

MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL
HELD IN SHIPLAKE MEMORIAL HALL
ON MONDAY 10th JUNE 2019 AT 7.45 PM.

- 1.** Present : Cllr D Pheasant (vice chairman) Cllr R Head , Cllr A Manning, Cllr S Mann, Cllr R Curtis, , and Cllr C Penrose , Cllr D Bartholomew(OCC), Cllr L Rawlins (DC)in addition there was 1 member of the public present. The Chairman ,Cllr F Maroudas sent his apologies. In the absence of the Chairman Cllr Pheasant chaired the meeting.
- 2.** To receive any declarations of gifts & interests. Cllr J Stone declared an interest in the request for financial support for maintenance of the church graveyard.
- 3.** To approve the minutes of the Annual Parish Meeting and Annual Parish Council meeting of Shiplake Parish Council held on Thursday 9th and Monday 13th May 2019 respectively. The APM minutes were approved on a motion proposed by Cllr R Curtis and seconded by Cllr R Head. The APC minutes were approved on a motion proposed by Cllr S Mann and seconded by Cllr R Curtis
- 4.** Matters arising from previous meetings not covered in meeting. None
- 5.** Police matters. Clerk reported that the latest update had been circulated by email to report
- 6.** To receive a report from Oxfordshire County Councillor D Bartholomew, Cllr R Head expressed his thanks for the work that had been carried out The full report can be viewed by clicking [here](#)
- 7.** Highway matters Cllr Head expressed strong concern that an opportunity had been missed to address the entrance turning into the Thames Farm development. The current proposal , to widen the road, in his view will lead to overtaking and excessive speed .Council to request the developers to move the pedestrian crossing to a safer location **ACTION Cllr S Mann** and forward to Cllr Bartholomew.
- 8.** To receive a report from South Oxfordshire District Councillor Cllrs Bartholomew and Rawlings .Cllr Rawlings commented that there had been no formal meetings so there was very little to report.
- 9.** Open Forum: an opportunity for members of the public to address the Council on items on the agenda. There were no comments or questions
- 10.** Special reports-planning. Cllr R Head commented as nothing has been received for the owners of the Plowden Arms suggested that Council consider applying for the building to be considered as a building of Historic Interest. **ACTION Clerk**
- 11.** Planning :
 - 1.To receive the minutes of the Planning Committee held on May 15th, 2019 (Minutes circulated) Minutes were approved on a motion proposed by Cllr C Penrose and seconded by Cllr R Curtis
 - 2.To comment on any planning applications received since the meeting of the Planning Committee. Council need to prepare defence for the action brought by Retirement Villages **ACTION Cllr S Mann**
- 12.** Financial Matters:
 1. To approve payments for June (Appendix 1 attached) The payments were approved on a motion proposed by Cllr D Pheasant and seconded by Cllr S Mann
 2. To approve May Statement and bank reconciliation.(Appendix 2 attached) The payments were approved on a motion proposed by Cllr R Head and seconded by Cllr J Stone
 3. To review and approve April Bank Statement(Appendix 3 attached) The payments were approved on a motion proposed by Cllr R Curtis and seconded by Cllr C Penrose
 4. Grant Request from Shiplake Church for upkeep of cemetery grounds. (circulated by email) Cllr R Curtis suggested that he talk to staff at the college to see if there was any capacity to assist and report back. The Clerk to write to Reverend Thewsey to explain the Councils view at this stage
- 13.** Recreation grounds .Cllr R Curtis reported that the rubbers on the swings were perished in Badgers Walk and two fence post were rotten in the MH playground and would require replacement Council approved Cllr Curtis to arrange the repair. **ACTION : Cllr Curtis**
- 14.** AONB: Cllr R Head reported that as nothing had been heard from Mr J Howell MP he suggested writing to the Chilterns conservation board cc J Howell MP and the other parishes requesting an update on the process **ACTION : Clerk**
- 15.** Footpaths :Mr G Jones has offered to give a report on the footpaths as he regularly walks them .Council agreed to identify and confirm the footpaths. **ACTION : Clerk**
- 16.** Shiplake Development of Facilities: To receive a report from Cllr S Mann on progress with Neighbourhood Plan see APPENDIX 4
- 17.** Memorial Hall – Cllr A Manning reported that the Jazz evening had to be cancelled due to lack of support

18. Correspondence Clerk reported

i) Kay Parton requested Council to upkeep verges in Westfield Crescent. The grass is almost waist high and looks rather untidy. OCC say it is cut once a year (budgets permitting). Last year it was cut in August. Also, there are behind the Bus-stops. This is an item for Cllr Bartholomew (OCC) to follow up. ACTION : D Bartholomew

ii) Correspondence from Lord Wrottesley regarding timing of notification of meetings in particular the APM. Council agreed to continue to try to do better to give more timing for meetings such as the APM by maybe advertising in the Henley Standard.

19. Items of interest or for future discussion.

R.V. Hudson.
Clerk to the Council.

25/06//2019

APPENDIX 1

| <u>SHIPLAKE PARISH COUNCIL</u> | | <u>STATEMENT OF ACCOUNTS</u> | | | <u>1</u> | <u>June</u> | <u>2019</u> | | |
|--|------------|---|-------------|-------------|-------------------|-------------|-------------------|---------|--|
| | | <u>Paid Out in</u> | <u>May</u> | <u>2018</u> | <u>Cheque nos</u> | <u>cash</u> | | | |
| | | | | | <u>y/n</u> | | | | |
| R V Hudson – salary April | | 7.19 | | | BACS | y | 351.78 | s 5 | 1963 Local Government (Financial provisions) Act |
| R V Hudson – expenses, office allowance. April | | 8.19 | | | BACS | y | 169.07 | s112(2) | 1972 Local Government Act |
| Inland Revenue – clerk's tax April | | 9.19 | | | BACS | y | 234.52 | s111 | 1972 Local Government Act |
| Mr Robin Head (Grasscutting) | | 10.19 | | | 102762 | y | 25.00 | s111 | 1972 Local Government Act |
| Mr G Jones (reimbursement) | | 11.19 | | | 102763 | y | 17.82 | s111 | 1972 Local Government Act |
| Arrow Accounting (audit fees) | | 12.19 | | | 102764 | y | 218.00 | s111 | 1972 Local Government Act |
| Broadband | | 13.19 | | | DD | y | 39.00 | s111 | 1972 Local Government Act |
| Grant Shiplake Scouts (hire of Hall) | | 4.19 | | | 102760 | y | 124.50 | s137 | 1972 Local Government Act |
| TOTAL | | | | | | | 1,179.69 | | |
| <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 | | | | | | | | | |
| VAT reclaim | | | | | | | | | |
| Total | | | | | | | 0.00 | | |
| Statement Balances at | 1st | June | 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 | | |
| <u>Uncleared /Cancelled cheques at</u> | | | | | | | | | |
| | | 1 | June | 2019 | | | | | |
| Total | | | | | | | 0.00 | | |
| Revised Balance Bank Current Account | | 1 | June | 2019 | | | 66,837.48 | | |
| | | Payments due to be made in | June | 2019 | | | | | approved under section |
| R V Hudson – salary May | | 14.19 | | | BACS | | 351.78 | s 5 | 1963 Local Government (Financial provisions) Act |
| R V Hudson – expenses, office allowance. May | | 15.19 | | | BACS | | 108.49 | s112(2) | 1972 Local Government Act |
| Inland Revenue – clerk's tax May | | 16.19 | | | BACS | | 234.52 | s111 | 1972 Local Government Act |
| Mr Robin Head (Grasscutting) | | 17.19 | | | 102765 | | 75.00 | s111 | 1972 Local Government Act |
| Glasdon(waste Bin BW playground) | | 18.19 | | | 102766 | | 206.16 | s111 | 1972 Local Government Act |
| Sustrans (grant) | | 19.19 | | | 102767 | | 26.00 | s142 | 1972 Local Government Act |
| NALC(conference fee Cllr S Mann) | | 20.19 | | | 102768 | | 253.79 | s111 | 1972 Local Government Act |
| SVRC (Juniors) Grant | | 21.19 | | | 102769 | | 250.00 | s137 | 1972 Local Government Act |
| Broadband | | 22.19 | | | DD | | 47.00 | s111 | 1972 Local Government Act |
| TOTAL | | | | | | | 1,552.74 | | |
| <u>Anticipated Income</u> | | | | | | | | | |
| <u>Transfer to Deposit Account from current account</u> | | | | | | | | | |
| <u>Transfer to Current Account from Deposit account</u> | | | | | | | | | |
| | | Projected Financial Position as at | 30th | June | 2019 | | | | |
| Co-operative Bank Current account | | | | | | | 65,284.74 | | |
| Co-operative Bank Deposit account | | | | | | | 22,577.99 | | |
| National Savings account | | | | | | | 24,147.70 | | |
| TOTAL | | | | | | | 112,010.43 | | |
| R V Hudson | | | | | | | | | |
| Clerk to the Council. | | | | | | | | | |
| | 1 | June | 2019 | | | | | | |

APPENDIX 2

The **co-operative** bank

Customer: SHIPLAKE PARISH COUNCIL(B11RYJ)
 Account: 0890166100533200-SHIPLAKE PARISH
 Date Range: From : 01/05/2019 To : 01/06/2019
 Today's Cleared 65,657.79
 Balance:

Today's Uncleared 65,657.79
 Balance:

Transactions

Date : 01/06/2019

| Date | Description | Bank Reference | Customer Reference | Credit | Debit | Additional Information | Running Balance |
|------------|----------------|-----------------------|---------------------|--------|--------|------------------------|-----------------|
| 07/05/2019 | Direct Debit | FS604960401X033 | EE BROADBAND | | 39.00 | 273661 | 66798.48 |
| 15/05/2019 | Standing Order | 846PC00174890190 4 | HMRC CUMBERNAULD | | 234.52 | 08321012001039 | 66563.96 |
| 15/05/2019 | Standing Order | Clerk expenses | R HUDSON | | 169.07 | 09012701907528 | 66394.89 |
| 15/05/2019 | Standing Order | clerk net salary | R HUDSON | | 351.78 | 09012701907528 | 66043.11 |
| 21/05/2019 | Cheque | 0004846338870000 | 102764 | | 218.00 | 090128 | 65825.11 |
| 22/05/2019 | Cheque | 8201476800200003 | 102760 | | 124.50 | 300000 | 65700.61 |
| 22/05/2019 | Cheque | 0004863309870000 | 102762 | | 25.00 | 070093 | 65675.61 |
| 24/05/2019 | Cheque | 0004935094870000 | 102763 | | 17.82 | 090129 | 65657.79 |

APPENDIX 3

| SHIPLAKE PARISH COUNCIL | | | |
|--|---|-----------|------------|
| Bank Reconciliation at 01/06/2019 | | | |
| | Cash in Hand 01/04/2019 | | 77,266.79 |
| | ADD | | |
| | Receipts 01/04/2019 - 01/06/2019 | | 37,049.32 |
| | | | 114,316.11 |
| | SUBTRACT | | |
| | Payments 01/04/2019 - 01/06/2019 | | 1,932.63 |
| A | Cash in Hand 01/06/2019 | | 112,383.48 |
| | (per Cash Book) | | |
| | Cash in hand per Bank | | |
| | Cash | 0.00 | |
| | Cooperative Bank Current | 65,657.79 | |
| | Cooperative Bank Business Select 14 da 01/06/2019 | 22,577.99 | |
| | National Savings and Investments 01/06/2019 | 24,147.70 | |
| | | | 112,383.48 |
| | Less unrepresented cheques | | |
| | As attached | | 0.00 |
| | | | 112,383.48 |
| | Plus unrepresented receipts | | |
| | As attached | | 0.00 |
| B | Adjusted Bank Balance | | 112,383.48 |
| | A = B Checks out OK | | |

APPENDIX 4

Neighbourhood Plan Update for 10 June 2019

1. The designated area for the Shiplake Neighbourhood Plan has now been approved to incorporate the entire parish of Shiplake.
2. Bluestone Planning (as the appointed consultants) and the working party (David Pheasant, Susan Mann, Fred Maroudas, Joanne Stone, and Chris Penrose -sent apologies) have had the inception meeting on 16 May where the project plan was discussed and formulated. Work has been proceeding more or less to plan. The target is to go to pre-submission consultation in September or October following a consultation with the residents on the pre-submission draft document in July.
3. The grant application to Locality has been completed and submitted with addition requests for technical assistance regarding village character assessment and design code which would be separate to the grant.
4. The SEA screening document has been submitted.
5. The Village Character Design and assessment site work has been completed and further evidence supporting this is being gathered to support continuity of Village Character. Included in this is enhanced information on Historic sites and sites important to the Village Character.
6. Supporting evidence and Policies are in the process of being revised to support the design and constraints plan and removing references to site selection. All previous consultations, surveys, etc will be documented in the consultation document which is completed following the pre-submission consultation period. Additional evidence supporting the policies is coming from not only official sources but from resident groups in the villages, as the school, the church, and the history group.
7. There will be a brief consultation with the residents in the next few weeks confirming their agreement NOT to have site selection. This will be conducted along the lines of the small consultation a few weeks ago with voting mainly via the website but also hard copies available to residents who do not have access to or use the website. This will form part of the consultation document.

For those with the concerns regarding any changes to the Local Plan significantly effecting the Shiplake Villages Neighbourhood Plan, we have been advised by the new SODC Cabinet and our SODC NP advisor to continue as we are. By not doing site selection, any changes to allocations will have minimal effects on the plan.