

**MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL HELD IN SHIPLAKE
MEMORIAL HALL ON MONDAY 1st APRIL 2019 AT 7.45 PM.**

- 1.** PRESENT: Cllr T Taylor (Chairman) Cllr R Head , Cllr D Pheasant, Cllr A Manning, Cllr S Mann, Cllr R Curtis, Cllr F Maroudas, Cllr G Davies and Cllr C Penrose , Cllr D Bartholomew(OCC), Cllr P Harrison (DC)in addition there were 6 members of the public present Cllr C Penrose and Cllr G Davies had sent their apologies
- 2.** To receive any declarations of gifts & interests. Cllr Taylor declared an interest in the PA for the Bothy.
- 3.** MINUTES: In Item 13 line 2 the word “behalf “was inserted. The minutes, held on Monday 18th March 2019 were then approved on a motion proposed by Cllr Taylor and seconded by Cllr Head
- 4.** Matters arising from previous meetings not covered in meeting. Nomination Forms for elections .Clerk reported 4 nomination forms had ben successfully submitted
- 5.** Police matters. One incident in Northfield Road burglary at 3am.
- 6.** Oxfordshire County Councillor D Bartholomew presented his report, full report on website click [here](#). Two items requiring urgent attention a) write to Mr Matt Gulliford, Forestry officer reporting tree removal issues at Lock End, Clerk also requested to write to owner of Lock End expressing grave concern at actions and b) write to Mr Owen Jenkins Highways regarding unacceptable routing plan for upcoming TTRO on Reading Road **ACTION : Clerk**
- 7.** Highway matters There was nothing additional to report following Cllr Bartholomew’s report
- 8.** South Oxfordshire District Councillor P Harrison presented his report. Full report available on website Click [here](#). Strong feelings reflected by Councillors at continuing lack of investment in cycle paths for Henley despite investing significant sums in sponsoring a ladies professional cycle race through Henley.
- 9.** Open Forum: Chairman closed the meeting at 8.37pm to allow input from the public The Chairman resumed the meeting at 8.39pm.
- 10.** Special reports-planning. Nothing to report
- 11.** Planning

To receive the minutes of the Planning Committee held on March 20th 2019

APPLICATIONS

1. P19/S0886/HH

The Bothy New Road Shiplake Henley-On-Thames RG9 3LG

First floor extension to create additional bedroom accommodation and bathroom with internal and external alterations. Applicant: Mrs T Foun-Cheshire. Responses by 11 April **OBJECTION** with Comments on scale, bulk, proximity and light inhibition.

2. 19 March 2019 P19/S0694/HH

The Gables Station Road Lower Shiplake RG9 3JR

Two storey infill extension with enlargement of roof over existing garage to provide wider double garage and kitchen with bedroom suite above. Re-positioning of veranda and single storey rear orangery.

Applicant: Ian James. Responses by 12 April. **NO OBJECTION**

3. 19 March 2019 P19/S0878/HH

8 Westfield Crescent Lower Shiplake Henley-on-Thames RG9 3LJ

Single storey side extension. Applicant: Mrs Cotton. Response by 11 April **NO OBJECTION** comment of concern that extension does reach to the boundary

4. 18 March 2019 P19/S0861/HH

24 Badgers Walk Lower Shiplake Oxfordshire RG9 3JQ

Single storey front and rear extension and garden store side extension. Applicant: Mr and Mrs Daniel Cocks. Response by 10 April. **NO OBJECTION**

5. 15 March 2019 P19/S0709/DIS

Sydney Harrison House Mill Road Lower Shiplake RG9 3NE

Discharge of condition 20 (external lighting) on application P16/S2593/FUL. Removal of existing buildings and redevelopment to provide 4 x 1 bed flats, 8 x 2 bed flats and 4 x 5 bed houses.**Noted**

Recommendations were approved on a motion proposed by Cllr F Maroudas and seconded by Cllr Taylor

DECISIONS

Raleith P17/S1118/FUL **GRANTED** with 17 conditions

The Dog House P19/S0084/FUL **GRANTED** with 7 conditions

2.To comment on any planning applications received since the meeting of the Planning Committee

12. Financial Matters.

1. To approve payments for April (Appendix 1) payments were approved was approved on a motion proposed by Cllr T Taylor and seconded by Cllr F Maroudas
2. To approve April accounts and bank reconciliation.(Appendix 2 attached) these were approved on a motion proposed by Cllr Taylor and seconded by Cllr F Maroudas
3. To Review draft year end statement. (APPENDIX 3) this was approved on a motion proposed by Cllr Taylor and seconded by Cllr F Maroudas.
4. The Internal Audit has been successfully completed with one advisory comment already implemented .Council approved the Audit report on a motion proposed by Cllr Taylor and seconded by Cllr F Maroudas

13. Recreation grounds Cllr G. Davies was not present so no report on the condition of equipment at Badgers Walk and Memorial Hall. Council suggested the reintroduction of monthly checklists ACTION : Clerk

14. AONB Councillor Head gave a brief update

15. Footpaths Nothing to report

16. Shiplake Development of Facilities To receive a report from Cllr D. Pheasant on progress with Neighbourhood Plan Appendix 4

17. Memorial Hall – Cllr A Manning gave a brief update .Cllr Curtis requested whether the MH trustees would consider student car parking at a fee, as the college is so full .Cllr Manning will report back.

18. Correspondence received Clerk to report

- 1) Letter from Merchant Navy ref Merchant Navy Day Council declined the request
- 2) Email from Sue Ryder requesting advertising boards in village .Council approved the request as long as boards were discreet and removed immediately after the event

19. Items of interest or for future discussion.

- 1)Plowden Arms to be considered as an ACV: Clerk reported that there had been no response from the owners to the request for an update. Clerk requested to follow up.
- 2) There being no further items of business the Chairman closed the meeting at 9.52pm

R.V. Hudson.
Clerk to the Council.

04/04/2019

APPENDIX 1

<u>SHIPLAKE PARISH COUNCIL</u>		<u>STATEMENT OF ACCOUNTS</u>			1	April	2019	
					<u>cashed</u>			
		Paid Out in	March	2018	Cheque nos	y/n		
R V Hudson – salary February		98.18			102749	y	351.78	s 5 1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance. February		99.18			102750	y	136.19	s112(2) 1972 Local Government Act
Inland Revenue – clerk's tax February		100.18			BACS	y	234.52	s111 1972 Local Government Act
Scitbe Accountancy software licence		101.18			102751	y	339.60	s111 1972 Local Government Act
Mr D Pheasant (Reimbursement exoenses)		102.18			102752	y	92.23	s111 1972 Local Government Act
OALC (subscription)		103.18			102753	y	324.58	s111 1972 Local Government Act
OALC (course fee R V Hudson)		104.18			102754	y	54.00	s111 1972 Local Government Act
Broadband		105.18			DD	y	39.00	s111 1972 Local Government Act
OPFA(Subscription)		106.18			102755		53.00	s111 1972 Local Government Act
Community First (subscription)		107.18			102756	y	70.00	s111 1972 Local Government Act
Oxofrd It Solutions (Domain name renewal)		108.18			102757	y	24.00	s111 1972 Local Government Act
Shiplake Dunsden Harpsden and Peppard Sick Poor Fund (		92.18			102744	y	250.00	s111 1972 Local Government Act
Oxford It Solns (web hosting)		97.18			102748	y	181.08	s111 1972 Local Government Act
TOTAL							1,718.90	
<u>Transfer to Current Account from Deposit account</u>								
<u>Transfer to Current Account from Deposit account</u>								
<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								
CIL payment								
VAT reclaim								
Statement Balances at 1st April 2019								
Co-operative Bank Current account							30,633.95	
Co-operative Bank Deposit account							22,538.14	
National Savings High Interest account							24,147.70	
TOTAL							77,319.79	
<u>Uncleared /Cancelled cheques at 1 April 2019</u>								
OPFA(Subscription)		106.18			102755		53.00	s111 1972 Local Government Act
							53.00	
Revised Balance Bank Current Account 1 April 2019							30,580.95	
		Payments due to be made in April 2019						approved under section
R V Hudson – salary March		1.19			102758		351.78	s 5 1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance. March		2.19			102759		114.55	s112(2) 1972 Local Government Act
Inland Revenue – clerk's tax March		3.19			BACS		234.52	s111 1972 Local Government Act
Grant Shiplake community event (hire of Hall)		4.19			102760		124.50	s137 1972 Local Government Act
SODC dog bin servicing		5.19			102761		13.09	s111 1972 Local Government Act
Broadband		8.19			DD		39.00	s111 1972 Local Government Act
TOTAL							877.44	
Anticipated Income								
<u>Transfer to Deposit Account from current account</u>								
<u>Transfer to Current Account from Deposit account</u>								
		Projected Financial Position as at 30th April 2019						
Co-operative Bank Current account							29,703.51	
Co-operative Bank Deposit account							22,538.14	
National Savings account							24,147.70	
TOTAL							76,389.35	
R V Hudson								
Clerk to the Council.								
1 April 2019								

SHIPLAKE PARISH COUNCIL**Bank Reconciliation at 29/03/2019**

Cash in Hand 01/04/2018

50,586.52

ADD

Receipts 01/04/2018 - 29/03/2019

54,381.08

104,967.60

SUBTRACT

Payments 01/04/2018 - 29/03/2019

27,700.81

A Cash in Hand 29/03/2019
(per Cash Book)**77,266.79**

Cash in hand per Bank Statements

Cash	29/03/2019	0.00
Cooperative Bank Current	29/03/2019	30,633.95
Cooperative Bank Business	29/03/2019	22,538.14
National Savings and	29/03/2019	24,147.70

77,319.79

Less unpresented cheques

As attached

53.00

77,266.79

Plus unpresented receipts

As attached

0.00

B Adjusted Bank Balance**77,266.79****A = B Checks out OK**

SHIPLAKE PARISH COUNCIL
ANNUAL RETURN - Section 1 : Statement of Accounts

Accounts for Year from 01/04/2018 to 31/03/2019

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 10% from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

Box No.	Description	Year ending		
		31/03/2018	31/03/2019	
		£	£	
1	Balances brought fwd	78,799.99	50,586.52	*
2	Annual precept	28,100.00	28,840.00	
3	Total other receipts	7,392.84	25,541.08	*
4	Staff Costs	8,170.41	8,208.58	
5	Loan interest/capital repayments	0.00	0.00	
6	Total other payments	55,535.90	19,492.23	*
7	Balances carried forward	50,586.52	77,266.79	*
8	Total Cash and Short Term Investments	50,586.52	77,266.79	*
9	Total Fixed Assets and Long Term Investments	93,848.96	93,848.96	
10	Total Borrowings	0.00	0.00	

NEIGHBOURHOOD PLAN UPDATE – APRIL 2019

Re-designation of NP Area application consistent with current parish boundaries: Public Consultation period completed during which SG provided a ‘Redesignation Statement’ supporting the change.

Confirmation of outcome expected mid-April.

Supplementary Survey completed in March: Details of outcome published on parish council website on 31/03/2019 complete with comments received. In summary, response numbers were 165 (LS 136 & SX 29) reflecting the demographic distribution of housing and resident numbers in the two settlements.

Q1 Outcome: Overall residents were 51% agreeing with and 44% disagreeing with continuing with the sites previously selected for development. (5% No View). LS was on 54% (agreeing) and 42% (disagreeing), whereas SX was 45% (agreeing) and 52% disagreeing.

Q2 Outcome: With regard to a general policy of only selecting sites within the built-up area of the villages, overall 80% agreed and 8% disagreeing. (8% No View). There was essentially unanimity of agreement across the villages in this respect.

The SG meeting on 20/03/2019 reviewed the outcomes of the survey, including taking account of comments regarding the potential impact of the Thames Farm and Wyevale developments, and voted unanimously to recommend that only sites within built up areas of the villages be proposed for development within the neighbourhood plan. For more details see the results posted on the website.

Landscape Character Assessment: Awaiting quotation for ‘minor’ changes to existing document reflecting re-designation of boundary and changing nomenclature related to NPPF changes and preferred practice.

Revised Policies: Work in progress.

Site Assessments: The draft report from AECOM was discussed at the SG meeting on 20/03/2019 and unanimously viewed as not reflecting local considerations sufficiently. Further discussions are taking place to progress the study in an appropriate manner. A consequence of the above is the resulting inevitable delay to the neighbourhood plan project and particularly the ‘Pre-Consultation’ phase. The SG is reviewing possible options to enable the plan to progress faster- to be discussed at the council meeting.

Pre-Consultation Requirements inc. website GDPR requirements: Details to be advised following meeting with website team.

Budget 2019/2020: £7,500 + Locality (approx. 50 days of tech assistance).

David Pheasant – Chair, Steering Group (01/04/2019)