

SHIPLAKE PARISH COUNCIL

Minutes of the Meeting of Shiplake Parish Council
which took place on Monday 10th March 2025
at **Shiplake Memorial Hall** at 7.00 p.m.

- 1 **PRESENT** Cllr C Penrose (Chairman). Cllr D Pheasant, Cllr R Head, Cllr Stone, Cllr R Curtis, Cllr D Miller, and Cllr A Manning. Apologies were received from, Cllr M Giles (DC) IN ATTENDANCE: Cllr D Bartholomew (OCC), Cllr L Rawlins (DC). No members of the public
- 2 **DECLARATIONS OF INTEREST** None declared
- 3 **O.C.C.** Cllr Bartholomew gave his report. Full report can be viewed on website or [HERE](#)
Local Key points:
 - **New Road (25 Houses):** Contribution made to the OCC 'Single Response,'
 - **Church Lane Potholes:**
Temporary safety repairs arranged after a February 5th site meeting, to be completed within 28 days. Long-term repair solutions are being explored but may not happen this financial year. Potential PC contribution may be required for long-term fixes.
 - **Temporary Footpath Closure (Footpath-7):**
Footpath closed in November 2023 due to surface collapse; reopened late 2024 after repairs by Network Rail and the EA. Repairs deemed inadequate with new sinkholes forming; further substantial fixes are required. Network Rail is in discussions with the EA for the necessary permit, and updates are awaited.
 - **Thames Farm/Crossways Drainage Ditch Fencing (A4155):**
OCC confirmed Taylor Wimpey erected the fencing, which does not meet specifications, and they are instructed to remove it.
 - **Crossing Point near Highlands House (A4155):**
Section 278 works incomplete due to unresolved on-site drainage matters. Taylor Wimpey responsible for ongoing work and speed surveys; awaiting updates on vegetation clearance and survey results.
 - **Shiplake Corner Shop Signpost:**
Incoming postmaster requested a 'Brown Sign' at the Station Road/A4155 junction.
 - **Footpath Alongside A4155:**
Proposal and cost estimate (£28,000 + VAT) circulated to the PC after a site visit in November. PC to decide on funding this project, with some minimal signage relocation to be done at no extra cost.
Council resolved to approve expenditure on a vote of 4 in favour, 2 against and 1 abstention
- 4 **S.O D.C.** Cllr Rawlins. Full report can be viewed on website or [HERE](#)
Local key points:
 - **Bringing Empty Homes Back into Use:** SODC is encouraging owners of empty properties to bring them back into use by offering assistance such as rent in advance, refurbishment financial aid in some cases, and help with finding tenants. Enforcement options exist if necessary. Campaign information and resources are available online.
- 5 **MINUTES** Council resolved to approve the Minutes of the Parish Council meeting held on Monday 10th February 2025 on a motion proposed by Cllr R Curtis and seconded by Cllr R Head
- 6 **OPEN FORUM:** No members of the public present.
- 7 **PLAYGROUNDS** Cllr R Curtis reported all playgrounds satisfactory, and repairs have been carried out to MH playground slide
- 8 **POLICE MATTERS** Cllr R Curtis reported two incidents full details here [Crime Map](#)
- 9 **HIGHWAY MATTERS** 1) Meeting with OCC highways engagement team confirmed for. April 8th 10.00am Cllrs Penrose, Miller, Pheasant and Head at least to attend.

- 10 **Thames Farm Crossing** update as per item 3 above.
- 11 **COMMUNICATIONS PLAN AND WEBSITE:** Cllr D Pheasant gave an update Cllr Pheasant was requested to create a brief to be approved by Council at May mtg and then for 3 agencies to tender to update the existing website whilst retaining the power of the forum interactivity. Oxford IT will be invited to tender. ACTION Cllr D Pheasant.
- 12 **EMERGENCY PLAN** Cllrs Manning and Stone presented their draft proposals
- 13 **PLANNING:** Council reviewed new applications received since Parish Council Planning meeting 24th February 2025
 - 1) [P25/S0636/DIS](#) Home Farm Cottage Mill Lane. Williams. No response required
 - 2) [P24/S2702/HH](#) 18, Badgers Walk. Phillis. Amendment. RB 19th March RESPONSE WITH COMMENTS ref 275043
 - 3) [P25/S0350/FUL](#) Land behind Pennyhill Woodlands Road b/f from 24th Feb Planning Meeting OBJECTION Clerk requested to copy response to Harpsden PC and Henley TC ref 275048 Council approved the recommendations on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
- 14 **FINANCIAL MATTERS.**
 1. Council resolved to approve payments for March (Appendix 1) on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
 2. Council resolved to approve to review and approve February Bank Statement. on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
 3. Council resolved to approve to review and approve February Bank reconciliation. (Appendix 2) on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
 4. Council resolved to approve Year End forecast (Circulated) on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
- 15 **FOOTPATHS** Nothing to report
- 16 **AONB** Nothing to report
- 17 **MEMORIAL HALL.** 1) Cllr A Manning reported on a) status of Centenary events following successful launch b) A mud scraper had been sourced, and the estimated cost is £380 for purchase and installation near to Primary School. An accurate cost will be presented to the Council when known. Council resolved to approve on a motion proposed by Cllr R Head and seconded by Cllr D Pheasant c) Cllr Manning expressed thanks to PC for the purchase of a Centenary bench, location was suggested as within the Centenary Garden, but Councillors will investigate the location further and advise their preferred location. d) Cllr Manning reported back to the PC that following a request to install a basketball net the MH Trustees are not supportive and outlined the reasons why. Council will await formal correspondence before next action 2) Cllr R Head reported back on his proposal to the MH Trustees in relation to a building extension to MH, previously postponed for lack of funds; the project will require additional funding to that available to Shiplake PC and MH to be viable .It was left to the MH Trustees to consider and return to the PC if this proposal is of interest.
- 18 **CORRESPONDENCE.** 1) Possible Grant £200 For Shiplake Community Arts Trail. Council resolved to approve grant on a unanimous vote. Cllr Penrose abstained declaring conflict of interest 2) Website communication from resident reference infrastructure and parking Crowsley Road. Council agreed that parking is again becoming a village wide issue, due to station commuters and poor parking blocking pavements.
- 19 **ITEMS OF INTEREST** 1) Cllr Penrose requested ideas for topics for the APM. After discussion and due to poor attendance in the past few years the Clerk was requested to see if the Annual Parish Council Meeting (AGM) and the Annual Parish Meeting (APM) could be held on the same evening. ACTION: Clerk

There being no other items of business the Chairman closed the meeting at 9.59pm

R.V. Hudson.
Clerk to the Council.
11th March 2025

Appendix 1

SHIPLAKE PARISH COUNCIL			STATE MENT OF ACCOUNTS			1	March	2025	
	Scribe Code	Scribe Cost Centre	Paid Out in	February	2025	Payment	-		
R V Hudson – salary Jan	7	Clerk Net Salary	106.24	10-Feb	11.1	BACS	x	719.26 s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance Jan	9	Clerk Expenses	107.24	10-Feb	11.1	BACS	x	244.66 s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC Jan	8	Clerk Tax/NIC	108.24	10-Feb	11.1	BACS	x	199.29 s111	1972 Local Government Act
Zzoomm(INV 435299) date 260225	12	Telephone/Broadband	109.24	10-Feb	11.1	BACS	x	36.43 s111	1972 Local Government Act
Tactical Facilities (INV SI -2908)	22	SODC Dog Bin Servicing	110.24	10-Feb	11.1	BACS	x	5.70 s111	1972 Local Government Act
Tactical Facilities (INV SI -2840)	27	Repairs and Maintenance	111.24	10-Feb	11.1	BACS	x	252.00 s111	1972 Local Government Act
Tactical Facilities (INV SI -2887)	23	Grasscutting	112.24	10-Feb	11.1	BACS	x	63.00 s111	1972 Local Government Act
Scribe accountancy package (inv 8583)	14	Accountancy	113.24	10-Feb	11.1	BACS	x	414.72 s111	1972 Local Government Act
Meeting room mem Hall (SMH 2025-016)	19	Meetings	114.24	10-Feb	11.1	BACS	x	70.00 s111	1972 Local Government Act
TOTAL								2,005.06	
Transfer to Current Account from Deposit account									
Income since last meeting									
CCLA interest								300.43	
Total								300.43	
Statement Balances at 1st March 2025									
Co-operative Bank Current account								42,294.22	
Co-operative Bank Deposit account 1)								49,952.83	
Co-operative Bank Deposit account (2) new								0.00	
National Savings High Interest account(closed)								0.00	
CCLA (PSDF)								75,000.00	
TOTAL								167,247.05	
Uncleared /Cancelled cheques at 1 March 2025								0.00	
Total								0.00	
Revised Balance Bank Current Account								42,294.22	
Payments due to be made in March 2025									
R V Hudson – salary Feb	7	Clerk Net Salary	115.24	10-Mar	14.1	BACS		719.26 s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance Feb	9	Clerk Expenses	116.24	10-Mar	14.1	BACS		77.55 s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC Feb	8	Clerk Tax/NIC	117.24	10-Mar	14.1	BACS		199.29 s111	1972 Local Government Act
Zzoomm(INV) date 260325	12	Telephone/Broadband	118.24	10-Mar	14.1	BACS		36.43 s111	1972 Local Government Act
Tactical Facilities (INV SI -3031)	22	Dog Bin Servicing	119.24	10-Mar	14.1	BACS		5.70 s111	1972 Local Government Act
Tactical Facilities (INV SI -3077)	27	Repairs and Maintenance	120.24	10-Mar	14.1	BACS		63.00 s137	1972 Local Government Act
OALC subscription	46	OALC	121.24	10-Mar	14.1	BACS		440.92 s111	1972 Local Government Act
Oxt (inv 28846)	32	Web-Site/Social Media	122.24	10-Mar	14.1	BACS		28.80 s111	1972 Local Government Act
Shiplake Memorial Hall (inv 2025-033)	19	Meetings	123.24	10-Mar	14.1	BACS		125.00 s111	1972 Local Government Act
JBA invoice (TFAG) Inv	15	Consultancy	124.24	10-Mar	14.1	BACS		4384.44 s111	1972 Local Government Act
Total								6,080.39	
Anticipated Income									
CCLA (interest)								262.73	
Total								262.73	
Transfer to Deposit Account from current account								0.00	
Transfer to CCLA (PSDF) from Current Account (CO-OP)								0.00	
Transfer to Current Account from Deposit account								0.00	
Projected Financial Position as at 31st March 2025									
Co-operative Bank Current account								36,476.56	
Co-operative Bank Instane Access Deposit account (1)								49,952.83	
Co-operative Bank Instane Access Deposit account (2)new								0.00	
National Savings account(closed)								0.00	
CCLA (PSDF)								75,000.00	
TOTAL								161,429.39	
R V Hudson									
Clerk to the Council.									
1 March 2025									

Appendix 2

5 March 2025 (2024-2025)

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 05/03/2025		
	Cash in Hand 01/04/2024		130,698.24
	ADD Receipts 01/04/2024 - 05/03/2025		64,846.40
			195,544.64
	SUBTRACT Payments 01/04/2024 - 05/03/2025		28,297.59
	Cash in Hand 05/03/2025 (per Cash Book)		167,247.05
B	Cash in hand per Bank Statements		
	Petty Cash 05/03/2025	0.00	
	Cooperative Bank Current Account 05/03/2025	42,294.22	
	CCLA (PSDF) 05/03/2025	75,000.00	
	Cooperative Bank Deposit "B" 05/03/2025	0.00	
	National Savings and Investments 05/03/2025	0.00	
	Cooperative Bank Business Select 05/03/2025	49,952.83	
			167,247.05
	Less unrepresented payments		
			167,247.05
	Plus unrepresented receipts		
	Adjusted Bank Balance		167,247.05
	A = B Checks out OK		