

MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL
HELD IN SHIPLAKE MEMORIAL HALL ON
MONDAY MARCH 9th, 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 was 1 member of the public present .
- 2.** To receive any declarations of gifts & interests. Cllr J Stone declared an interest in her role within the Shiplake Scouts and made a funding request in a resident's capacity in the open forum on behalf of Mr E Povey.
- 3.** To approve the minutes of the meeting of Shiplake Parish Council held on Monday January 13th and Monday February 10th 2020 Both sets of minutes were approved January on a motion proposed by Cllr R Curtis and seconded by Cllr A Mann and February on a motion proposed by Cllr R Head and seconded by Cllr C Penrose.
- 4.** Matters arising from previous meetings not covered in meeting. Website review meeting. No date has been set yet due to non-availability of Councillors on suggested dates. ACTION: Clerk
- 5.** Police matters. Cllr R Curtis reported 7 incidents, several assaults and 2 thefts from 2 vehicles
- 6.** To receive a report from Oxfordshire County Councillor D Bartholomew. Full report can be read [Here](#)
- 7.** Highway matters. Update on Pavement at Plough Lane. Cllr R Head issues b/f from February PC Meeting. Chairman suggested Cllr Head bring full proposal to March Mtg. ACTION: Cllr R Head
- 8.** To receive a report from South Oxfordshire District , Cllrs Bartholomew and Rawlins .Full report can be read [Here](#)
- 9.** To receive update on NP progress from Shadow NP Committee. Cllr F Maroudas and Cllr C Penrose. The pre-submission consultation has gone out to the Parish for comment and question. Clerk requested to place advertisement in Henley Standard and Henley Herald. ACTION: Clerk
- 10.** Open Forum: The Chairman close the meeting at 8.37pm to allow an opportunity for members of the public to address the Council on items on the agenda. Cllr J Stone requested on behalf of Mr E Povey a grant to cover the cost of hire of the Memorial Hall for the Scouts Village event at a cost of £129 .Council approved the grant on a motion proposed by Cllr F Maroudas and seconded by Cllr R Head. Cllr D Bartholomew raised his issue with a new building being erected at Lock End House and raised several other issues with this particular property regarding planning approval process. The Chairman then resumed the meeting at 8.49pm.
- 11.** Special reports-planning. No Special Reports
- 12.** Planning
 - 1.To receive minutes of Planning Group Meeting held on 10th February (circulated). To comment on any planning applications received since the meeting of the Planning Committee
 2. [P20/S0660/FUL](#) 23-Feb Mulleins New Road Lower Shiplake RG9 3LH RB 13/3/2020
Applicant :De Felice. Variation of Condition 2 (drawings - elevation amendments and omission of south-facing balcony, gable and chimney enclosure. Integrated solar panels) and Condition 5 (amended schedule of materials) on application ref. P19/S1861/FUL (Demolition of existing bungalow and erection of two-storey 5-bedroom detached dwelling). **NO OBJECTION**
 - 3.[P20/S0681/HH](#) 28-Feb Lock End Mill Lane Shiplake RG9 3ND RB18/03/2020
Applicant Gerstmann. Proposed replacement shed **OBJECTION with comments**
 - 4.[P20/S0707/HH](#) 5-Mar (2 and 4 New Road Lower Shiplake RG9 3LH Proposal: Alterations to roof to form new gable on each property and insertion of roof lights, and formation of new access drives
Applicant: Edwards RB 26/3/2020
 5. [P20/S0708/LDP](#) 4 New Road Lower Shiplake RG9 3LH CERTIFICATE OF LAWFUL DEVELOPMENT FOR: Single storey rear extension and rear dormer .
 6. [P20/S0709/LDP](#) 2 New Road Lower Shiplake RG9 3LH CERTIFICATE OF LAWFUL DEVELOPMENT FOR: Single storey rear extension and rear dormer
 7. [P20/S0255/HH](#) Lock End House Mill Lane Shiplake RG9 3ND Amendment : No. 1 - dated 28th February 2020 Proposal : Proposed erection of a single storey outbuilding (for use as a sauna) adjacent to recently constructed lake. (Amended plans received 28 February 2020 showing further landscaping to screen the outbuilding).

Applicant: Gerstmann RB 20/3/2020 **NO OBJECTION**
Recommendations approved on a motion proposed by Cllr F Maroudas and seconded by Cllr D Pheasant.

13. Financial Matters.

1. To approve payments for March (Appendix 1 attached) approved on a motion proposed by Cllr F Maroudas and seconded by Cllr R Curtis
2. To review and approve February Bank Statement (Appendix 2 attached) approved on a motion proposed by Cllr F Maroudas and seconded by Cllr A Manning
3. To approve Bank reconciliation. (Appendix 3 attached) approved on a motion proposed by Cllr F Maroudas and seconded by Cllr R Curtis.
4. To review quotes for Bus Shelter Quote received for £4932 inc Vat .Council discussed the damaged bus shelter in Plough Lane , given the cost of replacement, a suggestion was made to assess the need for replacement by contact with the Primary School and a survey on the website
5. To remove named cheque signatories (Mann and Leonard) on COOP Bank account approved
6. Mr G Jones requested funds to update website with some essential work. after discussion Council approved a sum of £300 to allow a programme of prioritised work to proceed approved on a motion proposed by Cllr C penrose and seconded by Cllr D Pheasant

14. Recreation grounds Cllr R Curtis to report on the condition of equipment at Badgers Walk and Memorial Hall. Cllr Curtis reported that one of the gates was not closing and the swings in Memorial Hall need repairing/replacing. ACTION: Clerk

15. AONB Cllr R Head nothing to report

16. Footpaths. Mr G Jones to report (quarterly)

17. Memorial Hall /Nursery – to receive a verbal report from Cllr A Manning.

18. Correspondence.

Shiplake Primary School email: Dog Fouling Issue.
Council suggested School to put notice on Website forum

19. Items of interest or for future discussion.

There being no other items of business the Chairman closed the meeting at 9.52pm

R.V. Hudson.

Clerk to the Council.

30/03/2020

APPENDIX 1

SHIPLAKE PARISH COUNCIL		STATEMENT OF ACCOUNTS		1	March	2020	
	Paid Out in	February	2019	Cheque nos	cashed y/n		
R V Hudson – salary January	84.19			BACS	✓	469.10 s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance January	85.19			BACS	✓	469.10 s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax January	86.19			BACS	✓	117.20 s111	1972 Local Government Act
CPRE Subscription	87.19			102788	✓	36.00 s111	1972 Local Government Act
Creative Play Playground repairs	88.19			BACS	✓	888.00 s111	1972 Local Government Act
Bluestone planning	89.19			BACS	✓	3058.44 s111	1972 Local Government Act
SODC dog bin servicing (July 19-sept 19)	90.19			BACS	✓	13.81 s111	1972 Local Government Act
SODC dog bin servicing (Oct19-Dec19)	91.19			BACS	✓	13.81 s111	1972 Local Government Act
Scribe annual subscription	92.19			BACS	✓	339.60 s111	1972 Local Government Act
CFO (subscription)	93.19			102789	✓	70.00 s111	1972 Local Government Act
Staples (Office supplies)	94.19			BACS	✓	52.55 s111	1972 Local Government Act
Broadband	95.19			DD	✓	32.00 s111	1972 Local Government Act
Kirkham Landscapes (LCA)	96.19			BACS	✓	504.00 s111	1972 Local Government Act
Shiplake Memorial Hall(room hire)	97.19			BACS	✓	337.41 s111	1972 Local Government Act
Shiplake Nursery (Grant)	79.19			BACS	✓	6000.00 s19(1)e	LG(MP)A 1976
TOTAL						12,401.02	
<u>Transfer to Current Account from Deposit account</u>							
<u>Income since last meeting</u>							
untaxed interest Business account							
untaxed interest N S & I account						-	
CIL							
Grant OCC (Councillor Fund)						3450.00	
Total						3,450.00	
<u>Statement Balances at</u>	<u>1st</u>	<u>March</u>	<u>2020</u>				
Co-operative Bank Current account						9,966.44	
Co-operative Bank Deposit account						72,693.18	
National Savings High Interest account						24,340.88	
TOTAL						107,000.50	
<u>Uncleared /Cancelled cheques at</u>	<u>1</u>	<u>March</u>	<u>2020</u>				
CPRE Subscription	87.19			102788		36.00 s111	1972 Local Government Act
CFO (subscription)	93.19			102789		70.00 s111	1972 Local Government Act
Total						106.00	
<u>Revised Balance Bank Current Account</u>	<u>1</u>	<u>March</u>	<u>2020</u>			9,860.44	
<u>Payments due to be made in</u>							
		<u>March</u>	<u>2020</u>	<u>cheque no</u>			<u>approved under section</u>
R V Hudson – salary February	98.19			BACS		469.10 s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance February	99.19			BACS		198.38 s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax February	100.19			BACS		117.20 s111	1972 Local Government Act
Oxford Gardening Contractors(fence MH playground)	101.19			BACS		3650.00 s111	1972 Local Government Act
OALC (Subscription)	102.19			BACS		338.54 s111	1972 Local Government Act
Shiplake Court Ltd (BW playground maintenance)	103.19			BACS		910.00 s111	1972 Local Government Act
OPFA(Membership)	104.19			102790		53.00 s111	1972 Local Government Act
Broadband	105.19			DD		32.00 s111	1972 Local Government Act
TOTAL						5,768.22	
<u>Anticipated Income</u>							
Precept						14522.50	
<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>March</u>	<u>2020</u>	
Co-operative Bank Current account						18,614.72	
Co-operative Bank Deposit account						72,693.18	
National Savings account						24,340.88	
TOTAL						115,648.78	
R V Hudson							
Clerk to the Council.							
	<u>1</u>	<u>March</u>	<u>2020</u>				

APPENDIX 2

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

M9581/J1000968000

29800

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title SHIPLAKE PARISH COUNCIL	31 JAN 20	OPENING BALANCE			18,430.56
	3 FEB 20	SHIPLAKE VILLAGE N Support grant	6,000.00		12,430.56
	6 FEB 20	DD EE BROADBAND FS604960401X042	32.00		12,398.56
Sort code 089016	12 FEB 20	R HUDSON clerk expenses	88.20		
	12 FEB 20	HMRC CUMBERNAULD Clerk Tax	117.20		
Account number 61005332 00	12 FEB 20	SHIPLAKE MEMORIAL 20-518	337.41		
	12 FEB 20	STARBOARD SYSTEMS INV-0893	339.60		
Statement date 28 February 2020	12 FEB 20	R HUDSON clerk salary	469.10		
	12 FEB 20	KIRKHAM LANDSCAPE inv 1037/292/20	504.00		
Statement number 328	12 FEB 20	CREATIVE PLAY inv 20857	888.00		
	12 FEB 20	BLUESTONE PLANNING invoice 727	3,058.44		
Page number 1 of 1	12 FEB 20	SOUTH OXFORDSHIRE 10224972	13.81		
	12 FEB 20	SOUTH OXFORDSHIRE 10225007	13.81		
Statement opening balance 18,430.56	12 FEB 20	STAPLES UK LTD 9002924166	52.55		6,516.44
Money out 11,914.12	27 FEB 20	OCC AP 9020 9700574595 K		3,450.00	9,966.44
Money in 3,450.00		Statement closing balance			9,966.44

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.

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

Prepared by: Mr R V Hudson

Date: 9th March

Name and Role (Clerk/RFO etc)

Approved by: Council at meeting

Date: 9th March

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 01/03/2020

Cash in Hand 01/04/2019 77,266.79

ADD

Receipts 01/04/2019 - 01/03/2020 78,585.29

155,852.08

SUBTRACT

Payments 01/04/2019 - 01/03/2020 48,957.58

A**Cash in Hand 01/03/2020****106,894.50**

(per Cash Book)

Cash in hand per Bank Statements

Cash 01/03/2020 0.00

Cooperative Bank Current Account 01/03/2020 9,966.44

Cooperative Bank Business Select 14 day 01/03/2020 72,693.18

National Savings and Investments 01/03/2020 24,340.88

107,000.50

Less unrepresented payments 106.00

106,894.50

Plus unrepresented receipts 0.00

B**Adjusted Bank Balance****106,894.50****A = B Checks out OK**