

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN SHIPLAKE
MEMORIAL HALL ON MONDAY MAY 13th 2019 AT 7.45 PM.**

1. **PRESENT** : Cllr R Head , Cllr D Pheasant, Cllr A Manning, Cllr S Mann, Cllr R Curtis, Cllr F Maroudas, Cllr J Stone and Cllr C Penrose , Cllr D Bartholomew(OCC/DC), Cllr L Rawlins (DC) part in addition there were 3 members of the public present. Cllr G Davies as this was Cllr Davies last meeting the Chairman wished to record a vote of thanks for his major contribution and generous hospitality to the Council over the past several years and wished him well in his new venture upon retirement. It was proposed that his successor be co-opted onto Council.
2. **ELECTION OF OFFICERS, SUB-COMMITTEES, WORKING PARTIES AND REPRESENTATIVES TO SERVE ON OUTSIDE BODIES**
Council nominated Cllr F Maroudas as Chairman proposed by Cllr R Curtis and seconded by Cllr C Penrose. Unanimously approved .
Council nominated Cllr D Pheasant as Vice Chairman ,proposed by Cllr S Mann and seconded by Cllr R Curtis.
SUB COMMITTEES /WORKING PARTIES.
Planning Committee : Cllr S Mann nominated as Chairman, proposed by Cllr D Pheasant and seconded by Cllr F Maroudas
Members : Cllr D Pheasant, Cllr R Curtis, Cllr F Maroudas, and Cllr C Penrose
Grants and Finance: Cllr F Maroudas nominated as Chair
Members : Cllr J Stone,Cllr C Penrose
REPRESENTATIVES ON VARIOUS COMMITTEES.
Memorial Hall:Cllr A Manning proposed by Cllr R Head and seconded by Cllr F Maroudas
Badgers Walk Playground: Cllr R Curtis proposed by Cllr R Head and seconded by Cllr F Maroudas
Memorial Hall Playground: Cllr R Curtis proposed by Cllr R Head and seconded by Cllr F Maroudas
Shiplake C. E. School: Cllr R Curtis proposed by Cllr R Head and seconded by Cllr F Maroudas
Shiplake Station:The garden section of the SVCC are taking care of the Station grounds.
3. **DECLARATIONS OF GIFTS & INTEREST.** Councillors were given the opportunity to declare any gifts or interest in any item on the Agenda. Cllr Stone declared an interest in her role as secretary of Shiplake Scouts in any discussion relating to financial support.
4. **MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD ON MONDAY APRIL 1st 2019** were approved on a motion proposed by Cllr A Maning and seconded by Cllr S Mann
5. **MATTERS ARISING FROM PREVIOUS MEETINGS**
6. **POLICE MATTERS.** Report received and circulated
7. **O.C.C. Cllr D Bartholomew** Report circulated and available on website
8. **HIGHWAY MATTERS**
9. **S.O.D.C. Cllrs Bartholomew and Rawlings** Council received a brief report from both stating that Council was in a state of temporary chaos as there was no overall ruling party and newly elected members were trying to create a coalition. The Local Plan was under review and the annual budgets deficit was consuming the reserves.
10. **OPEN FORUM** The Chairman closed the meeting at 8/03pm to allow questions ,comment from the floor .Mrs Tutty spoke on behalf of Mr Gerstmann (Lock End) apologising and explaining the situation regarding the significant amount of tree felling .The meeting resumed at 8.09pm
11. **SPECIAL REPORTS-PLANNING.** To receive copy of NP Consultants (already circulated by email)
12. **PLANNING**
To receive the Planning Report for Shiplake Parish Council from the Planning Committee
PLANNING DECISIONS since Monday 1 May 2019
 1. P19/S0861/HH
24 Badgers Walk Lower Shiplake Oxfordshire RG9 3JQ
Single storey front and rear extension and garden store side extension. **Planning Permission Granted**
 2. P19/S0091/HH
Maybury House Station Road Lower Shiplake RG9 3JR

Demolition of existing garage and construction of a two storey side extension, first floor front extension and small single storey rear extension. Upgrade to external appearance and associated internal alterations. **Planning Permission Granted**

3. P19/S0038/O

Mount Ida Reading Road Lower Shiplake RG9 3PH

Outline planning application for two new dwellinghouses with private garages with matters of access and layout for consideration (additional arboricultural information provided 13th February 2019 and layout of dwellings and garages revised as shown on amended site plan received 28th March 2019).

Outline Planning Permission Granted

4. P19/S0598/HH

Pippin Plough Lane Shiplake Cross RG9 4DD

Revisions to internal layout as approved under P15/S3713/HH and insertion of two windows to first-floor southwest elevation.

Planning Permission Granted

5. P19/S0555/HH

Gypsy Cottage Mill Road Lower Shiplake RG9 3LW

Two storey side extension with additional roof lights in existing roof. **Planning Permission Granted**

PLANNING APPLICATIONS from Shiplake Parish Council Planning Group Meeting on Wednesday 17 April

1. P19/S1118/HH

9 Manor Wood Gate Lower Shiplake RG9 3BY

Removal of uPVC conservatory. Construction of new single storey garden room. Construction of new single storey utility room. One additional window to kitchen.

No Objection but concerns regarding traffic management and noise.

2.P19/S0722/FUL

Fairwinds New Road Lower Shiplake Oxfordshire RG9 3LH

Proposed replacement dwelling with detached garage/annex building.

No Objection as no concerns from OCC and neighbours sharing drive but concerns regarding traffic management and noise.

3.P19/S0957/HH

Saffrons Station Road Lower Shiplake RG9 3JP

Amendment to application P17/S0019/HH to illustrate the difference in roof pitch and building height, with an added window and loft space.

No Objection but serious concerns that building work has commenced prior to planning permission for there amendment. Concerns regarding traffic management and noise during unsociable hours.

4.P19/S0949/DIS

Shiplake College Reading Road Shiplake RG9 4BW

Discharge of conditions 1- commencement, 4- sample materials and 7-foul drainage to application P18/S0104/FUL New Boat House (Revised application to replace approved application P16/S3455/FUL dated 16 Jan 2017) For Information only Noted

APPEAL

1. P16/S2861/O

Mount Ida Reading Road Lower Shiplake RG9 3PH

Outline planning application for the demolition of the existing dwelling and erection of 8 dwellings with matters of access, layout and scale for consideration (bat survey and statement of community involvement received 26th September 2016 & Contamination information received 13th October 2016, additional footpath link detail provided, arboricultural information updated and number, layout and scale of dwellings amended as shown on plans received 13th April 2017 and width of access enlarged and waste vehicle tracking revised as shown on amended plans received 27th June 2017 and additional sections received 4th October 2017 and footpath detail amended and additional arboricultural information as shown on amended plans received 15th September 2017 and 20th June 2018).

Written Objection sent. **Objection** to urbanisation of that area of village, not in character with village, access , and unsafe pedestrian access.

13. FINANCIAL MATTERS.

1. The following payments (see Appendix 1) , were approved on a motion proposed by Cllr R Curtis and seconded by Cllr S Mann
2. Review and Approval of AFR section 1 circulated ,approved on a motion proposed by Cllr F Maroudas and seconded by Cllr S Mann
3. Review and Approval of AFR section 2 circulated was approved on a motion proposed by Cllr A Manning and seconded by Cllr S Mann
4. Approval of Bank Reconciliation (Appendix 2) approved on a motion proposed by Cllr R Curtis and seconded by Cllr S Mann
5. Approval of end of year accounts circulated , approved on a motion proposed by Cllr F Maroudas and seconded by Cllr R Curtis
6. Approval of Statement of Accounts and detailed explanations circulated approved on a motion proposed by Cllr F Maroudas and seconded by Cllr R Curtis
7. To receive Grant request for Shiplake Vikings Rowing Club, a grant of £250 for a set of Crocker Sculls was approved on a motion proposed by Cllr F Maroudas and seconded by Cllr R Head
8. Councillor Election expenses ,council discussed the forms in particular the volume of paper to submit a nil return.
9. Proposal/Quotation to appoint NP consultants Council discussed the proposal and accepted the quotation from Bluestone on a motion proposed by Cllr D Pheasant and seconded by Cllr F Maroudas approved with 7 in favour and 1 abstention. Three quotations have been received.
10. Cllr A Manning was requested to review May Bank Statement to confirm electronic payments had been processed as authorised .**ACTION : Clerk and Cllr Manning**
11. Council approved the purchase of a replacement printer for the Clerk.
12. The Chairman proposed all Councillors to be approved signatories on the Cooperative Bank Current Account. Council approved the motion. **ACTION : Clerk**

14. RECREATION GROUNDS/OPFA

1. Badgers Walk -. There was no report on the condition of the equipment and the general condition of the playground
2. Memorial Hall. There was no report on the condition of the equipment and the general condition of the playground. Council agreed to reinstitute monthly check lists **ACTION : Clerk**

15. FOOTPATHS

16 SHIPLAKE – DEVELOPMENT OF FACILITIES.

1. **NEIGHBOURHOOD PLAN UPDATE:** (APPENDIX 3) Cllr Pheasant gave a brief update. A working group was agreed consisting of Cllrs Mann,Pheasant,Maroudas,and Stone to work with steering group as a facilitating and coordinating body

17 ENVIRONMENTAL MATTERS/AONB: No response from J Howell MP to Clerk's letter

18 MEMORIAL HALL Cllr Manning reported that uptake on the forthcoming Jazz evening was light and requested councillors to try and muster support

19 CORRESPONDENCE

20. ITEMS OF INTEREST OR FOR FUTURE DISCUSSION.

There being on other items of business the Chairman closed the meeting at 9.55pm

R.V. Hudson.
Clerk to the Council.

15/05/2019

APPENDIX 1

SHIPLAKE PARISH COUNCIL		STATEMENT OF ACCOUNTS			1	May	2019	
	Paid Out in	April	2018	Cheque nos.	cash			
					yn			
R V Hudson – salary March	1.19			102758	y	351.78	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance, March	2.19			102759	y	114.55	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax March	3.19			BACS	y	234.52	s111	1972 Local Government Act
Grant Shiplake Scouts (hire of Hall)	4.19			102760	n	124.50	s137	1972 Local Government Act
SODC dog bin servicing	5.19			102761	y	13.09	s111	1972 Local Government Act
Broadband	6.19			DD	y	39.00	s111	1972 Local Government Act
OPFA(Subscription)	106.18			102755	y	53.00	s111	1972 Local Government Act
TOTAL						930.44		
Transfer to Current Account from Deposit account								
Income since last meeting								
Precept						14,308.00		
untaxed interest Business account						39.85		
untaxed interest N S & I account								
Interest								
CIL payment	CIL(6/11/2018 -6/3/2019)					20522.27		
VAT reclaim						2,179.20		
Total						37,049.32		
Statement Balances at	1st	May	2019					
Co-operative Bank Current account						66,837.48		
Co-operative Bank Deposit account						22,577.99		
National Savings High Interest account						24,147.70		
TOTAL						113,563.17		
Uncleared /Cancelled cheques at	1	May	2019					
Grant Shiplake Scouts (hire of Hall)	4.19			102760	n	124.50	s137	1972 Local Government Act
Total						124.50		
Revised Balance Bank Current Account	1	May	2019			66,712.98		
	Payments due to be made in	May	2019				approved under section	
R V Hudson – salary April	7.19			BACS		351.78	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance, April	8.19			BACS		169.07	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax April	9.19			BACS		234.52	s111	1972 Local Government Act
Mr Robin Head (Grasscutting)	10.19			102762		25.00	s111	1972 Local Government Act
Mr G Jones (reimbursement)	11.19			102763		17.82	s111	1972 Local Government Act
Arrow Accounting (audit fees)	12.19			102764		218.00	s111	1972 Local Government Act
Broadband	13.19			DD		39.00	s111	1972 Local Government Act
TOTAL						1,055.19		
Anticipated Income								
Transfer to Deposit Account from current account								
Transfer to Current Account from Deposit account								
	Projected Financial Position as at			31st	May	2019		
Co-operative Bank Current account						#VALUE!		
Co-operative Bank Deposit account						22,577.99		
National Savings account						24,147.70		
TOTAL						#VALUE!		
R V Hudson								
Clerk to the Council.								
	1	May	2019					

SHIPLAKE PARISH COUNCIL**Bank Reconciliation at 01/05/2019**

Cash in Hand 01/04/2019

77,266.79

ADD

Receipts 01/04/2019 - 01/05/2019

37,049.32

114,316.11

SUBTRACT

Payments 01/04/2019 - 01/05/2019

877.44

A Cash in Hand 01/05/2019**113,438.67**

(per Cash Book)

Cash in hand per Bank Statements

Cash	01/05/2019	0.00
Cooperative Bank Current Acco	01/05/2019	66,837.48
Cooperative Bank Business Sel	01/05/2019	22,577.99
National Savings and Investmen	01/05/2019	24,147.70

113,563.17

Less unrepresented cheques

As attached

124.50

113,438.67

Plus unrepresented receipts

As attached

0.00

B Adjusted Bank Balance**113,438.67****A = B Checks out OK**

APPENDIX 3

NEIGHBOURHOOD PLAN UPDATE –MAY2019

Re-designation of NP Area application consistent with current parish boundaries: SODC confirm it has been approved.

Change in Approach to NP: Based on considerable research and analysis of options and discussions with parish council, as referenced at April's parish council meeting, it was agreed Councillor Mann would initiate a process for selection of a consultant to produce a neighbourhood plan based on a 'Constraints & Policies' approach. Details of the approach, outcome and proposed costs are provided separately in attached documents.

NP Update at APM Presentation on 09/05/2019: A comprehensive presentation given summarising the development of the NP from beginning to current day inclusive of change of approach. Link to presentation on the Shiplake Villages website via: xxxxxx

Status of Existing Content to be confirmed :1. Rescreening for SEA requirement initiated. Current AECOM assessment now superceded but has information material for revised approach, which we have permission to use: **2. Existing Landscape Assessment** with minor changes is required for revised approach.

Pre-Consultation Requirements inc. website GDPA requirements: Details to be agreed with appointed consultant.

Timescales for deliver of documentation for 'Pre-Consultation' agreement: 3-4 months

Budget 2019/2020: £7,500 + £9,000 expected grant c/o Locality

David Pheasant – Chair, Steering Group (13/05/2019)