

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL**  
**HELD IN SHIPLAKE MEMORIAL HALL**  
**ON MONDAY APRIL 7th 2014 AT 7.45 P.M.**

- 1. PRESENT** Mr T Taylor, Mr G Thomas, Mr C Smith, Mr R Head, Mr G Davies, Mr F Maroudas and Mr D Bartholomew (OCC) .Apologies were received from Mrs A Law, Mr D Pheasant, and Mr M Leonard (DC).
- 2. DECLARATIONS OF GIFTS & INTEREST.** Councillors were given the opportunity to declare any gifts or interest in any item on the Agenda. Mr G Thomas declared an interest in Yule Lodge application and took no part in the discussion.
- 3. MINUTES OF THE MEETING HELD ON MONDAY, MARCH 10<sup>th</sup> 2014**  
The following corrections were noted .Page 1 item 4 line 2 long tem should read long term The minutes were then approved on a resolution proposed by Mr G Thomas and seconded by Mr R Head.

**4. MATTERS ARISING FROM PREVIOUS MEETINGS**

1. Procedural error from February minutes re Quotations for SVP printing ,Clerk advised Council that they should have approved the quotation to supply the printing for the SVP report as Fericon .Council approved the amendment on a resolution proposed by Mr T Taylor and seconded by Mr C Smith
2. Annual Parish Meeting May 1<sup>st</sup> Agenda (Appendix 1) was approved by Council
3. Response from Thames Water. Mr G Thomas commented that the response received from Thames water was inadequate and proposed Council should respond .ACTION : Mr Thomas to draft a response
4. Clerk requested to get quotation for replacement of rusty Litter Bin on Plough Lane Bus Stop .ACTION : Clerk

**5. POLICE MATTERS.**

SHIPLAKE PC REPORT MARCH 2014:

04/03 – SYDNEY HARRISON HOUSE, suspicious telephone call received (No further lines of enquiry).

06/03 – MEMORIAL AVENUE, parking obstruction (FPN & CLE/28 for no road tax issued).

08/03 – A4155 (South of SHIPLAKE) female fell off mountain bike.

13/03 – BOLNEY ROAD, suspicious vehicle sighted (caller lost sight of vehicle, no trace).

16/03 – BASKERVILLE ROAD, non-stop RTC.

17/03 – WOODLANDS ROAD, ASB vehicle related incident (alleged offender dealt with).

19/03 – STATION ROAD, suspicious vehicle (area search no trace).

PCSO Ashley RICHARDSON will be allocated to SHIPLAKE as from April 2014.

**6. O.C.C. Cllr D Bartholomew -.**

Councillor Bartholomew submitted his written report

GENERAL OCC REPORT

STRATEGIC ECONOMIC PLAN

The County Council has worked with the Local Enterprise Partnership and the district councils to submit Oxfordshire's Strategic Economic Plan to the Government. This is a vision for the local area to 2030 identifying the opportunities for growth based on clear evidence. It also highlights the barriers to growth and what action is required to remove them. The plan provides the basis for Local Growth Deal negotiations with government and will determine the level of investment we secure from the competitive Local Growth Fund. Without the plan we would not be able to bid for funds.

STRATEGIC HOUSING MARKET ASSESSMENT

While the County Council is not responsible for the smaller scale planning carried out by district councils, such as individual houses and developments, it does play a major role in providing the surrounding infrastructure.

The Strategic Housing Market Assessment determines the growth that will happen over the next 20 years, and the required estimate has been raised in every district:

District Area	Estimated Housing per annum	Estimated Total 2011-31
Cherwell	1,142	22,840
Oxford	1,390	27,800
South Oxfordshire	750-800	15,000-16,000
Vale of White Horse	1,028	20,560
West Oxfordshire	660-685	13,200- 13,700
OXFORDSHIRE	4,970-5,045	99,400-100,900

This will then feed into the Local Development Framework with appropriate sites allocated. The County Council will be assisting in this process to ensure that they are in sustainable locations with the required infrastructure however ultimately where the sites are will be for the District Councils to determine.

#### OXFORDSHIRE FLOODING SUMMIT

Subsequent to the community forum on flooding held on 1st March, around 40 politicians and representatives of local and national agencies came together to consider reducing the long-term risks of flooding in Oxfordshire. More information on the summit and the conveyance channel:  
<https://www.oxfordshire.gov.uk/cms/news/2014/mar/oxfordshire-flooding-summitcommits-taking-flood-channel-project-forward>

#### CONNECTING OXFORDSHIRE: CREATING 21ST CENTURY TRANSPORT

Connecting Oxfordshire is being launched this month to outline the Strategic transport schemes that will be delivered by the County Council and partners such as Network Rail. It will be an opportunity to start a debate as to the future of transport in Oxfordshire post 2020. With the anticipated growth of 86,000 jobs and 106,000 homes it is vital that we have a transport system that will enable residents to move around the county. More information about the launch:  
<https://www.oxfordshire.gov.uk/cms/news/2014/apr/county-council-leader-outlines-his-visiontransport-connecting-oxfordshire>

#### COUNTY COUNCIL BY-ELECTION

A by-election took place for the Wallington & Chalgrove Division, which was won by the Conservative Candidate, Stephen Harrod. The political balance of the County Council remains: Conservative and Independent Alliance 34, Labour 15, Liberal Democrats 11, Greens 2 and 1 Independent.

#### APRIL COUNCIL MEETING

The County Council Meeting in April was moved to Bodicote House (Cherwell District Council) in Banbury to enable the meeting to be webcast and allow Councillors and officers the opportunity to see how the system works. If the County Council chooses to pursue a system of webcasting its meetings there will be a cost involved and a suitable system would have to be installed within the confines of County Hall.

#### SPECIFIC REPORT FOR SHIPLAKE

##### LAFARGE APPLICATION TO EXTEND CAVERSHAM QUARRY

As previously reported, the application was approved by the Council's planning committee on 2nd December subject to the Secretary of State being given the opportunity to call it in. I wrote to the Secretary of State and urged that the decision should indeed be called in. John Howell MP has subsequently done the same. The Council has still not been notified of the Secretary of State's intentions.

#### SPEED CAMERA NEAR PLOWDEN ARMS

I have chased Anthony Kirkwood regarding progress, and have received this reply:

"I've just spoken to David Greer at the college and, unfortunately, he has not yet been able to confirm the boundary of their property, but will be following this up with the bursar.

Assuming the college are able to confirm that the site identified at the meeting is on their land, hopefully we can then make progress; the police have no problems in principle with the proposed site (including the use of a private power supply) - the next step would be to arrange a site meeting with the police and camera equipment supplier to confirm its technical suitability (including also provision for their vehicles to safely park to access the equipment to load the camera and for maintenance).

As mentioned in a previous email, our electrical services team has expressed a concern about the use of a private supply, but having discussed this with my team leader, we are hopeful that there are ways around this."

#### POTENTIAL THIRD READING BRIDGE

I am taking a proactive stance with regard to this matter and am trying to secure an invitation to the second summit in June.

#### EXPERIMENTAL TRAFFIC ORDER

As advised, this has been approved. In response to the Chairman's additional questions, I received the following response this afternoon from the Deputy Director:

"In seeking the Cabinet Member's agreement to formalise the initial Experimental Traffic Order before making the further changes discussed on site last year I was endeavouring to ensure that we captured the benefits of these initial restrictions and did not put them at risk by amending the ETO. We now have a new fixed point to work from – the way forward could be by a new ETO if that is the Parish Council's desire."

#### REPAIR OF ROAD BETWEEN PLAYHATCH ROUNDABOUT AND SONNING BRIDGE

Because of flood damage, the road was closed for several weeks to protect public safety.

Subsequent to an engineering survey last month, the road was re-opened to single-lane traffic. Costs of a full repair have been estimated at about £1m and an application has been made to central government for funding. Longer-term, the feasibility of raising the road will be evaluated to reduce future flooding problems.

#### SHIPLAKE PUBLIC FOOTPATHS 7 & 36 (MILL LANE)

A revised date for the inspection has still not been set. The OCC Field Officer is also following up on the further deterioration of the riverside path directly under the railway viaduct. Whilst the holes have been safely cordoned off by his team, he has been chasing Network Rail to fully repair the site, but it will need the ground to dry out.

#### COUNCILLOR COMMUNITY BUDGET

I have a much smaller budget for this year (£5000 to be shared across nine parishes), but would be pleased to consider an application from the PC in the region of £500 for an appropriate project.

#### **7. S.O.D.C. – Cllr. M. Leonard.**

**8.** Mr Leonard being absent there was no report

**9. OPEN FORUM** The Chairman closed the meeting to allow questions from members of the Public at 8.33pm

Mr E Povey offered his apologies for stating that there was a green broadband box at Plowden Arms pub when it appears there is not one. There being no other questions the Chairman resumed the meeting at 8.37pm

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

#### **11. PLANNING**

1. Mr F Maroudas requested an informal discussion between The FWP and The PWP to review do and don'ts of planning policy **ACTION: Clerk**

#### PLANNING REPORT-MARCH 2014.

#### **A) APPLICATIONS**

P14/S0483. Yule Lodge, New Road, Lower Shiplake RG9 3LH

Applicant: Mr J F Parsons Type: Other

Proposal: Demolition of existing dwelling and erection of 2-storey 5 bed building.

Recommendation: **REFUSAL** on the grounds of scale and bulk and potential loss of character building to village.

P14/S0409. Bay Tree House, Bolney Road, Lower Shiplake RG9 3NS

Applicant: Mr C Trotman Type: Other

Proposal: Retrospective extension to wet dock and carport.

Recommendation: **NO STRONG VIEWS.**

P14/S0491. Waynflete, Station Road, Lower Shiplake RG9 3JS

Applicant: Mr M Shelley Type: Other.

Proposal: Erection of attached single storey garage and store and utility rooms to side/rear of property.

Recommendation: **NO STRONG VIEWS.**

P14/S0762. 2 Brocks Way, Lower Shiplake RG9 3JG

Applicant: Mr C West Type: Other.

Proposal: First floor side dormer extension.

Recommendation: **NO STRONG VIEWS.**

P14/S0799. Hillmorton, New Road, Lower Shiplake RG9 4BH

Applicant: Mrs T Jackson Type: Other.

Proposal: Re-locate existing main vehicular entrance and alterations to existing entrance to be used for pedestrian access.

Recommendation: **NO STRONG VIEWS.**

Council approved the recommendations of the Planning Working Party on a resolution proposed by Mr R Head and seconded by Mr F Maroudas

## **B) DETERMINATIONS.**

P14/S0143. Banksia, Station Road, Lower Shiplake.

Proposal: Erection of detached single garage.

Planning permission granted by SODC.

Council expressed concern at the number of trees being removed in the property along the Reading Road .The Chairman agreed to contact Mr M Leonard on his return ACTION Mr T Taylor

## **11. FINANCIAL MATTERS.**

1. A copy of the financial statements for April 2014 was reviewed

R V Hudson – salary March	1.15	330.96
R V Hudson – expenses, office allowance. March	2.15	83.85
Inland Revenue – clerk’s tax & NIC March	3.15	220.40
Memorial Hall (meeting room hire)	4.15	185.16
Memorial Hall (deposit village event)	5.15	37.09
Arrow Accounting (Internal Auditor)	6.15	234.12
Broadband	7.15	24.66
Mobile phone ins	8.15	3.99

2. End of Year figures attached for approval APPENDIX 2 The accounts were approved on a resolution proposed by Mr T Taylor and seconded by Mr C Smith

3. External Audit Date set as June 30<sup>th</sup> 2014

4. Quotations for Grasscutting The only tender submitted from 5 contractors was from Mr Robin Head for the cost of £24 per cut at the Memorial Hall Council approved the quotation.
5. The Risk Assessment has now been fully completed and was approved by Council on a resolution proposed by Mr T Taylor and seconded by Mr C Smith
6. The Financial Risk assessment has also been completed and was approved on a resolution proposed by Mr T Taylor and seconded by Mr F Maroudas.
7. The New Financial Regulations were briefly reviewed but as they have only just been received and are quite complex the Clerk was requested to set up a FWP meeting to review them ACTION :Clerk  
In the interim Council adopted the revised current financial regulations reviewed in November 2013

## **12. MATTERS FOR CONSIDERATION.**

### **1/15 HIGHWAY MATTERS.**

1. Parking issues Corner shop / School Mr R Head suggested Mr D Bartholomew requests a Highways engineer to review parking at Corner Shop and make recommendation ACTION Mr D Bartholomew
2. Council requested OCC to contact Coach Operator to review turning point at Shiplake Primary School as this is a very sharp and dangerous turning .The coaches are destroying the verge as well as making a dangerous turn. ACTION Mr D Bartholomew
3. Mr R Head has produced a report with a proposal to change the Junction of Mill Lane , Reading Road and Memorial Avenue to allow pedestrian crossing .This item carried forward to next meeting

### **2/15 MODEL CODE OF CONDUCT.**

### **3/15 RECREATION GROUNDS/OPFA**

1. Badgers Walk - Mr C Smith reported the condition of the equipment and general condition of the playground as satisfactory .The SVP project group recommend a rethink and Prof R Wild has submitted a report .Council agreed that the way forward was to contact three contractors specialising in playgrounds and get recommendations and costing ,Clerk was requested to contact three suppliers ACTION : Clerk
2. Memorial Hall. Mrs Law was not present but had submitted report stating that there were some issues with one of the swings .Mr G Davies offered the services of his handyman. Mr Davies latterly reported The College ground staff went up to the playground and: replaced the missing slat, strimmed the grass under the fence and fixed the gate post (the gate is fine but the post was wobbly. They wedged it and will respond if this doesn't work)

### **4/15 FOOTPATHS**

1. Process to adopt footpath between New Road and Badgers Walk ongoing .Sufficient responses now received so next stage to be implemented ACTION : Clerk .
2. FP28 Japanese Knotweed has re-appeared on the official footpath by the Pattersons' house, and on adjacent Pattersons' rough ground. (see photo appendix 3). J. Beale said OCC would check this Spring-Their urgent action now required. ACTION :Clerk
3. FP7 (towpath by railway bridge)-FP roundels missing from access gate and "unofficial" deviation signs still in evidence.
4. FP7 there is a fallen tree across the footpath (just downstream of the railway bridge).
5. FP1 the restricted byway section:  
-no FP signs or roundels at railway bridge end  
-only roundel (no FP sign) at George and Dragon end.
6. Gateway problems:  
-FP2 dangerous barbedwire by middle gateway  
-FP28 lockside gate mechanism jamming

OCC need to action the above now that the area has dried out and people have started walking these footpaths again.

### **.5/15 SHIPLAKE – DEVELOPMENT OF FACILITIES.**

Projects for improving facilities within village

## **Phase 1**

1. LASHBROOK RESERVE: update from Mr G Thomas:

## **Phase 2**

2. BROADBAND UPDATE: Following discussions with OxOnline, SODC and BT the revised projected completion date for installation of 'superfast broadband' based on fibre is by end of March 2015. We await confirmation of the date for installation of fibre at the Wargrave exchange, ahead of installation of 2 fibre cabinets in Shiplake. These will be additional to the existing cabinets. Further updates will be provided at the APM and on the website.
3. VILLAGE PLAN UPDATE: Quarterly updates to SVP Action Plans to be provided on the new website, starting in May/June. Presentations by SVP steering group at APM and response from Parish Council. More immediate requests of Council presented as required e.g. recent request for funding of playground enhancements and alterations to road and parking restrictions. Village Party being scheduled for 14th Sept. 2014.
4. VILLAGE WEBSITE: Over 110 individual registrations to date and SVP section extended to cover all aspects of SVP Report and ongoing updates to Action Plans. One of the keys to success is users registering on the site and confirming their Areas of Interest with an initial target of 250+registrations. Training of content providers completed for Roger Hudson, Geoff Thomas and Stephen Doble. Arrangements to be made for SVP steering committee as required. In final stage of software acceptance with consideration of functional enhancements for the future being formalised. Website risk assessment completed for audit purposes. Website analytics incorporated.
5. NEWSLETTER: Targeting publishing next Newsletter in May/June with availability primarily via the website, with physical copies available via local businesses and Sydney Harrison House.

## **Future Phases**

- 6 CYCLEPATH.TO HENLEY. Mr T Taylor to update Council
- 7 TREE PRESERVATION
- 8 FOOTPATHS TO LINK EXISTING PATHS
- 9 FOOTBRIDGE WARGRAVE
- 10 TICKET MACHINE AT STATION.
- 11 FERRY
- 12 VILLAGE FESTIVAL/STREET PARTY
- 13 NEW PLAY AREA LOWER SHIPLAKE RECREATION AREA
- 14 VILLAGE BOAT CLUB -SLIPWAY
- 15 VILLAGE GREEN-MEADOW
- 16 AFFORDABLE HOUSING SURVEY-BETTER MIX OF HOUSING----COMMUNITY PLAN
- 17 HIGHWAYS DEVELOPMENT OF SAFER CROSSING AT MEMORIAL AVENUE AND STATION ROAD/WAR MEMORIAL

## **6/15 ENVIRONMENTAL MATTERS.**

### **7/15 S.O.D.C.**

### **8/15 OCC**

### **9/15 O.A.L.C. /O.R.C.C.**

1. ORCC's News Bulletin April 2014 received and forwarded by email.

### **10/15 MEMORIAL HALL**

1. Mr Head reported bookings quite strong , however a major leak has developed in the roof above the stage/flat which will require renovation urgently and will further eat into reserves

### **11/15 CHILTERN SOCIETY/CPRE**

1. CPRE newsletter April 2014 circulated by email

### **12/15 DEFRA & OTHER GOVERNMENT CORRESPONDENCE**

**13/15 TOWNLANDS & OXFORDSHIRE PCT.**

**13. CORRESPONDENCE**

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

There being no other items of interest the Chairman closed the meeting at 9.58pm

R.V.Hudson.

Clerk to the Council.

28/04/2014

DRAFT

# SHIPLAKE PARISH COUNCIL.

## The Annual Parish Meeting of Shiplake Parish Council

will be held in SHIPLAKE MEMORIAL HALL,

Shiplake on 1st May 2014 at 7.15 pm.

### AGENDA.

1. **Apologies for absence.**
2. **Minutes of the Meeting held in May 2013**
3. **Matters arising from those Minutes.**
4. **Annual Report of Shiplake, Harpsden, Dunsden and Peppard Sick Poor Fund.**
5. **Police Matters.**
6. **Chairman's report**
7. **The Shiplake Village Plan actions update - Dennis Oliver and the Steering Group**
8. **An open forum for any questions - panel to include Councillors from Shiplake PC; OCC and SODC as well as Shiplake Villages Plan Group.**
9. **Any other business.**

The meeting will aim to close at around 9.15pm.





APPENDIX 3

