

MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL
HELD IN SHIPLAKE MEMORIAL HALL ON
MONDAY SEPTEMBER 9TH, 2019 AT 7.45 PM.

- 1. PRESENT** Cllr F Maroudas (Chairman) Cllr R Head , Cllr D Pheasant, Cllr R Curtis, Cllr J Stone and Cllr D Bartholomew(OCC), Cllr L Rawlins (DC).APOLOGIES Cllr A Manning & Cllr C Penrose sent their apologies. There were no members of the public present
- 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 22nd July 2019 . The minutes were approved on a motion proposed by Cllr R Head and seconded by Cllr R Curtis.
- 4.** Matters arising from previous meetings not covered in meeting. Cllr Mann had apparently no correspondence available for issues regarding pedestrian crossing from Thames Farm development .The Clerk had transferred significant funds from the current account to the deposit account as requested by Cllr Curtis .The Clerk had submitted funding request to Cllr Bartholomew as requested .
- 5.** Police matters. Cllr R Curtis updated Council on number of local issues in particular car break-ins in Church Lane . Council agreed to investigate costs of signage to warn member of the public to not leave items on display in parked cars Report from PCSO Smith has been circulated .
- 6.** To receive a report from Oxfordshire County Councillor D Bartholomew,full report available [here](#)
- 7.** Highway matters Cllr R Head to update on road safety signage HGV signage has been installed in Memorial avenue , Cllr Head raised the following issues Bus Stop sign missing at Plough Lane and Junction Mill Lane /Memorial Avenue and a request for 20mph speed limit roundels to be painted on section from school to school fields **ACTION:Clerk/DB**
- 8.** To receive a report from South Oxfordshire District , Cllrs Bartholomew and Rawlins.
- 9.** To receive the minutes of the Shadow NP Committee and NP open forum. .Cllr F Maroudas proposed the following motion: to formally reconstitute the NP steering group as a committee of the Parish Council seconded by Cllr D Pheasant and passed unanimously. Cllr F Maroudas proposed a motion to adopt the Terms of Reference of the new committee as currently circulated and amended , subject to a review and resolution by the NP committee at the next NP meeting ,seconded by Cllr R Curtis and passed unanimously.
- 10.** Open Forum: an opportunity for members of the public to address the Council on items on the agenda.
- 11.** Planning
 - 1.To receive the minutes of the Planning Committee held on 8th July 2019 (Minutes circulated)
 - 2.To comment on any planning applications received since the meeting of the Planning Committee
 1. Application Reference: [P19/S2363/FUL](#) (Full Application) Applicant Ralfs
Address: Shiplake College Reading Road Shiplake RG9 4BW
NO OBJECTION Sub Date 28/08/2019
 2. Application Reference: [P19/S2514/HH](#) (Householder) Applicant Sawbridge
Address: Riversmeet Mill Lane Shiplake RG9 3LY
NO OBJECTION with comments Sub Date 12/09/2019
 3. Application Reference [P19/S2628/HH](#)(Householder) Applicant Broom
Address: Kingsley Gate House To be reviewed at September 18th planning meeting
 4. Application Reference : [P19/S2649/N4B](#)
RE: Prior Notification under Class Q for the change of use of agricultural buildings to residential use (Class C3).
Address: Shiplake House Farm Mill Lane Shiplake RG9 4BJ
No input required
 5. Application Reference: P19/S2784/HH (Householder)55/18 Applicants Cracknell and McDowell
Address: 13 Westfield Crescent Lower Shiplake RG9 3LJ .To be reviewed 18th September planning meeting
- 12.** Financial Matters.
 1. To approve payments for August and September Appendices 1 & 2 attached) Approved on a motion proposed by Cllr F Maroudas and seconded by Cllr R Curtis
 2. To review and approve July/August Bank Statement(Appendices 3 &4 attached) Approved on a motion proposed by Cllr F Maroudas and seconded by Cllr R Head

3. To approve Bank reconciliation.(Appendices 5 & 6 attached) Approved on a motion proposed by Cllr F Maroudas and seconded by Cllr R Head
 4. To consider Grant Request from Shiplake Church for upkeep of cemetery grounds. (circulated by email) Cllrs Maroudas and Head have still to meet with Rev Thewsey .ACTION FM & RH
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- 13.** Recreation grounds Cllr R Curtis reported that the repairs had been carried out but that the overall condition of the MH playground was not satisfactory, and should council consider a major upgrade ?. Cllr Maroudas requested all councillors to visit site and council will reconsider the item at October meeting . Cllr Curtis reported that some tree work and bramble /weed removal would take place in BW playground at end of October.
 - 14.** AONB Cllr R Head reported an update had been received from Chiltern Society regarding Glover report and requested a “letter “be written to Mr Howell MP requesting support for parishes application as the email system was not getting results Cllr Maroudas suggested engaging help of Cllr Bartholomew (OCC) through his conservative contacts .ACTION Clerk/DB
 - 15.** Footpaths 1.To receive report from Mr G Jones (Circulated)
 - 16.** Memorial Hall – No report as Cllr Manning was not present .
 - 17.** Correspondence Clerk updated on two pieces of correspondence one from Mr G Thomas regarding parking restrictions in Mill Road and the second from Mr E Ryder regarding use of the lounge facilities at the new Sydney Harrison House development . Clerk reported he had been in touch with SOHA and once occupancy has been completed to investigate re- introducing same privileges as before .
 - 18.** Items of interest or for future discussion. There being no other items of business the Chairman closed the meeting at 9.53pm

R.V. Hudson.
Clerk to the Council.

11/09/2019

APPENDIX 1

<u>SHIPLAKE PARISH COUNCIL</u>		<u>STATE MENT OF ACCOUNTS</u>		<u>1</u>	<u>August</u>	<u>2019</u>	
					<u>cashed</u>		
		<u>Paid Out in</u>	<u>July</u>	<u>2018</u>	<u>Cheque nos</u>	<u>y/n</u>	
R V Hudson – salary June		23.19			BACS	y	469.10 s 5
R V Hudson – expenses, office allowance June		24.19			BACS	y	78.90 s112(2)
Inland Revenue – clerk's tax June		25.19			BACS	y	117.20 s111
Mr Robin Head (Grasscutting)		26.19			102770	y	50.00 s111
Shiplake Memorial Hall		27.19			BACS	y	345.54 s111
SODC uncontested election fees		28.19			BACS	y	100.00 s111
Broadband		29.19			DD	y	22.80 s111
The Chiltern Society(Subscription)		30.19			102771	y	30.00 s111
SVRC (Juniors) Grant		21.19			102769	y	250.00 s137
TOTAL							1,463.54
<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							
VAT reclaim							
Total							0.00
<u>Statement Balances at</u>	<u>1st</u>	<u>August</u>	<u>2019</u>				
Co-operative Bank Current account							12,891.50
Co-operative Bank Deposit account							72,577.99
National Savings High Interest account							24,147.70
TOTAL							109,617.19
<u>Uncleared /Cancelled cheques at</u>	<u>1</u>	<u>August</u>	<u>2019</u>				
Total							0.00
<u>Revised Balance Bank Current Account</u>	<u>1</u>	<u>August</u>	<u>2019</u>				12,891.50
		<u>Payments due to be made in</u>	<u>August</u>	<u>2019</u>			<u>approved under section</u>
				<u>cheque no</u>			
R V Hudson – salary July		31.19			BACS		469.10 s 5
R V Hudson – expenses, office allowance July		32.19			BACS		94.66 s112(2)
Inland Revenue – clerk's tax July		33.19			BACS		117.20 s111
Mr Robin Head (Grasscutting)		34.19			102772		75.00 s111
SODC (Dog Bin servicing)		35.19			BACS		13.81 s111
Staples Office supplies		36.19			BACS		111.21 s111
Fenland Leisure Products (repairs to BW)		37.19			BACS		1462.61 s111
Mr G Jones Jotform subscription 1 month		38.19			102773		18.55 s111
Broadband		40.19			DD		32.20 s111
TOTAL							2,394.34
<u>Anticipated Income</u>							
<u>Transfer to Deposit Account from current account</u>							
<u>Transfer to Current Account from Deposit account</u>							
		<u>Projected Financial Position as at</u>	<u>31st</u>	<u>August</u>	<u>2019</u>		
Co-operative Bank Current account							10,497.16
Co-operative Bank Deposit account							72,577.99
National Savings account							24,147.70
TOTAL							107,222.85
R V Hudson							
Clerk to the Council.							
<u>1</u>	<u>August</u>	<u>2019</u>					

APPENDIX 2

SHIPLAKE PARISH COUNCIL.			STATE MENT OF ACCOUNTS.	1	September	2019	
					cashed		
		Paid Out in	August	2018	Cheque nos	y/n	
R V Hudson – salary July		31.19			BACS	n	469.10 s 5 1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance July		32.19			BACS	n	94.66 s112(2) 1972 Local Government Act
Inland Revenue – clerk's tax July		33.19			BACS	n	117.20 s111 1972 Local Government Act
Mr Robin Head (Grasscutting)		34.19			102772	n	75.00 s111 1972 Local Government Act
SODC (Dog Bin servicing		35.19			BACS	n	13.81 s111 1972 Local Government Act
Staples Office supplies		36.19			BACS	n	111.21 s111 1972 Local Government Act
Fenland Leisure Products (repairs to BW)		37.19			BACS	n	1,462.61 s111 1972 Local Government Act
Mr G Jones Jotform subscription I month		38.19			102773	n	18.55 s111 1972 Local Government Act
Broadband		39.19			DD	y	32.20 s111 1972 Local Government Act
TOTAL							2,394.34
Transfer to Current Account from Deposit account							
Income since last meeting							
GRANT (Groundworks UK)						y	9,000.00
untaxed interest Business account							
untaxed interest N S & I account							
Interest							
VAT reclaim							
Total							9,000.00
Statement Balances at 1st September 2019							
Co-operative Bank Current account							21,859.31
Co-operative Bank Deposit account							72,577.99
National Savings High Interest account							24,147.70
TOTAL							118,585.00
Uncleared /Cancelled cheques at 1 September 2019							
Total							0.00
Revised Balance Bank Current Account 1 September 2019							21,859.31
		Payments due to be made in	September	2019	cheque no		approved under section
R V Hudson – salary August		40.19			BACS	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance August		41.19			BACS	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax August		42.19			BACS	s111	1972 Local Government Act
Mr Robin Head (Grasscutting)		43.19			102774	s111	1972 Local Government Act
Playsafey(Rospa Report)		44.19			BACS	s111	1972 Local Government Act
Bluestone Planning		45.19			BACS	s111	1972 Local Government Act
Came & Company (Insurance renewal)		46.19			BACS	s111	1973 Local Government Act
Oxit Limited		47.19			BACS	s111	1973 Local Government Act
Broadband		48.19			DD	s111	1972 Local Government Act
TOTAL							6,317.07
Anticipated Income							
Precept							14308.00
Transfer to Deposit Account from current account							
Transfer to Current Account from Deposit account							
		Projected Financial Position as at 30th September 2019					
Co-operative Bank Current account							29,850.24
Co-operative Bank Deposit account							72,577.99
National Savings account							24,147.70
TOTAL							126,575.93
R V Hudson							
Clerk to the Council.							
1 September 2019							

APPENDIX 3

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

M5118/J1075237000

29800

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
 Account title SHIPLAKE PARISH COUNCIL Sort code 089016 Account number 61005332 00 Statement date 1 August 2019 Statement number 321 Page number 1 of 1	1 JUL 19	OPENING BALANCE			64,355.05
	8 JUL 19	DD EE BROADBAND FS604960401X035	22.80		64,332.25
	9 JUL 19	R HUDSON Clerk expenses	78.90		
	9 JUL 19	R HUDSON Clerk Net Salary	469.10		63,784.25
	10 JUL 19	SHIPLAKE PARISH CO transfer	50,000.00		
	10 JUL 19	SOUTH OXFORDSHIRE inv no 10207183	100.00		
	10 JUL 19	HMRC CUMBERNAULD 846PC001748901912	117.20		
	10 JUL 19	SHIPLAKE MEMORIAL booking ref 19-511	345.54		13,221.51
	17 JUL 19	102770 0006380473870000	50.00		13,171.51
	19 JUL 19	102769	250.00		12,921.51
	25 JUL 19	102771 0006627144870000	30.00		12,891.51
		Statement closing balance			12,891.51

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **ODS** 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
64,355.05

Money out
51,463.54

Money in
0.00

Statement closing balance
12,891.51

International Bank
Account Number

GB33 0900 0000 0000 0000 0000

Bank Identification Code
GB33 0900

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

APPENDIX 4

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

M9413/J1078807000

29800

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title SHIPLAKE PARISH COUNCIL	1 AUG 19	OPENING BALANCE			12,891.51
Sort code 089016	6 AUG 19	DD EE BROADBAND FS604960401X036	32.20		12,859.31
Account number 61005332 00	9 AUG 19	GROUNDWORK UK GWUK		9,000.00	21,859.31
Statement date 30 August 2019	Statement closing balance				21,859.31
Statement number 322					
Page number 1 of 1					

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
12,891.51

Money out
32.20

Money in
9,000.00

Statement closing balance
21,859.31

International Bank Account Number

GB89 CPBK 0890 1661 0053 32

Bank Identification Code
CPBK GB22

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

APPENDIX 5

SHIPLAKE PARISH COUNCIL**Bank Reconciliation at 31/07/2019**

Cash in Hand 01/04/2019

77,266.79

ADD

Receipts 01/04/2019 - 31/07/2019

37,049.32

114,316.11

SUBTRACT

Payments 01/04/2019 - 31/07/2019

4,698.91

A Cash in Hand 31/07/2019
(per Cash Book)**109,617.20**

Cash in hand per Bank Statements

Cash	31/07/2019	0.00
Cooperative Bank Current Acco	31/07/2019	12,891.51
Cooperative Bank Business Sel	31/07/2019	72,577.99
National Savings and Investmen	31/07/2019	24,147.70

109,617.20Less unrepresented cheques
As attached

0.00

109,617.20

Plus unrepresented receipts
As attached

0.00

B Adjusted Bank Balance**109,617.20****A = B Checks out OK**

SHIPLAKE PARISH COUNCIL

Prepared by: R V Hudson Date: 5/9/2019
 Clerk /RFO
Name and Role (Clerk/RFO etc)

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

Bank Reconciliation at 01/09/2019

Cash in Hand 01/04/2019

77,266.79

ADD

Receipts 01/04/2019 - 01/09/2019

46,049.32

123,316.11

SUBTRACT

Payments 01/04/2019 - 01/09/2019

4,731.11

A Cash in Hand 01/09/2019

(per Cash Book)

Cash in hand per Bank Statements

Cash	31/08/2019	0.00
Cooperative Bank Current Accou	01/09/2019	21,859.31
Cooperative Bank Business Sel	01/09/2019	72,577.99
National Savings and Investment	01/09/2019	24,147.70

118,585.00

Less unrepresented cheques

As attached

0.00

118,585.00

Plus unrepresented receipts

As attached

0.00

B Adjusted Bank Balance

118,585.00

A = B Checks out OK