

SHIPLAKE PARISH COUNCIL.

Minutes of the Annual Parish Council Meeting of Shiplake Parish Council which took place on Monday 16th May 2022 at Shiplake Memorial Hall at 7.45 p.m.

1. **PRESENT:** Cllr C Penrose, Cllr D Pheasant. Cllr R Head, Cllr R Curtis, Cllr J Stone, Cllr A Manning, and Cllr F Maroudas
In ATTENDANCE: Cllr D Bartholomew (OCC), Cllr L Rawlins (DC), three members of public.

2. **ELECTION OF OFFICERS, SUB-COMMITTEES, WORKING PARTIES AND REPRESENTATIVES TO SERVE ON OUTSIDE BODIES**

The Clerk dissolved the meeting and requested nominations for Chairman

- i. Council nominated Cllr C Penrose as Chairman proposed by Cllr F Maroudas and seconded by Cllr R Head Unanimously approved.
 - ii. Council nominated Cllr D Pheasant as Vice Chairman, proposed by Cllr C Penrose and seconded by Cllr R Curtis.
 - iii. **SUB COMMITTEES /WORKING PARTIES.**
 - iv. **Planning Committee:** Cllr C Penrose nominated as Chairman, proposed by Cllr R Curtis and seconded by Cllr R Head. Members: Cllr C Penrose Cllr D Pheasant, Cllr J Stone, Cllr R Curtis, and Cllr F Maroudas
 - v. **Grants and Finance:** Cllr C Penrose nominated as Chair. Members: Cllr J Stone and Cllr R Curtis
 - vi. **REPRESENTATIVES ON VARIOUS COMMITTEES.**
 - vii. **Memorial Hall:** Cllr A Manning proposed by Cllr R Curtis and seconded by Cllr R Head
 - viii. **Neighbourhood Plan** Committee Chair: Cllr D Pheasant proposed by Cllr R Curtis and seconded by Cllr A Manning
 - ix. **Badgers Walk** Playground: Cllr R Curtis proposed by Cllr C Penrose and seconded by Cllr A Manning
 - x. **Memorial Hall** Playground: Cllr R Curtis proposed by Cllr C Penrose and seconded by Cllr A Manning.
 - xi. **Shiplake C. E. School:** Cllr R Curtis proposed by Cllr R Head and seconded by Cllr F Maroudas.
 - xii. Cllr C Penrose nominated Cllr D Pheasant to chair a working party on Website development and Communications plan .Council approved
3. **DECLARATIONS OF INTEREST.** None declared
 4. **MINUTES** Council reviewed the MINUTES of the meeting held on Monday, March 14th, 2022, the following changes were noted Item 18.2 should include line 3 “and Cllrs J Stone and Manning requested a similar vote of thanks for Ms Lottie Pheasant and Mr R Partridge who opened the hall for people affected to have a hot drink, warm up and to charge their devices’. Council unanimously supported the request. Council then resolved to approve the minutes on a motion proposed by Cllr R Curtis and seconded by Cllr J Stone
 5. **OPEN FORUM:** Chairman closed the meeting at 8.00pm to allow members of the public to address the Council on items on the agenda There was representation from Probitas, Galliard Homes and Davis Tate, of Retirement Homes village expressing strong desire to work together cooperatively. The developers stated that due to public opinion the name of the development had been changed to Shiplake Meadows. Council expressed concern at the issues around the width of the proposed footpath at the pinch point. The developers suggested a meeting with all interested parties to resolve this issue satisfactorily. Council supported that action. The Chairman resumed the meeting at 8.23pm
 6. **PLAYGROUNDS** Cllr R Curtis reported Badges Walk all ok and suggested the planned RoSPA survey should be delayed until the new playground installed. ACTION: Clerk Council resolved to approve and sign Playground construction building contract of works on a motion proposed by

Cllr R Head and seconded by R Curtis. Council resolved to approve Arum Trees as contractors for Badgers Walk tree work @£420 on a motion proposed by Cllr C Penrose and seconded by Cllr J Stone

7. **POLICE MATTERS** Cllr Curtis reported 3 incidents, full details can be viewed here [Crime Map](#)

8. **O.C.C.** Cllr D Bartholomew gave his report which can be viewed in full [Here](#)

9. **HIGHWAY MATTERS** nothing to report

10. **SODC**. Cllrs Bartholomew and Rawlins gave their report Cllr Rawlins full report can be viewed [Here](#)

11. Cllr Pheasant presented an update on the **SHIPLAKE NEIGHBOURHOOD PLAN**

On 11/05/2022 The Examiner for Shiplake's Neighbourhood Plan recommended to South Oxfordshire District Council that, subject to the incorporation of the modifications set out in his report*, the Shiplake Neighbourhood Development Plan should proceed to referendum. This likely to be scheduled by SODC for late July 2022.

The Examiner commented he is satisfied that the content and the form of the Plan is fit for purpose and meets the Basic Conditions requirements. It is distinctive and proportionate to the neighbourhood area. The wider community and SPC have spent time and energy in identifying the issues and objectives that they wish to be included in their Plan. This sits at the heart of the localism agenda. The Plan is presented in a professional and thorough fashion. It proposes a series of policies based on its landscape and environmental character and it sets out a positive vision for the future of the neighbourhood area, within the context of its role in the settlement hierarchy. (Independently, a senior planning consultant who has reviewed the plan said 'it is one of the best he has seen').

Next step is liaising with SODC to incorporate the relatively limited number of modifications set out in the Examiner's report.

The significant contributions of residents, not least those directly involved in its development, are very much appreciated by the Parish Council.

12. **PLANNING**: To review any new applications received since Planning Meeting April 25th, 2022, Applications:

1 P22/S1193/HH Willows Reach Mill Lane Lower Shiplake RG9 3LY. RB 28th May OBJECTION to Containers

2. P22/S1675/FUL Iris House Reading Road Lower Shiplake RG9 3JN. RB 28th May Strong OBJECTION

3.P22/S1716/HH 4 Tennyson Mews Mill Road Lower Shiplake RG9 3LN. RB 1st June RESPONSE no material objection except parking impact

4. P22/S1761/Chestnut House Station Road Lower Shiplake RG9 3JS. RB 6th June RESPONSE no material objection.

DECISIONS

1. P22/S0951/FUL Shiplake College Reading Road Shiplake RG9 4BW PERMISSION GRANTED WITH 8 CONDITIONS

2. P22/S0952/FUL Maybury House Station Road Lower Shiplake RG9 3JR. PERMISSION GRANTED WITH 9 CONDITIONS

Council resolved to approve the recommendations on a motion proposed by Cllr F Maroudas and seconded by Cllr R Curtis

13. **FINANCIAL MATTERS**.

1. Council resolved to approve the Financial Payments for April/May (APPENDIX 1/2) on a motion proposed by Cllr R Curtis and seconded by Cllr C Penrose

2. Council resolved to approve year end bank statement on a motion proposed by Cllr R Curtis and seconded by Cllr C Penrose

3. Council resolved to approve year end bank reconciliation (APPENDIX 3) on a motion proposed by Cllr R Curtis and seconded by Cllr C Penrose

4. Council resolved to approve Year End accounts differences variation on a motion proposed by Cllr C Penrose and seconded by Cllr R Curtis

5. Council resolved to approve the 2022 Internal Audit report, completed AGAR section and auditors' invoice for £210. on a motion proposed by Cllr A Manning and seconded by Cllr J Stone.

6. Council resolved to approve AGAR section 1 Annual Governance Statement on a motion proposed by Cllr R Curtis and seconded by Cllr C Penrose

7. Council resolved to approve AGAR section 2 Accounting statements on a motion proposed by Cllr R Curtis and seconded by Cllr C Penrose

8. Council resolved to approve the DET (Tarmac) grant agreement and payment of £5536.10 as TPC (third party contributor) contribution as requested. on a motion proposed by Cllr A Manning and seconded by Cllr R Curtis
9. Council resolved to approve the notice of elector's rights for AGAR 2022 (circulated) on a motion proposed by Cllr A Manning and seconded by Cllr D Pheasant
14. **FOOTPATHS** The Clerk requested to invite Mr G Jones to produce a report for June meeting.
ACTION: Clerk
15. **AONB Expansion** Representatives of local parishes met on April 20th to discuss initiatives to support the extension of the Chilterns AONB following the publication of the Glover Report and the DoE's subsequent questionnaire seeking feedback on the proposals. Representation of local Parishes' strong support for the proposals in general and specifically for the recommended Chilterns AONB extension is being drafted for circulation, approval and publication.
16. **MEMORIAL HALL**. Cllr A Manning nothing to report
17. **CORRESPONDENCE**.
18. Items of Interest or for future discussion. Council discussed Annual Parish Meeting Agenda 26/05/22. The Chairman to produce items for the agenda
There being no other items of business the Chairman closed the meeting at 10.23pm

R.V. Hudson.
Clerk to the Council.
20th May 2022

APPENDIX 1

SHIPLAKE PARISH COUNCIL		STATEMENT OF ACCOUNTS			1	April	2022	
		Paid Out in	March	2021	Cheque nos.	cash	yn	
R V Hudson – salary February		103.21			BACS			598.27 s 5 1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance. February		104.21			BACS			128.94 s112(2) 1972 Local Government Act
Inland Revenue – clerk's tax February		105.21			BACS			151.57 s111 1972 Local Government Act
Zzoomm (INV 50128 payment date 010422		106.21			BACS			29.00 s111 1972 Local Government Act
Shiplake Memorial Hall room hire inv 2022-38		107.21			BACS			79.68 s111 1972 Local Government Act
OALC membership invoice		108.21			BACS			376.18 s111 1972 Local Government Act
Oxford IT solutions (inv 21143)		109.21			BACS			26.40 s111 1972 Local Government Act
Terra Firma (inv 1600/1085) NP		110.21			BACS			594.00 s111 1972 Local Government Act
Bluestone planning (inv 0604) NP		111.21			BACS			1883.40 s111 1972 Local Government Act
Shiplake Memorial Hall room hire inv 2022-53		112.21			BACS			79.68 s111 1972 Local Government Act
Tactical Facilities Invoice S1-85		113.21			BACS			5.70 s111 1972 Local Government Act
TOTAL								3,952.82
Transfer to Current Account from Deposit account								
Income since last meeting								
Payment from Harpsden PC								830.00
Total								830.00
Statement Balances at 1st April 2022								
Co-operative Bank Current account								22,526.11
Co-operative Bank Deposit account								72,971.46
National Savings High Interest account								24,518.57
TOTAL								120,016.14
Uncleared /Cancelled cheques at 1 April 2022								c
								0.00
Revised Balance Bank Current Account 1 April 2022								22,526.11
Payments due to be made in April 2022 approved under section								
R V Hudson – salary March		1.22			BACS			711.03 s 5 1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance. March		2.22			BACS			87.50 s112(2) 1972 Local Government Act
Inland Revenue – clerk's tax March		3.22			BACS			207.81 s111 1972 Local Government Act
Zzoomm (INV 54426 payment date 010522		4.22			BACS			29.00 s111 1972 Local Government Act
Starboard enterprises (annual accountancy package)		5.22			BACS			345.60 s111 1972 Local Government Act
Sports & playground consulting (inv0010)		6.22			BACS			2,250.00 s111 1972 Local Government Act
SODC (Inv10288789)		7.22			BACS	paid		107.64 s111 1972 Local Government Act
Robin Head (inv0047774)		8.22			BACS			28.00 s111 1972 Local Government Act
Tactical Facilities (INV SI-105)		9.22			BACS			5.70 s111 1972 Local Government Act
Tactical Facilities (INV SI-140)		10.22			BACS			42.00 s111 1972 Local Government Act
TOTAL								3,814.28
Anticipated Income								
PRECEPT 1st tranche								15339.50
CIL payment								23518.91
Total								38,858.41
Transfer to Deposit Account from current account								0.00
Transfer to Current Account from Deposit account								0.00
Projected Financial Position as at 30th April 2022								
Co-operative Bank Current account								57,570.24
Co-operative Bank Deposit account								72,971.46
National Savings account								24,518.57
TOTAL								155,060.27
R V Hudson								
Clerk to the Council.								
1 April 2022								

APPENDIX 2

SHIPLAKE PARISH COUNCIL		STATEMENT OF ACCOUNTS.			1	May	2022	
	Paid Out in	April	2021	Cheque nos	cashd yn			
R V Hudson – salary March	1.22			BACS	y	711.03	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance March	2.22			BACS		87.50	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax March	3.22			BACS		207.81	s111	1972 Local Government Act
Zzoomm(INV payment date 010522	4.22			BACS		29.00	s111	1972 Local Government Act
Starboard enterprises (annual accountancy package)	5.22			BACS		345.60	s111	1972 Local Government Act
Sports & playground consulting (inv0010)	6.22			BACS		1250.00	s111	1972 Local Government Act
SODC (Inv10288789)	7.22			BACS	paid	107.64	s111	1972 Local Government Act
Robin Head (inv0047774)	8.22			BACS		28.00	s111	1972 Local Government Act
Tactical Facilities (INV SI-105)	9.22			BACS		5.70	s111	1972 Local Government Act
Tactical Facilities (INV SI-140)	10.22			BACS		42.00	s111	1972 Local Government Act
TOTAL						2,814.28		
Transfer to Current Account from Deposit account								
Income since last meeting								
CIL payment						23,508.91		
Precept						15,390.00		
Total						38,898.91		
Statement Balances at 1st May 2022								
Co-operative Bank Current account						57,570.24		
Co-operative Bank Deposit account						72,971.46		
National Savings High Interest account						24,518.57		
TOTAL						155,060.27		
Uncleared /Cancelled cheques at 1 May 2022								c
						0.00		
Revised Balance Bank Current Account 1 May 2022						57,570.24		
Payments due to be made in May 2022								approved under section.
R V Hudson – salary April	11.22		Minute ref	BACS		609.71	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance April	12.22		16/5/22 13.1	BACS		78.45	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax April	13.22		16/5/22 13.1	BACS		153.13	s111	1972 Local Government Act
Zzoomm(INV payment date 010622	14.22		16/5/22 13.1	BACS		29.00	s111	1972 Local Government Act
Ronin Head (inv0077778)	15.22		16/5/22 13.1	BACS		28.00	s111	1972 Local Government Act
Shiplake memorial Hall room hire (inv 2022-77)	16.22		16/5/22 13.1	BACS		41.44	s111	1972 Local Government Act
Arum Trees(inv 13080)Tree surgery badgers walk	17.22		16/5/22 13.1	BACS		420.00	s111	1972 Local Government Act
DET(Grant TPC contribution)	18.22		16/5/22 13.8	BACS		5,536.10	s111	1972 Local Government Act
Tactical Facilities (INV SI-132)grass cutting	19.22		16/5/22 13.1	BACS		42.00	s111	1972 Local Government Act
Internal Auditor Inv JO170	20.22		16/5/22 13.5	BACS		210.00	s111	1972 Local Government Act
TOTAL						7,147.83		
Anticipated Income								
Councillor Grant						2400.00		
						0.00		
Total						2,400.00		
Transfer to Deposit Account from current account						0.00		
Transfer to Current Account from Deposit account						0.00		
Projected Financial Position as at 31st May 2022								
Co-operative Bank Current account						52,822.41		
Co-operative Bank Deposit account						72,971.46		
National Savings account						24,518.57		
TOTAL						150,312.44		

APPENDIX 3

7 April 2022 (2021-2022)

SHIPLAKE PARISH COUNCIL

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/03/2022		
	Cash in Hand 01/04/2021		104,829.05
	ADD Receipts 01/04/2021 - 31/03/2022		63,112.23
	SUBTRACT Payments 01/04/2021 - 31/03/2022		167,941.28 47,925.14
	Cash in Hand 31/03/2022 (per Cash Book)		120,016.14
B	Cash in hand per Bank Statements		
	Cash 31/03/2022	0.00	
	Cooperative Bank Current Account 31/03/2022	22,526.11	
	Cooperative Bank Business Select 31/03/2022	72,971.46	
	National Savings and Investments 31/03/2022	24,518.57	
			120,016.14
	Less unrepresented payments		
			120,016.14
	Plus unrepresented receipts		
			120,016.14
B	Adjusted Bank Balance		120,016.14
	A = B Checks out OK		