

MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL
HELD IN SHIPLAKE MEMORIAL HALL ON
MONDAY FEBRUARY 10TH 2020 AT 7.45 PM.

- 1.** Present :Cllr F Maroudas (Chairman) ,Cllr D Pheasant ,Cllr R Head, Cllr A Manning, Cllr R Curtis, Cllr J Stone and Cllr C Penrose , Cllr D Bartholomew(OCC), Cllr L Rawlins (DC)in addition there were 3 members of the public present .To receive any apologies for absence none received
- 2.** To receive any declarations of gifts & interests. None declared
- 3.** To approve the minutes of the meeting of Shiplake Parish Council held on Monday January 13th, 2020.Councillors had not received minutes, so this item was held over until March meeting
- 4.** Matters arising from previous meetings not covered in meeting.
- 5.** Police matters. Cllr R Curtis gave a brief report
- 6.** To receive a report from Oxfordshire County Councillor D Bartholomew(circulated by email) Full report can be read [here](#)
- 7.** Highway matters. 1.Update on Pavement at Plough Lane and Pedestrian Crossing Thames Farm. Cllrs R Head, Cllr J Stone and the Clerk met with Mr T Wilde form OCC Highways to discuss footpath on 21/1/20. Mr Wilde was supportive and agreed to investigate some landowner issues and then submit a costed plan to Council. 2. Cllr R Head raised several issues which it was agreed should be carried forward to next month's meeting.
3.. Council were told of OCC Highway's decision that Church Lane is not sufficiently important a road to warrant maintenance. SPC had requested it be investigated by Cllr Bartholomew after Fixmystreet requests went unanswered. SPC emphasized the large potholes and danger posed to those walking along it not least many older people to the Church from the Church Hall car park and that eventual costs will run higher if this highway is not maintained properly.**ACTION :D Bartholomew**
- 8.** To receive a report from South Oxfordshire District , Cllrs Bartholomew and Rawlins (circulated by email)Full report can be read [here](#)
- 9.** To receive any minutes of the Shadow NP Committee and NP open forum. Cllrs F Maroudas, C Penrose and D Pheasant updated meeting on progress with NP in the run up to issuing a pre-submission consultation document.
- 10.** Open Forum: an opportunity for members of the public to address the Council on items on the agenda. The Chairman closed the meeting at 7.51pm to allow comment from the floor. Mr Perfect asked for an update on the pavement works in Plough Lane, see item 8. The Chairman then resumed the meeting at 7.55pm.
- 11.** Special reports planning. None received
- 12.** Planning
 - 1.To receive minutes of Planning Group Meeting held on 22nd January 2020.Minutes were approved on a motion proposed by Cllr R Curtis and seconded by Cllr F Maroudas; Council reviewed the following applications received since the meeting of the Planning Committee
 - 2.[P19/S4649/HH](#) Springfield .Applicant :Bottomley RB 13/2/20 NO OBJECTION
 - 3.[P19/S4529/HH](#) Orchard House Applicant : Cooper RB 7/2/20 SODC noted SPC comment not required
 - 4.[P20/S0255/HH](#) Lock End Applicant : Gerstmann RB 13/2/20 OBECTION with Comment (comments to be drafted and circulated for critique **ACTION: Clerk**)
 - 5.[P20/S0312/HH](#) 6 Quarry Lane. Applicant: Carlsson RB 19/2/20 NO OBJECTION
 - 6.[P20/S0382/HH](#) Kingsley Lodge. Applicant Dunn RB 22/2/20 NO OBJECTION
 - 7.Recommendations were approved on a motion proposed by Cllr F Maroudas and seconded by Cllr D Pheasant.
 - 8.Cllr C Penrose requested Cllr L Rawlins to investigate SODC Planning's decision on the Moorings, after strong objections lodged by SPC which were apparently ignored by SODC in their written decision despite being received in time. Clerk requested to obtain an explanation from SODC Planning **ACTION: Clerk**
- 13.** Financial Matters.
 1. To approve payments for February (Appendix 1 attached) approved on a motion proposed by Cllr F Maroudas and seconded by Cllr C Penrose

2. To review and approve January Bank Statement (Appendix 2 attached) approved on a motion proposed by Cllr F Maroudas and seconded by Cllr C Penrose
3. To approve Bank reconciliation. (Appendix 3 attached) approved on a motion proposed by Cllr F Maroudas and seconded by Cllr C Penrose
4. To approve General Risk assessment approved on a motion proposed by Cllr F Maroudas and seconded by Cllr A Manning
5. To approve Financial Risk assessment, approved on a motion proposed by Cllr F Maroudas and seconded by Cllr A Manning
6. To approve Statement of Internal controls approved on a motion proposed by Cllr F Maroudas and seconded by Cllr A Manning.
7. The Bus shelter in Plough Lane near the Primary School was badly damaged in the storms and was kindly removed by Mr S Doble and his team .The shelter is irreparable and it is likely a new shelter will be required .Clerk to lodge an insurance claim in the meanwhile and obtain some quotes **ACTION : Clerk**
- 14.** Recreation grounds Cllr R Curtis to report on the condition of equipment at Badgers Walk and Memorial Hall. The new swings at Badgers Walk have been installed. The Clerk reported that the contractor had agreed a revised price and had ordered materials, probable installation date 14th February
- 15.** AONB Cllr R Head to report
- 16.** Footpaths. Next report from Mr G Jones due March (quarterly)
- 17.** Memorial Hall /Nursery – Cllr A Manning had nothing to report.
- 18.** Correspondence. Website proposal from Mr G Jones. Council discussed and recommended a hold on any developments until a meeting to better understand functionality of website had been reviewed. Clerk requested to set up a meeting. **ACTION: Clerk**
- 19.** Items of interest or for future discussion.
There being no other items of business the Chairman closed the meeting at 10.43pm

R.V. Hudson.
Clerk to the Council.

12/02/2020

SHIPLAKE PARISH COUNCIL			STATE MENT OF ACCOUNTS.	1	February	2020	
R V Hudson – salary December		Paid Out in	January	2019	Cheque nos	cashed y/n	
R V Hudson – expenses, office allowance.December		75.19			BACS	y	469.10 s 5
Inland Revenue – clerk's tax December		76.19			BACS	y	77.10 s112(2)
Mr N Prickett (weed clearance)		77.19			BACS	y	117.20 s111
Shiplake Nursery (Grant)		78.19			102784	y	144.00 s111
Broadband		79.19			BACS	n	6000.00 s137
Shiplake Church (graveyards)		80.19			DD	y	32.00 s111
Oxford IT (web grid)		81.19			102786	y	3000.00 s214(6)
The Rosemary Club		82.19			BACS	y	222.56 s111
		83.19			102787	y	1000.00 s137
TOTAL							11,061.96
Transfer to Current Account from Deposit account.							
Income since last meeting							
untaxed interest Business account							
untaxed interest N S & I account							
CIL							193.18
Total							193.18
Statement Balances at 1st February 2020							
Co-operative Bank Current account							18,430.56
Co-operative Bank Deposit account							72,693.18
National Savings High Interest account							24,340.88
TOTAL							115,464.62
Uncleared /Cancelled cheques at 1 February 2020							
Shiplake Nursery (Grant)		79.19			BACS	n	6000.00 s19(1)e LG(MP)A 1976
Total							6,000.00
Revised Balance Bank Current Account 1 February 2020							12,430.56
Payments due to be made in February 2020							approved under section
R V Hudson – salary January		84.19			BACS		469.10 s 5
R V Hudson – expenses, office allowance.January		85.19			BACS		88.20 s112(2)
Inland Revenue – clerk's tax January		86.19			BACS		117.20 s111
CPRE Subscription		87.19			102788		36.00 s111
Creative Play Playground repairs		88.19			BACS		898.00 s111
Bluestone planning		89.19			BACS		3058.44 s111
SODC dog bin servicing (july 19-sept 19)		90.19			BACS		13.81 s111
SODC dog bin servicing (Oct19-Dec19)		91.19			BACS		13.81 s111
Scribe annual subscription		92.19			BACS		339.60 s111
CFO (subscription)		93.19			102789		70.00 s111
Staples (Office supplies)		94.19			BACS		52.55 s111
Broadband		95.19			DD		32.00 s111
Kirkham Landscapes (LCA)		96.19			BACS		504.00 s111
Shiplake Memorial Hall(room hire)		97.19			BACS		337.41 s111
TOTAL							6,020.12
Anticipated Income							0.00
Transfer to Deposit Account from current account.							
Transfer to Current Account from Deposit account.							
Projected Financial Position as at 29th February 2020							
Co-operative Bank Current account							6,410.44
Co-operative Bank Deposit account							72,693.18
National Savings account							24,340.88
TOTAL							103,444.50
R V Hudson Clerk to the Council.							
1 February 2020							

APPENDIX 2

The **co-operative** bank
co-operativebank.co.uk/business

phone 03457 213 213

MR R V HUDSON
66 Makins Road
Henley-On-Thames
Oxfordshire
RG9 1PR

M9024/J1097407000

29800

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title SHIPLAKE PARISH COUNCIL	31 DEC 19	OPENING BALANCE			23,492.52
	6 JAN 20	DD EE BROADBAND FS604960401X041	32.00		23,460.52
	14 JAN 20	OXFORD IT SOLUTION invoice 18105	222.56		23,237.96
Sort code 089016	15 JAN 20	R HUDSON clerk expenses	77.10		
	15 JAN 20	HMRC CUMBERNAULD clerk tax	117.20		
Account number 61005332 00	15 JAN 20	R HUDSON clerk salary	469.10		22,574.56
Statement date 31 January 2020	20 JAN 20	102784 0012048687870000	144.00		22,430.56
Statement number 327	27 JAN 20	102786 0012253602870000	3,000.00		19,430.56
Page number 1 of 1	28 JAN 20	102787 0012312335870000	1,000.00		18,430.56
	Statement closing balance				18,430.56

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction
Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Statement opening balance
23,492.52

Money out
5,061.96

Money in
0.00

Statement closing balance
18,430.56

International Bank
Account Number

GB99 CPBK 0890 1561 0053 32

Bank Identification Code
CPBK GB32

Deposits* into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

*For more information on eligible deposits please refer to www.FSCS.org.uk

P000024/P01/M00074/R0074/MZ/J1097407000

APPENDIX 3

SHIPLAKE PARISH COUNCIL										1 February 2020 (2019-2020)
Prepared by:					Date:					
<i>Name and Role (Clerk/RFO etc)</i>										
Approved by:					Date:					
<i>Name and Role (RFO/Chair of Finance etc)</i>										
Bank Reconciliation at 01/02/2020										
Cash in Hand 01/04/2019					77,266.79					
ADD										
Receipts 01/04/2019 - 01/02/2020					75,135.29					
					152,402.08					
SUBTRACT										
Payments 01/04/2019 - 01/02/2020					42,937.46					
A	Cash in Hand 01/02/2020					109,464.62				
	(per Cash Book)									
	Cash in hand per Bank Statements									
	Cash	01/02/2020	0.00							
	Cooperative Bank Current Account	01/02/2020	18,430.56							
	Cooperative Bank Business Select 14 day	01/02/2020	72,693.18							
	National Savings and Investments	01/02/2020	24,340.88							
					115,464.62					
	Less unrepresented cheques					6,000.00				
					109,464.62					
	Plus unrepresented receipts					0.00				
B	Adjusted Bank Balance					109,464.62				
A = B Checks out OK										