and approved location to be the Memorial Hall. Clerk to forward to Miss Manning the email regarding species. **ACTION : Clerk**
5. **POLICE MATTERS.**
 1. The following is a link which shows incidents/crimes that have happened in the Henley/Shiplake area. <https://www.police.uk/thames-valley/N379/crime/>
6. **O.C.C. Cllr D Bartholomew**

REPORT TO SHIPLAKE PARISH COUNCIL OCTOBER 2018

GENERAL OCC REPORT

1. CABINET APPROVES £120M ROAD AND BUILDING REPAIR FUNDING PROPOSAL

OCC's cabinet has agreed to borrow up to £120m to invest in infrastructure improvements – easing the spending squeeze on road and property repairs. A report presented to Cabinet in September acknowledged that under-investment has resulted in significant reduction in quality of major and minor roads, as well as pavements, with an increase in car damage and personal injury claims. Residents regularly say that they want to see improvements to the roads, and the investment proposal means the whole county would benefit from a 'growth dividend'. The decision means around £80m could be spent on highway improvements, with the rest of the £120m used to invest in other county council-owned assets especially schools. Detailed business cases will be produced for each proposed project funded from the investment pot. It will be paid for using Oxfordshire's expected growth in homes and consequent council tax income and gives scope to 'borrow to invest' that will, over the long term, save money. As the borrowing will be taken over a number of years, based on individual business cases, the programme of investment can be stopped if the increased Council Tax revenue does not materialise.

2. CABINET APPROVES PROPOSAL TO MAKE THE COUNCIL 'FIT FOR THE FUTURE'

OCC will get a complete overhaul to ensure it is 'fit for the future' and continues to meet rising demand for services. The changes are crucial to enabling the county council to deliver its vision of 'thriving communities for everyone'. The Cabinet has accepted the business case for a new 'operating model' and will consider how it will be implemented at the October Cabinet meeting. The transformation plan would protect and improve frontline services for residents, while cutting red tape and reducing the costs of 'back office' administration. The proposed redesign of the county council could save between £34m-58m a year and ensure a continued balanced budget, with the

possibility of reinvesting in services in the future. The detailed business case for implementing the new operating model currently estimates a potential reduction of approximately 600-890 full time equivalent posts at the council over a two to three-year period. The council's annual staff turnover is about 650 posts so the number of compulsory redundancies is likely to be much fewer. Customer service, supported by new technology, would be at the heart of the proposed new 'operating model' to make the council much more efficient. Residents contacting the council would see improved customer service with use of digital technology freeing up time for specialist staff to provide personalised services where needed.

3. IMPROVEMENTS FOR DELAYED TRANSFER OF CARE FROM HOSPITAL

The latest snapshot of delayed transfer of care figures on September 13 showed there were 79 delayed patients in Oxfordshire – a 31% fall on the same period last year. The previous week there 77 representing a sustained and significant fall from 2017 when the highest local recorded weekly figure was 202. Based on the latest NHS published data, Oxfordshire is the 11th most improved system in the country, with a reduction of 58% in the number of bed days lost – more than twice the national average of 25%. This turnaround is attributed to a revitalised joined-up approach between NHS teams and the County Council ensuring that patients leave hospital as soon as they are medically fit to do so.

4. RESPONSE TO ANNOUNCEMENT ON THE OXFORD-CAMBRIDGE EXPRESSWAY

OCC welcomes the announcement of a preferred Corridor for part of the Oxford-Cambridge Expressway as it offers a degree of clarity on where the final scheme would go, but is very disappointed that access to the M40 through Oxfordshire is still unclear. Highways England, who are leading on this national project, have identified Corridor B as their proposal, the central corridor from the three broad corridors being considered. However, there is still no indication on which of the sub-options around Oxford would be taken forward. OCC will now carefully study the Corridor put forward, including the justification and technical detail which has led to this choice, and how it would affect already stretched roads, such as the A34 and interface with other schemes including East West Rail. OCC has set three tests to assess the decision-making process for that corridor and, eventually, the final route choice:

Impact on the A34: it should provide relief to congestion on the A34 and function as a separate strategic route, allowing the A34 around Oxford to work better for local traffic

Pressure on existing roads: It should not increase pressure on overstretched roads

Conflation with other schemes: It should be developed separately but alongside other local schemes, to ensure the highway network works for Oxfordshire overall

Invariably, a project of this magnitude and ambition will have an impact, which OCC will need to ensure is mitigated. OCC will seek clarity on how the corridor choice is developed so that a decision can be made on the best route for the scheme

5. COUNCILS JOIN UP TO PRODUCE A SPATIAL PLAN FOR OXFORDSHIRE UP TO 2050

Oxfordshire's councils are working jointly on a countywide strategic plan which integrates planning for growth and infrastructure, with a focus on quality of life and health and wellbeing. At the September meeting, Cabinet approved a scoping document for the creation of the joint strategic spatial plan (JSSP), which will be considered by the districts and city council in the coming weeks. The JSSP will address the strategic and cumulative implications of growth and set out a long-term framework covering the whole of Oxfordshire up to 2050. It will set out future housing requirements and identify strategic locations or broad areas for future growth. The JSSP will not allocate specific sites for development (any such decision to do this would require the explicit agreement of all the local authorities). Detailed local policies will be covered by future Local Plan reviews as necessary. OCC's role as highways and education authority, and as a provider of many essential services to the

communities and businesses, makes it particularly relevant as a key player in the JSSP preparation process. Sustainable transport that create places where people can walk and cycle will underpin the JSSP. The six Oxfordshire Councils and the Oxfordshire Local Enterprise Partnership (OXLEP) under the Oxfordshire Growth Board agreed the Oxfordshire Housing and Growth Deal with Government in March 2018. Under the terms of the Deal the local authorities have committed to producing the JSSP for submission to the Planning Inspectorate for independent examination by 31 March 2020 and adoption by 31 March 2021. Early stakeholder engagement starts this Autumn and a public consultation is due in 2019 first on preferred options and then a proposed draft of the joint plan.

SPECIFIC REPORT FOR SHIPLAKE

6. NOTICE OF LANDOWNER DEPOSIT: LAND AT LOWER BOLNEY FARM

This notice was sent to Harpsden Parish Council but, as it adjoins Shiplake, I forwarded it to Shiplake Parish Council.

7. REPAIRS TO VERGE AT MEMORIAL AVENUE

Shortly after OCC completed the works, BT/Openreach turned up and undertook further works in the same place, disrupting all the new plantings/soil and filling the ditch with debris. I am still awaiting a report on the matter from OCC officers.

8. SIGNAGE AT SHIPLAKE PRIMARY FIXMYSTREET 764229

The Technical Officer undertook a site visit in September and the works have now been ordered from the contractor. I am pressing for a firm date for completion.

9. ROAD SAFETY SIGNAGE

Jon Beale, the OCC Technical Officer, emailed the clerk on Wed 25/07 at 12:31 requesting further information. Subsequent to the last PC meeting, I was copied on an email from the clerk where the information was supplied. Please advise if further input is required from me.

10. P18/S0951/O: 40 DWELLINGS AT FORMER WYEVALE GARDEN CENTRE

I attended the planning committee meeting last Wednesday in Didcot to speak against the proposal, but the decision was deferred pending a site visit and reappraisal of the applicant's viability report.

11. P18/S2434/FUL: CHANGE OF USE TO PLAYING FIELDS LOCATION AT SHIPLAKE FARM

OCC is not objecting to this as there are no transport or archaeology implications. It is disappointing to note the misinformation that has been spread around the village in relation to AstroTurf, changing facilities, car parking and lighting – none of which actually form part of the application. In my view the legitimate debate is around the possible loss of farmland.

12. COUNCILLOR PRIORITY FUND

As previously advised, I have a £15k fund for Highways works, which I will allocate across my nine parishes in relation to parish size. In respect of Shiplake, I will provide match-funding of up to £3k. This means that if the PC identifies projects costing a total of £6k, I will meet half the cost from my fund. Realistically, this month represents the last opportunity to instigate a project that can be completed this financial year and I won't be issuing any more reminders.

7. HIGHWAY MATTERS update on road safety signage .The Clerk was requested to contact Mr Beale as Mr D Bartholomew reported that it appeared the wrong email address had been used originally.

8. S.O.D.C. Cllr. P Harrison There was no report.

9. OPEN FORUM The Chairman closed the meeting at 8.16pm to allow comment from the floor by members of the public.Mr M Beard registered his objection to the revised Planning Application for Christmas Cottage particularly as it appears that foundations have already been laid for the revised extension before approval or otherwise .Mrs J Stone asked when the NP consultation would be available Dr S Mann and Mr D Pheasant responded .The Chairman then resumed the meeting at 8.22pm

10. SPECIAL REPORTS-PLANNING.

11. PLANNING

The Planning Working Party submitted the following recommendations

PLANNING APPLICATIONS for Planning Working Group Discussion and Recommendations 1 October 2018

1. P18/S2951/HH The Knoll Crowsley Road Lower Shiplake RG9 3JT Addition of rear dormer over staircase & smaller dormers to front. Applicant Andrew Marchant. Due 28/09/2018.
RECOMMEND NO OBJECTION but to consider overlooking of neighbour and scale and bulk ? in character with surrounding dwellings. Emailed
2. P18/S3085/HH Coolhurst Mill Road Lower Shiplake RG9 3LW Proposed Garden Room extension and ancillary works. Applicant Mr & Mrs G Thomas. Due 5/10/2018.
RECOMMEND NO OBJECTION
3. P18/S3026/FUL Salthouse Mill Road Lower Shiplake RG9 3LW Proposed new dwelling to rear of existing dwelling. Applicant Groom Groom Estates (Berks) Ltd. Due 5/10/2018
RECOMMEND NO OBJECTION
4. P18/S3104/HH Saffrons Station Road Lower Shiplake RG9 3JP Construction of kitchen extension. Applicant Mr R Clarke. Due 08/10/2018
RECOMMEND NO OBJECTION
5. P18/S3052/FUL Christmas Cottage Crowsley Road Lower Shiplake RG9 3JT Variation of condition 2 (approved plans) of planning permission P17/S3024/FUL to facilitate the alteration and enlargement of the dwelling approved to be erected on plot 2. Erection of a detached 4 bedroom dwelling with detached garage and a detached 5 bedroom dwelling with integral garage, following the demolition of the existing house and coach house. Applicant c/o of Agents – Mr Adrian Gould Oxford jppc.co.uk. Due 11/10/2018. Council expressed concern that, as reported in the open forum, by a neighbouring property, that it appears foundations have already been laid for this application. Council will contact Mr W Hall and Mr P Harrison requesting their support with this issue with the planning officer. **ACTION : Clerk**
RECOMMEND REFUSAL
The recommendations were approved on a motion proposed by Mr T Taylor and seconded by Mr R Head.

DECISIONS on Planning Applications since 10 September 2018

1. P16/S2816/O Mt Ida Reading Road lower Shiplake RG9 3PH. Outline planning application for the demolition of existing dwelling and erection of 8 dwellings with matters of access, layout and scale for consideration (bat survey and statement of community involvement received on 26 September 2016 & Contamination information received on 13 October 2016, additional footpath link detail provided, arboricultural information updated and number, layout, and scale of dwellings amended as shown on plans received on 13 April 2017 and width of access enlarged and waste vehicle tracking revised as shown on amended plans received 27 June 2017 and additional sections received 4 October 2017 and footpath detail amended and additional arboricultural information as shown on amended plans received 15 September 2017 and 20 June 2018). **Decision: Planning Permission REFUSED**
2. P18/2167/FUL The Dog House Bolney Road Lower Shiplake RG9 3NS. Replacement dwelling with partial retention of existing for use as ancillary garaging, stores, and recording studio. **Decision: Planning Permission GRANTED**
3. P18/S2210/HH The Oaks Station Road Lower Shiplake RG9 3JR. First floor to garage and rear extension. **Decision: Planning Permission GRANTED**

12. FINANCIAL MATTERS.

1. The following payments require approval

Robin Head (grasscutting)	52.18	102713	25.00
R V Hudson – salary September	53.18	102714	351.78
R V Hudson – expenses, office allowance.September	54.18	102715	85.59
Inland Revenue – clerk’s tax September	55.18	BACS	234.52
Parish on Line (Subscription)	56.18	102716	36.00
Mr G Jones (reimbursement)	57.18	102717	7.99
Robin Head (grasscutting)	58.18	102718	25.00
Broadband	59.18	DD	39.16
OALC (copies of good councillor guide)	60.18	102719	26.00
Moore Stephens (External Audit)	61.18	102720	402.00

The payments and the month accounts were approved on a motion proposed by Mr T Taylor and seconded by Miss A Manning.

2. External Auditors called with query about governance /spending powers surrounding large payments to solicitors in connection with Thames Farm appeal. Clerk supplied information .
3. External Audit report ;,the auditors comment is attached as an appendix 1.Council reviewed the report and a decision was taken to review the comments in the Finance working group and report back to Council next meeting.
4. Bank reconciliation for September was approved on a motion proposed by Mr T Taylor and seconded by Mr R Curtis .
5. Internal Auditor Review Council passed a resolution approving the appointment of the internal auditor for this year and agreeing to get quotations from 3 different suppliers next financial year on a motion proposed by Dr S Mann and seconded by Mr D Pheasant.

13. MATTERS FOR CONSIDERATION.

59/19 RECREATION GROUNDS/OPEA

1. Badgers Walk -.Council reviewed the RoSPA reports for Badgers Walk and Memorial Hall Clerk requested to contact Playsafety for clarification on some of the items listed as medium risk
ACTION : Clerk
2. Memorial Hall. Mr G Davies reported on the condition of the equipment and the general condition of the playground was generally satisfactory with the exception of a bolt requiring repair on the entrance gate

60/19 FOOTPATHS Mr R Head enquired as to whether there was any progress on the application for adoption of the footpath between New Road and badgers Walk .**ACTION : Clerk**

61/19 SHIPLAKE – DEVELOPMENT OF FACILITIES.

NEIGHBOURHOOD PLAN UPDATE - OCTOBER 2018

1. Draft Pre-consultation Document: Following reported meeting with SODC on 04/09/2018, Susan Mann has provided responses to SODC’s specific requests. Although some changes will be advised re the text of some of our proposed additional planning guidelines, these are not viewed as being contentious but important in the context that the govt inspector will be seeking SODC’s formal approval of such at an early stage in his/her examination of the document. On approval of these guidelines by the examiner the NP begins to ‘carry weight’. **ACTION POINT:** David Pheasant, Susan Mann (and possibly Tudor Taylor) to meet with SODC 02/10/2018 with the objective of agreeing final changes to the pre-submission draft document.
2. Discussion on Potential Timescale for Pre-consultation Phase & Dependencies: Specific dates depend on the outcome of SODC meeting on 02/10/2018 and the ability to provide an agreed pre-submission draft in a timely manner. In creating a draft project plan for the pre-submission process, it has been assumed that the SG will have a ‘clean copy’ of the document, time to test and verify all electronic links and have procedures in place for start of the pre-submission consultation on 22nd October and finishing on 3rd December (6 weeks). The SG will use the requirement list provided by SODC as the basis of and checklist for the plan. Assuming the

above, it was agreed that 2 'pop up' sessions be planned, one at the Baskerville on 10th and another on the Plowden on 17th November 2018, starting at 11am thro' to 5pm. Any slippages and the start of the consultation process will be adjusted accordingly. ACTION POINTS: SM and DP to provide agreed draft document in a timescale to meet the proposed project plan consultation dates.

3. NP Evidence Base, GDPA and Privacy/Confidentiality & Project Plan: Meeting of SG sub-group planned for w/c 30/09/2018 to agree requirements for the above for the Pre-submission process. Next regular meeting of the SG scheduled for 17/10/2018 to review all aspects of the process. Other meetings arranged as required to progress and monitor this phase of the NP.

David Pheasant – 28/09/2018

62/19 ENVIRONMENTAL MATTERS

63/19 CHILTERN SOCIETY/CPRE/AONB

1. AONB update meeting of Parishes planned for Tuesday 2.30pm October 2nd at Shiplake College
2. Latest Chiltern /Conservation Board /Society newsletters circulated by email
3. Latest CPRE newsletter circulated by email

64/19 S.O.D.C. /OCC

65/19 O.A.L.C. /O.R.C.C.

1. Latest 2018 OALC update circulated by email

66/19 MEMORIAL HALL.Miss A Manning to update

67/19 DEFRA & OTHER GOVERNMENT CORRESPONDENCE

68/19 TOWNLANDS & OXFORDSHIRE PCT.

14 CORRESPONDENCE

15. ITEMS OF INTEREST OR FOR FUTURE DISCUSSION.

1. Mr R Head enquired whether an application for a TRC for the Remembrance Day event on 11th November had been submitted. [ACTION : Clerk]
2. There being no other items of business the Chairman closed the meeting at 9.33pm

R.V. Hudson.

Clerk to the Council.

02/10/2018

APPENDIX 1

2 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no Other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(*delete as appropriate).

The Council has a Finance Working Committee. We have been informed that there are no minutes of the meetings of this Committee. This is in contravention of s41 (1) Local Government Act 1972.

The Council has taken legal advice and representation in respect of its challenge to a development proposal. We have not been provided with minutes demonstrating how the Council has authorised and is controlling the costs associated with this action. We do not consider that the Council has managed the risks associated with this matter in a proper manner, and draw attention to the requirements of regulation 3 of The Accounts and Audit Regulations 2015

in respect of the Council's responsibility for internal control.

Other matters not affecting our opinion which we draw to the attention of the authority:

It is good practice for Smaller Authorities to note the legal powers under which all expenditure is made, so that it can be certain that it is not ultra vires.

(continue on a separate sheet if required)