

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN SHIPLAKE  
MEMORIAL HALL ON MONDAY 10<sup>th</sup> DECEMBER AT 7.45 PM.**

- 1. PRESENT:** Mr Taylor (Chairman) Mr R Head , Mr D Pheasant, Miss A Manning, Dr S Mann, Mr R Curtis, Mr D Bartholomew(OCC)in addition there were three members of the public present  
**APOLOGIES:** were received from Mr C Penrose, Mr F Maroudas, Mr G Davies and Mr P Harrison (DC)
- 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 NOVEMBER 12<sup>th</sup> 2018.**The following changes were noted . Item 73/19 2) should read “Map showing the complete AONB to be produced by David Woodward, Chairman of Eye & Dunsden Parish Council “The minutes were then approved on a motion proposed by Mr D Pheasant and seconded by Mr R Curtis.
- 4. MATTERS ARISING FROM PREVIOUS MEETINGS**
  1. Planning enforcement response to Chelford House. Email received Clerk to circulate
  2. Update on Neighbourhood Plan see below.
  3. Shiplake Landing Green CCTV Mr F Maroudas
  4. Centenary Commemorative Sapling Update Clerk Sapling delivered to Chairman MH trustees
  5. Planning and Financial Working Parties terms of reference. Discussed under individual sections
- 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 DECEMBER 2018  
FROM CLLR DAVID BARTHOLOMEW  
GENERAL OCC REPORT**
  - 1. COUNCIL BUDGET**

The council’s initial proposals for the 2019/2020 budget will be reviewed by the Performance Scrutiny Committee during December. A key element is the plan to invest up to £120m in roads and schools – a ‘growth dividend’ as more households mean more Council Tax revenue in future years. Tough decisions in the past have created a route to financial stability at a time when other councils face financial threats. There are new ‘Transformation’ plans being developed to completely redesign the council to reduce running costs. Making financial savings will enable OCC to support the growing number of vulnerable children and adults – more vulnerable children are coming into council care, both locally and nationally, creating financial pressures. Protecting children remains OCC’s top priority.
  - 2. HOUSING AND GROWTH DEAL INFRASTRUCTURE PROGRAMME**

The Oxfordshire Growth Board has published details of the infrastructure projects to receive funding in Year 1 and Years 2-5 of the Oxfordshire Housing & Growth Deal, signed in April 2018. The total £150 million of Growth Deal funding has been earmarked for specific projects. This forward funding is helping unlock projects that will benefit from developer contributions, delivering schemes valued at over £480 million in total, excluding costs of the major rail projects, which are still to be confirmed.
  - 3. OCC CALLS FOR PUBLIC INQUIRY ON THAMES WATER’S RESERVOIR PLAN**

Residents’ interests come first – that was the resolute message from OCC last month as its cabinet called for a public inquiry on Thames Water’s plans for a new reservoir. The council has concerns about the size and need for the proposed reservoir to the southwest of Abingdon, between Steventon, East Hanney and Marcham. It is also concerned about the length of time Thames Water has set itself to reduce leakages. Further clarity is sought from Thames Water on whether other potential sites have been fully assessed across the southeast region. Only when these details are provided in the form of a regional water resource plan for the south east, will the council be able to decide on whether to back the principle of having a reservoir at this location. This is the second consultation held by Thames Water – the county council and others demanded earlier this year that a further consultation should take place and Thames Water

agreed to this in the summer.

**4. HIGHWAYS DEFECTS UPDATE**

As reported last month, the county council has increased the amount of relatively small-scale work it does to put right local roads that are suffering from potholes, cracks and worn out tarmac. The number of completed defect repairs between January and October this year is 37219.

**5. SALTING, GRITTING AND SNOW CLEARANCE**

December 1st marks the start of meteorological winter. Live updates on gritting and snow clearing can be found here: <https://www.oxfordshire.gov.uk/residents/roads-andtransport/street-maintenance-z/salting-and-snow-clearance> Details about how community groups can request salt bins can be found here: <https://www.oxfordshire.gov.uk/residents/roadsand-transport/street-maintenance-z/salt-and-grit-bins>

**SPECIFIC REPORT FOR SHIPLAKE**

**6. IMPROVING SAFETY ON A4155**

At the last meeting I indicated that it was my view that the safety of road users would be improved if the speed limit was changed to 40mph to reflect the reality of the situation as there are no feasible measures to bring the average vehicle speed down. I have subsequently arranged for an OCC speed survey to take place. There is no cost to the PC in respect of this and I will report back in due course.

**7. REPAIRS TO VERGE AT MEMORIAL AVENUE**

OCC Senior Technician Tim Wilde emailed Cllr Head on 13 Nov requesting a meeting. Please let me have an update on this as per my emails of 03 Dec and 07 Dec.

**8. SIGNAGE AT SHIPLAKE PRIMARY FIXMYSTREET 764229**

This has now been completed.

**9. ROAD SAFETY SIGNAGE**

OCC Technical Officer Jon Beale emailed proposals for 'Unsuitable for HGVs' on 07 Dec and is awaiting confirmation from the PC to proceed.

**10. ADOPTION OF FOOTPATH BETWEEN BADGERS WAY AND NEW ROAD**

At the last meeting, the PC asked me to chase for an update on this matter. OCC Officer Mike Walker has been in contact with the developer, Crest Homes, and they have confirmed their ownership and that they are willing to formalise the path arrangement. The officer is drafting a Deed of Dedication which he will forward to OCC solicitors to look at and then pass to Crest Homes to finalise.

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

I attended the planning committee meeting on Wednesday 26<sup>th</sup> September in Didcot to speak against the proposal, but the decision was deferred pending a site visit and reappraisal of the applicant's viability report. I have not been notified of the new date.

**12. HIGHWAY STATUS OF BASMORE AVENUE/LANE**

The PC asked me to investigate this matter. Countryside Records Officer Gavin Pill has confirmed that these roads are private but that public rights may still exist. Under the Highways Act 1980 section 31, public rights can be acquired if: 1) The public have used the way 'as of right' and without interruption for 20 years or more (the 20 years are those immediately before the date when the public's right to use the way was brought into question) and; 2) the landowner took no action during the relevant 20 year period to show that they did not intend to dedicate the route. Use by the residents with private rights would not contribute towards the establishment of a public right of way.

**13. TOWN AND PARISH LIAISON EVENT THURSDAY 17TH JANUARY 2019**

As previously advised, there will be a town and parish liaison event on Thursday 17th January 2019 at Sonning Common Village Hall starting at 2pm and ending at 5pm. Please register for the event at [townparishevents@oxfordshire.gov.uk](mailto:townparishevents@oxfordshire.gov.uk)

**7. HIGHWAY MATTERS** . Mr R Head updated Council on road safety signage, Wig Wag sign which has been relocated (item 8 above) but is not working and lack of repairs to verges..Mr R Head

reported he had a meeting with OCC Senior Technician Tim Wilde to discuss issues in Memorial Avenue on 21/11/2018.item 7 above

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

. District Councillor's Report December 2018

### **1. Local Plan**

This month has been dominated by the local plan which allocates housing up to 2034. This goes to Scrutiny on the 13th December and then to Cabinet on the 18th December. Then to Full Council on the 20th December.

If approved then this will form part of the Oxfordshire Growth bid, which then frees up money for the HIF bid and ensures that for the next 3 years we only need a 3-year land supply and not the 5 years normally expected. It also removes the need for smaller villages to have a 5% uplift in housing allocations. The Government have set a deadline of the 31st March 2019 for this to be complete.

Therefore, only sites which have completed regulation 18 consultation will be considered.

The good news from our point of view is those sites around the edge of Reading have been rejected due to them being submitted late and therefore not been through regulation 18 consultation.

If the proposed plan is rejected at full council on the 20th December, then the 31st March deadline cannot be met and therefore there is a serious risk that those sites around Reading would be able to complete their regulation 18 consultation period.

The risks to us in the south are that real and that stark.

Most sites identified are within the Green Belt of Oxford, so I can imagine this will cause a lot of concern and media interest but Oxford City itself have identified a large amount of unmet need and a number of these sites address this issue and have the benefit of reducing traffic through the rest of South Oxfordshire and allow better public transport access.

The one area of concern to us in the south is an increase in permitted site density, but on the basis that we are not taking any strategic sites then this issue will only impact smaller developments, but you may wish to comment on the densities prior to the decision on the 20th December.

### **2. Business Awards nominations open**

Nominations are now open for the South and Vale Business Awards, which will celebrate and recognise our diverse local businesses and their inspirational leaders for the excellent work they do in our area.

Anyone can nominate a business, employer or business leader for the following categories:

Large business of the year, Employer of the year, Early stage innovation award, Established innovation award, Social responsibility award, Business leader of the year, Business space of the year, SME of the year

Nominations will be accepted until midnight on 18 January 2019 via [vale4business.com/svba](http://vale4business.com/svba) or [so-business.co.uk/svba](http://so-business.co.uk/svba)

Once announced, the finalists of each category will be invited along to attend an awards ceremony at Williams F1 Conference Centre on 15 March.

**9. OPEN FORUM** The Chairman closed the meeting at 8.00pm to allow Comment from the floor by members of the public present. Mr W Peachey911, the Chestnuts raised a serious objection to a neighbouring PA , which Council noted. The chairman closed the open forum 8.10pm

## **10. SPECIAL REPORTS-PLANNING.**

1. Dr S Mann commented that in view of comments by the auditors and officers of OALC the planning working party had decided to review their operating policies and proposed the following motion:

Council to set up a formal Planning Committee with delegated powers from the full parish Council to allow for open access to the public on planning discussions and will set up a small working group

to develop terms of reference and operating policies for presentation at next PC\_meeting . proposed by Dr S Mann and seconded by Mr T Taylor .The motion was approved unanimously

## **11. PLANNING**

Planning Report from Planning Working Group for consideration for 10th December 2018  
Planning Decisions from 7th November 2018 to 7th December 2018

### **DECISIONS**

1. P18/S3602/DIS

Kingsley Gate House Mill Road Lower Shiplake RG9 3LX

Discharge of condition 5 - tree protection on application ref. P18/S0926/HH.(as amended by information received 27 November 2018). Construction of a hard surfaced tennis court with surround fencing.

**DIS DETAILS AGREED**

2. P18/S2951/HH

The Knoll Crowsley Road Lower Shiplake RG9 3JT

Addition of rear dormer over staircase & smaller dormers to front (amended plans received 16 October 2018 showing alterations to the windows on the rear dormer, reduced in size for the staircase window and two smaller windows for the bathroom. The windows are shown to be fitted with obscure glazing and fixed shut with the expect of a top fan operable for the bathroom windows).

**PLANNING PERMISSION GRANTED with 4 conditions**

3. P18/S3237/DIS

Land to rear of The Gables Station Road Lower Shiplake RG9 3JR

Discharge of condition 3 (materials) of planning permission P18/S0260/FUL Erection of a three bay car port to serve new dwellings approved by P15/S3709/FUL and P17/S1948/FUL

**DIS DETAILS AGREED**

**PLANNING APPLICATIONS** since 12 November and recommendations:

1. P18/S3980/HH

11 Crowsley Road Lower Shiplake RG9 3JU

Demolition of existing garage to replace and relocate with first floor extension, and part single storey rear extension. Applicant: Mr. C Irons. Consultation ends 5 January 2019. **RECOMMENDATION: NO OBJECTION**

2. P18/S3968/HH

Solva 17 Baskerville Lane Lower Shiplake RG9 3JY

First floor extension over existing single storey part. Applicant: Mr and Mrs Smith. Consultation ends 5 January 2019. **RECOMMENDATION: NO OBJECTION** but to wait to see neighbours views and site visit.

3. P18/S3891/HH

10 The Chestnuts Lower Shiplake RG9 3JZ

Extensions and remodelling works. Applicant: Mr and Mrs M. Tams. Consultation ends 20 December. **RECOMMENDATION: OBJECTION**

4. P18/S3710/FUL

Willows Reach Mill Lane Shiplake RG9 3LY

Variation of condition 2 - approved plans on application ref P18/S1092/FUL. Variation of condition 2 (approved plans) of planning permission P17/S2985/FUL (Demolition of existing dwelling and erection of replacement dwelling) to increase overall building height and add a window to the front and side elevations. Applicant: Mr Julian Glasspole. Consultation ends on 11 December.

**RECOMMENDATION: OBJECTION** on basis of incremental development through a series of applications. This is in a flood zone. The size of the dwelling has grown substantially since the

original one approved 2015. This application would increase the size, and bulk unacceptably, overlook the neighbouring property and deprive the neighbouring property of light.

5. P18/S3671/HH

Bunbury Northfield Avenue Lower Shiplake RG9 3PD

Two storey front and rear and single storey side extensions and raise the existing roof line. Applicant: Mr and Mrs R Salmon. Consultation ends 11 December. **RECOMMENDATION: NO OBJECTION** but to consider possible overlooking of adjacent property.

The Planning recommendations were approved on a motion proposed by Dr S Mann and seconded by Miss A Manning

## **12. FINANCIAL MATTERS.**

1. The following payments were approved

R V Hudson – salary November	70.18	102727	351.78
R V Hudson – expenses, office allowance. November	71.18	102728	92.01
Inland Revenue – clerk’s tax November	72.18	BACS	234.52
Robin Head (Grasscutting)	73.18	102729	50.00
Grant Royal British Legion	74.18	102730	350.00
Grant Rosemary Club	75.18	102731	650.00
Grant Citizens Advice Bureau	76.18	102732	250.00
SLCC Subscription	77.18	102733	122.00
Oxford It solutions (web hosting )	78.18	102734	57.00
Broadband	79.18	DD	39.00

2. The month Accounts(APPENDIX 2) /payments above and Bank reconciliation (APPENDIX 3) were approved on a motion proposed by Dr S Mann Mr T Taylor and seconded by Mr R Head

3. The following grants are recommended to be approved by the Finance Group

- a) Shiplake Primary School £400
- b) Chilterns Conservation Board £250
- c) Sustrans £25

Grants a),b),and c) were approved on a motion proposed by Mr T Taylor and seconded by Dr S Mann.

d) Shiplake Bowls Club request was discussed and recommended that Miss A Manning should review the request with David Bullock to assess viability of club in the longer term

**ACTION: Miss A Manning**

4. Council reviewed External Auditors report(Appendix 1) and recommended Clerk to write to Auditors strongly refuting their comments as factually incorrect **ACTION : Clerk**

5. Miss A Manning requested an update on request for support of Old People Christmas party .Council confirmed that it would be sympathetic to meeting any reasonable shortfall costs.

## **13. MATTERS FOR CONSIDERATION.**

### **79/19 RECREATION GROUNDS/OPFA**

1. Badgers Walk -. The Clerk reported that to date he has been unsuccessful in organising a contractor to carry out repairs to the wet pour safety surface
2. Memorial Hall. Mr G Davies was not present so there was no report on the condition of the equipment and the general condition of the playground.

### **80/19 FOOTPATHS**

### **81/19 SHIPLAKE – DEVELOPMENT OF FACILITIES.**

#### **1.NEIGHBOURHOOD PLAN UPDATE –DECEMBER 2018**

1.Planning Policies SODC Review & Proposals: Received in November and viewed as appropriate and largely cosmetic, including elements of layout and text.

2.Site Options and Assessment Study: Technical assistance funding request c/o Locality programme approved on Nov 27, 2018 after several weeks of delay under consideration by HMHCLG. Conference call between Steering Group members and AECOM consultant lead and

team member on Dec 3, 2018. Positive response to our current position and requirements with relevant information provided to AECOM. Awaiting 'best and worst case' assessment of timescales for completion of the project by AECOM.

3.SODC reversal of Thames Farm housing units from Shiplake to Henley & Harpsden: All further actions on neighbourhood plan following notification of the above on Dec 7, 2018 on hold until after meeting with SODC NP Team Leader at meeting with Shiplake PC and NPSG team members on Dec 12, 2018. This meeting to be followed by meeting(s) of NPSG with recommended next steps tbc.

David Pheasant – 10/12/2018

**82/19 ENVIRONMENTAL MATTERS**

**83/19 CHILTERN SOCIETY/CPRE/AONB**

1. AONB update .Mr R Head requested Clerk to write to all parishes with note about follow up since Sue Biggs met with John Howell MP and the draft letter to John Howell MP from Lis Ransom.

ACTION : Clerk

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

**84/19 S.O.D.C. /OCC**

**85/19 O.A.L.C. /O.R.C.C.**

1. Latest 2018 OALC update circulated by email

**86/19 MEMORIAL HALL.** Miss A Manning reported that the management group will be reviewing large scale functions in 2019 due to the significant and unpleasant clean-up costs after functions such as weddings which has become unacceptable

**87/19 DEFRA & OTHER GOVERNMENT CORRESPONDENCE**

**14 CORRESPONDENCE** The Chairman was reminded that he was due to draft a letter to SOHA ref SHH with regard to access to meeting rooms in the new development. ACTION : Mr T Taylor

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

1. Miss A Manning asked whether Council had ever considered opening a heath centre in the village to facilitate the attendance of the more elderly residents.
2. The Chairman requested a change of date for the March 2019 meeting . Clerk requested to see if March 18<sup>th</sup> is available
3. There being no other items of business the Chairman closed the meeting at 9.47pm

R.V. Hudson.  
Clerk to the Council.

24/12/2018

## APPENDIX 1

(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 . ~~It is~~ ~~in~~ ~~respect~~ ~~of~~ ~~the~~ ~~Council's~~ ~~responsibility~~ ~~for~~ ~~internal~~ ~~control~~.  
(on a separate sheet if required)

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)

## External Auditor Report 2017/18



APPENDIX 3

29 November 2018 (2018-2019)

**SHIPLAKE PARISH COUNCIL**

**Bank Reconciliation at 29/11/2018**

Cash in Hand 01/04/2018

50,586.52

**ADD**

Receipts 01/04/2018 - 29/11/2018

54,207.22

104,793.74

**SUBTRACT**

Payments 01/04/2018 - 29/11/2018

20,722.52

**A Cash in Hand 29/11/2018**  
(per Cash Book)

**84,071.22**

Cash in hand per Bank Statements

Cash	29/11/2018	0.00
Cooperative Bank Current	29/11/2018	37,559.24
Cooperative Bank Business	29/11/2018	22,538.14
National Savings and	29/11/2018	23,973.84

**84,071.22**

Less unrepresented cheques  
As attached

0.00

84,071.22

Plus unrepresented receipts  
As attached

0.00

**B Adjusted Bank Balance**

**84,071.22**

**A = B Checks out OK**