

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN SHIPLAKE  
MEMORIAL HALL ON MONDAY 18<sup>th</sup> MARCH 2019 AT 7.45 PM.**

- 1. PRESENT** Cllr T Taylor (Chairman) Cllr R Head , Cllr D Pheasant, Cllr A Manning, Cllr S Mann, Cllr F Maroudas, and Cllr C Penrose , Cllr D Bartholomew(OCC,) (DC)in addition there seven members of the public present Cllrs Curtis ,Davies and Cllr P Harrison sent their apologies.
- 2.** To receive any declarations of gifts & interests.
- 3.** To approve the minutes of the meeting of Shiplake Parish Council held on Monday 11th February 2019 Minutes were approved on a motion proposed by Cllr A Manning and seconded by Cllr D Pheasant
- 4.** Matters arising from previous meetings not covered in meeting. Nomination Forms for elections .Clerk requested completed forms to be returned at April PC mtg latest. Absolute deadline is April 4<sup>th</sup> @4pm.
- 5.** Police matters. Clerk has contacted PCSO Taylor (Henley) to request patrols in Badgers Walk and Station car park where there is evidence of drugtaking. Clerk requested to contact again as follow up **ACTION:**  
**Clerk**
- 6.** Oxfordshire County Councillor D Bartholomew full report has been circulated and available by clicking [here](#)
- 7.** Highway matters Cllr R Head reported his frustration at the non relocation of the wigwag sign at Shiplake Primary School ,which inevitably will be damaged in its present location .Cllr Bartholomew urged to try again to get it relocated to a safe site .**ACTION:D Bartholomew.**
- 8.** South Oxfordshire District Councillor P Harrison report has been circulated and is available by clicking [here](#)
- 9.** Open Forum: Meeting closed at 7.53pm to allow members of the public to address the Council on items on the agenda. Mr Povey requested support for a Community event and reported that there was a near miss between a large lorry and the Wig Wag sign at the school Mrs J Stone requested an update on NP.Mrs Wood suggested waiting to see what happens .Mr C Pye spoke of his concerns at a lack of progress with disposal of the Plowden Arms .Mr Crook and Mr Garton spoke of their proposals to address the issues of footpath access at Mt Ida .Meeting resumed at 8.33pm
- 10.** Planning
  - 1.The Terms of reference and operating policies for the planning group were approved on a motion proposed by Cllr S Mann and seconded by. Cllr F Maroudas .TOR available on website.

PLANNING DECISIONS since 11 February 2019

1.P19/S0141/DIS

Sydney Harrison House Mill Road Lower Shiplake RG9 3NE

Discharge of condition 25 - Sustainable Transport Information Pack on application ref. P16/S2593/FUL  
Removal of existing buildings and redevelopment to provide 4 x 1 bed flats, 8 x 2 bed flats and 4 x 5 bed houses.

DIS Details Agreed

2.P18/S4323/FUL

Land adjacent to The Tower House Reading Road Lower Shiplake RG9 3JN

Erection of 2 new detached houses with garages and access to Reading Road

REFUSAL OF PLANNING PERMISSION

3.P18/S4251/HH

Springfield House Mill Road Lower Shiplake RG9 3LW

To convert and enlarge the existing garage , currently used as a workshop, into auxiliary accommodation to the main dwelling house

PLANNING PERMISSION

PLANNING APPLICATIONS Discussed on 20 February Planning Group Meeting

1. P19/S0028/HH

Mount Ida Reading Road Lower Shiplake RG9 3PH

Extension of existing detached house and new detached garage. Applicant: Richard Garten.

RECOMMENDATION: NO OBJECTION. Comment regarding construction respecting neighbours by working during normal working hours and adequate splays.

2.P19/S0245/RM

Thames Farm Reading Road Shiplake RG9 3PH

Reserved Matters for 95 dwellings (appearance, landscaping, scale and layout) pursuant to outline application P16/S0970/O. Applicant: Taylor Wimpey. RECOMMENDATION (following further clarification especially from OCC Highways): OBJECTION. Concerns regarding lighting, pedestrian safety, and urbanisation along A4155. Comment regarding traffic management to avoid serious delays on A4155 and construction during normal working hours in respect of neighbours.

3.P17/S1118/FUL

Raleith Reading Road Lower Shiplake RG9 3PH

Demolition of existing dwelling and erection of replacement two-storey 8-bedroom dwelling and three-bay detached garage, formation of new vehicle entrance and installation of replacement gates and new entrance ramp (contaminated land statement questionnaire received 25th April 2017 and dwelling reduced in height and repositioned southwards and details of visibility splays and bat survey received 12th July 2018 and updated arboricultural information received 6th February 2019). RECOMMENDATION:NO OBJECTION. Comment regarding contractors respecting neighbours by working normal working hours. Next Planning Group 20 March 2019.

The planning committee recommendations were approved on a motion proposed by Cllr S Mann and seconded by Cllr T Taylor Planning committee recommendations can be viewed here

#### **11.** Financial Matters.

1. Payments for March were approved on a motion proposed by Cllr T Taylor and seconded by Cllr F Maroudas
2. (Appendix 1 attached)
3. Accounts and bank reconciliation were approved on a motion proposed by Cllr T Taylor and seconded by Cllr R Head (Appendix 2 attached)
4. To Review and approve Financial Regulations, was approved on a motion proposed by Cllr C Penrose and seconded by Cllr F Maroudas (circulated) see website
5. To review and approve Risk Assessment Financial and General, was approved on a motion proposed by Cllr T Taylor and seconded by Cllr R Head(circulated) see website
6. To approve Review of internal audit effectiveness, was approved on a motion proposed by Cllr F Maroudas and seconded by Cllr T Taylor(circulated) see website
7. To approve Statement of Internal Controls , was approved on a motion proposed by Cllr F Maroudas and seconded by Cllr T Taylor (circulated) see website
8. To approve On Line payments governance procedures, was approved on a motion proposed by Cllr A Manning and seconded by Cllr T Taylor (circulated) see website
9. Council approved request for grant from Mr Povey for community event for the hire of the Hall for £124.50 on a motion proposed by Cllr T Taylor and seconded by Cllr C Penrose.

**12.** Recreation grounds Cllr G. Davies was not present so nothing to report on the condition of equipment at Badgers Walk and Memorial Hall

**13.** AONB Councillor Head reported Parishes are awaiting response from John Howell MP to the letter sent on their behalf.

**14.** Footpaths nothing to report

**15.** Shiplake Development of Facilities Cllr D. Pheasant reported on progress with Neighbourhood Plan(Appendix 3 attached )

**16.** Memorial Hall –Cllr A Manning reported progress regarding change of structure progressing steadily

**17.** Correspondence received Clerk to report

**18.** Items of interest or for future discussion.

1.Plowden Arms to be considered as an ACV in the light of close of the business. Clerk was requested to contact Mrs Rackham for update on her intentions for disposal of the Pub .**ACTION : Clerk**

R.V. Hudson.

Clerk to the Council.

20/03/2019

# APPENDIX 1

<u>SHIPLAKE PARISH COUNCIL</u>		<u>STATEMENT OF ACCOUNTS</u>				<u>1</u>	<u>March</u>	<u>2019</u>	
	<u>Paid Out in</u>	<u>February</u>	<u>2018</u>	<u>Cheque nos</u>	<u>cash</u>				
					<u>ed</u>				
					<u>yn</u>				
R V Hudson – salary January	88.18			102741	y	354.78	s 5	1963 Local Government (Financial provisions) Act	
R V Hudson – expenses, office allowance. January	89.18			102742	y	73.95	s112(2)	1972 Local Government Act	
Inland Revenue – clerk's tax January	90.18			BACS	y	234.52	s111	1972 Local Government Act	
Shiplake Memorial Hall (Room Hire)	91.18			102743	y	337.41	s143	1972 Local Government Act	
Shiplake Dunsden Harpsden and Peppard Sick Poor Fund (	92.18			102744		250.00	s137	1972 Local Government Act	
Dr S Mann (reimbursement expenses )	93.18			102745	y	19.99	s111	1972 Local Government Act	
CPRE Membership	94.18			102746	y	36.00	s111	1972 Local Government Act	
SODC ( Dog bin servicing)	95.18			102747	y	13.09	s111	1972 Local Government Act	
Broadband	96.18			DD	y	39.00	s111	1972 Local Government Act	
Oxford It Solns (web hosting)	97.18			102748		181.08	s111	1972 Local Government Act	
Grant Shiplake Primary School	83.18			102737	y	400.00	s111	1972 Local Government Act	
Grant Sustrans	84.18			102738	y	25.00	s111	1972 Local Government Act	
Grant Chilterns Conservation Board	85.18			102739	y	250.00	s111	1972 Local Government Act	
<b>TOTAL</b>						<b>2,214.82</b>			
<u>Transfer to Current Account from Deposit account</u>									
<u>Transfer to Current Account from Deposit account</u>									
<u>Transfer to Current Account from Deposit account</u>									
<u>Income since last meeting</u>									
Precept									
untaxed interest Business account									
untaxed interest N S & I account									
Interest									
CIL payment									
VAT reclaim									
<b>Statement Balances at 1st March 2019</b>									
Co-operative Bank Current account						32,730.93			
Co-operative Bank Deposit account						22,538.14			
National Savings High Interest account						24,147.70			
<b>TOTAL</b>						<b>79,416.77</b>			
<u>Uncleared /Cancelled cheques at 1 March 2019</u>									
Shiplake Dunsden Harpsden and Peppard Sick Poor Fund (	92.18			102744		250.00			
Oxford It Solns (web hosting)	97.18			102748		181.08			
						431.08			
<b>Revised Balance Bank Current Account 1 March 2019</b>						<b>32,299.85</b>			
<b>Payments due to be made in March 2019 approved under section</b>									
R V Hudson – salary February	98.18			102749		351.78	s 5	1963 Local Government (Financial provisions) Act	
R V Hudson – expenses, office allowance. February	99.18			102750		136.19	s112(2)	1972 Local Government Act	
Inland Revenue – clerk's tax February	100.18			BACS		234.52	s111	1972 Local Government Act	
Scitbe Accountancy software licence	101.18			102751		339.60	s111	1972 Local Government Act	
Mr D Pheasant (Reimbursement expenses)	102.18			102752		92.23	s111	1972 Local Government Act	
OALC ( subscription)	103.18			102753		324.58	s111	1972 Local Government Act	
OALC ( course fee R V Hudson)	104.18			102754		54.00	s111	1972 Local Government Act	
Broadband	105.18			DD		39.00	s111	1972 Local Government Act	
OPFA(Subsription)	106.18			102755		53.00	s111	1972 Local Government Act	
Community First (subscription)	107.18			102756		70.00	s111	1972 Local Government Act	
Oxford It Solutions ( Domain name renewal)	108.18			102757		24.00	s111	1972 Local Government Act	
<b>TOTAL</b>						<b>1,718.90</b>			
<u>Anticipated Income</u>									
<u>Transfer to Deposit Account from current account</u>									
<u>Transfer to Current Account from Deposit account</u>									
<b>Projected Financial Position as at 31st March 2019</b>									
Co-operative Bank Current account						30,580.95			
Co-operative Bank Deposit account						22,538.14			
National Savings account						24,147.70			
<b>TOTAL</b>						<b>77,266.79</b>			
R V Hudson Clerk to the Council.									
<b>1 March 2019</b>									

**SHIPLAKE PARISH COUNCIL****Bank Reconciliation at 01/03/2019**

Cash in Hand 01/04/2018			50,586.52
<b>ADD</b>			
Receipts 01/04/2018 - 01/03/2019			54,381.08
			104,967.60
<b>SUBTRACT</b>			
Payments 01/04/2018 - 01/03/2019			26,128.14
<b>A Cash in Hand 01/03/2019</b>			<b>78,839.46</b>
(per Cash Book)			
Cash in hand per Bank Statements			
Cash	01/03/2019	0.00	
Cooperative Bank Current	01/03/2019	32,730.93	
Cooperative Bank Business	01/03/2019	22,538.14	
National Savings and	01/03/2019	24,147.70	
			<b>79,416.77</b>
Less unrepresented cheques			
As attached			577.31
			78,839.46
Plus unrepresented receipts			
As attached			0.00
<b>B Adjusted Bank Balance</b>			<b>78,839.46</b>

**A = B Checks out OK**

## APPENDIX 3

### NEIGHBOURHOOD PLAN UPDATE - MARCH 2019

Key points of February 2019 update were:

**1. Re-designation of NP Area application consistent with current parish boundaries, public consultation underway and SODC approval anticipated by 23/02/2019; 2. AECOM site assessment project draft report expected by 28/02/2019; 3. A review required of Landscape Character Assessment (LCA) consistent with updated NPPF Guidelines & Policies; 4. Revised Project Plan**

The NP Steering Group (SG) Meeting on 20/02/2019 discussed all the above and focused on the key tasks and timelines, as specified in the revised project plan, to make it possible to initiate the 6 – week ‘Pre-Consultation’ Phase by 31<sup>st</sup> May 2019. At this stage residents and all specified statutory bodies will have access to the draft ‘Shiplake Neighbourhood Plan’ and relevant evidence base for its proposals. Comments will be invited as specified at the time.

**2. Overview of revised NP Project Plan & Agreed Actions & Responsibilities to ensure Key Tasks & Milestones are achieved:**

The revised plan takes account of the unexpected requirement for a consultant (AECOM) led site assessment project, SODC’s revisions to our proposed planning policies incorporating 2018 NPPF changes, corresponding changes to the LCA and the re-designation of the Shiplake NP area. Also, provision for a supplementary small survey via the parish website, following the recent proposed changes to the SODC Local Plan policies re ‘Smaller Villages’ and the attribution of Thames Farm housing numbers to Henley. The attribution changes were contrary to prior recommendations by SODC, which were embodied in the previously proposed final draft of the NP (July 2018).

**Caveat:** The changes to our proposed NP are considerable. The project plan assumes no delays resulting from further changes of direction on the part of SODC, is dependent on 3<sup>rd</sup> party contributions being delivered ‘on time’ and no unforeseen other intervention resulting in further significant delays to the delivery of the plan beyond the control of the SG. On this basis, and with the considerable commitment of time on the part of SG members, **the project plan provides for the important ‘pre-consultation’ phase to begin on 31 May 2019 and finish on 15<sup>th</sup> July 2019. More specifics of the plan and action points are provided below. It is proposed to present and discuss the plan’s proposals at the Shiplake Parish APM on the 2<sup>nd</sup> May 2019.**

**3.1 Site Assessments (AECOM):** Initial partial draft received from AECOM on 20/02/2019. Discussed at meeting and feedback provided by WS to AECOM in preparation for projected receipt of draft recommendations and proposals by end of February. Requirement for an update on Shiplake Motors site.

**Target: Finalise Strategies & Site Outcomes by 30/04/2019**

**3.2 SEA:** AECOM consultants to update draft SEA based on site assessment outcomes and other directions provided by SG & PC, resulting from the supplementary survey and any other relevant matters.

**Target: Finalise 31/03/2019**

**3.3 Landscape Assessment:** Consultant considering relevant changes in context of new NPPF and recent SODC Local Plan changes. **Target: Finalise 31/03/2019**

**3.4 Revised Policies:** A critical element of the NP with review of and subsequent recommendations received from SODC Neighbourhood Planning Team (NPT). Our proposals are in process of being updated by SM with support from councillor F Maroudas . **Target: Finalise 17/03/2019**

**3.5 Survey 2:** Supplementary survey discussed based on the advice of SODC’s NPT. Draft proposed text during w.b. 24/02/2019 to be agreed and targeted to be available on parish website w.b. 04/03/2019 with 2-week response period; responses categorised by postcode.

**Target: Survey Responses received by 17/03/2019**

**3.6 Re-write of Draft Plan:** DP main author with assistance from several SG and consultant contributors. **Target: Mid-April 2019**

**3.7 Pre-Consultation Requirements inc website GDPR requirements:** Details to be advised following meeting with website team. **Target: Finalise 27/05/2019**

**3.8 Proof Reading Draft Plan:** All SG to proof read + parish councillors. **Target: April 2019**

**3.9 AECOM Health Check:** To be conducted in parallel with Pre-Consultation phase. **Target: complete by mid-July 2019**

**4. Budget 2019/2020:** £7,500 + Locality (approx. 50 days of tech assistance).



