

MINUTES OF THE MEETING OF SHIPLAKE PARISH COUNCIL
held during the Covid-19 health pandemic
Online Remotely on MONDAY APRIL 27th 2020 AT 7.45 PM.

AGENDA

- 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)
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 March 9th 2020.Minutes were approved on a motion proposed by Cllr C Penrose and seconded by Cllr R Curtis .The Clerk to forward the minutes to the Chairman for an e-signature.**ACTION: Clerk**
- 4.** Matters arising from previous meetings not covered in meeting. Coronavirus update Cllrs Bartholomew, Rawlins and Stone gave an update on the local support groups activities .Cllr R Curtis proposed a formal vote of thanks, seconded by the Chairman to Cllr Stone and the 100 strong team of volunteers for the outstanding work they have been achieving, all Councillors unanimously supported the motion .
- 5.** To receive a report from Oxfordshire County Councillor D Bartholomew(circulated) Full report can be read [here](#)
- 6.** Highway matters. Cllr R Head paper on highway safety issues b/f from March PC Meeting (circulated) Cllr F Maroudas proposed a motion seconded by Cllr A Manning and passed by Councillors for Cllr Head supported by Cllr R Curtis to implement his strongly recommended safety issues by developing a petition from the village to gather support for a Zebra style pedestrian crossing from Thames Farm development across the A4155 . Council unanimously passed a motion proposed by Cllr R Curtis and seconded by Cllr R Head to reject the proposal of relocation of 'Lower Shiplake' road sign on A4155 proposed by Cllr D Bartholomew.
- 7.** To receive a report from South Oxfordshire District , Cllrs Bartholomew and Rawlins .Full report can be read [here](#)
- 8.** To receive update on NP progress from Shadow NP Committee. Cllrs Maroudas, Pheasant and Penrose. Committee has met and on the advice of SODC and the issues surrounding the current emergency the committee felt that the Plan's development be left open and reviewed regularly until emergency was over when they could reinstall public meetings.
- 9.** Open Forum: There were no members of the public present..
- 10.** Special reports-planning. No Special Reports
- 11.** Planning
 - 1.To receive minutes of Planning Group Meeting held on 9/3/2020 (circulated). To comment on any planning applications received since the meeting of the Planning Committee held on 20/4/20
 1. [P20/S0681/HH](#) : Lock End Mill Lane Shiplake RG9 3ND Amendment : No. 2 - dated 27th March 2020 RB 15th April. Applicant: Gerstmann **OBJECTION** with comments
 - 2 [P20/S1011/HH](#) :Lock End Mill Lane Shiplake RG9 3ND RB 23rd April. : Applicant Gerstmann **OBJECTION** with comments
 - 3 [P20/S0764/HH](#) : Oak House New Road Lower Shiplake RG9 3L RB 23rd April. Applicant: NO **OBJECTION**
 - 4.[P20/S0925/HH](#) :Cambridge House 3 Quarry Lane Lower Shiplake RG9 3JW RB 7th April . Applicant: Yglesias NO **OBJECTIONS**
 5. [P20/S1267/HH](#) Thornfield House Crowsley Road Lower Shiplake RG9 3LD.RB 13th May Applicant: Elliott held over for Planning Committee meetingItems 1-4 approved on a motion proposed by Cllr D Pheasant and seconded by Cllr C Penrose
- 12.** Financial Matters.
 1. To approve payments for April (APPENDIX 1) already reviewed and approved by finance group approved on a motion proposed by Cllr A Manning and seconded by Cllr R Head
 2. To review and approve March Bank Statement (APPENDIX 2) approved on a motion proposed by Cllr F Maroudas and seconded by Cllr A Manning
 3. To approve Bank reconciliation. (APPENDIX 3) group approved on a motion proposed by Cllr F Maroudas and seconded by Cllr A Manning.

4. To review and approve year-end figures for AFR (APPENDIX 4) held over for finance group to review
5. To review Year End figures vs budget held over for finance group to review

13. Correspondence.

14. Items of interest or for future discussion. The May Annual Parish Council Meeting will not be held due to the pandemic.

Clerk to follow up on the tree at Orchard Close and to obtain a quotation to cut back overhanging trees in Badgers Walk playground. ACTION: Clerk

R.V. Hudson.

Clerk to the Council.

30/4//2020

APPENDIX 1

SHIPLAKE PARISH COUNCIL		STATEMENT OF ACCOUNTS			1	April	2020	
	Paid Out in	February	2019	Cheque nos	cash			
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
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						5,874.22		
<u>Transfer to Current Account from Deposit account</u>								
<u>Income since last meeting</u>								
untaxed interest Business account						181.23		
untaxed interest N S & I account						-		
CIL						14522.50		
Precept						14,703.73		
Total						14,703.73		
Statement Balances at	1st	April	2020					
Co-operative Bank Current account						18,614.72		
Co-operative Bank Deposit account						72,693.18		
National Savings High Interest account						24,340.88		
TOTAL						115,648.78		
<u>Uncleared /Cancelled cheques at</u>								
	1	April	2020					
Total						0.00		
Revised Balance Bank Current Account		1	April	2020		18,614.72		
	Payments due to be made in		April	2020				approved under section
				cheque no				
R V Hudson – salary March	1.20			BACS		469.10	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance March	1.21			BACS		73.45	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax March	1.22			BACS		117.20	s111	1972 Local Government Act
Herald Graphics A2 boards	1.23			BACS		306.00	s111	1972 Local Government Act
Grant OCC (Councillor Fund) repayment	1.24			BACS		3450.00	s111	1972 Local Government Act
Staples Business Account	1.25			BACS		121.93	s111	1972 Local Government Act
SODC Dog Bin servicing	1.26			BACS		13.81	s111	1972 Local Government Act
Broadband	1.27			DD		32.00	s111	1972 Local Government Act
TOTAL						4,583.49		14,031.23
<u>Anticipated Income</u>								
CIL						12332.62		
<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	2020			
Co-operative Bank Current account						26,363.85		
Co-operative Bank Deposit account						72,874.40		
National Savings account						24,340.88		
TOTAL						123,579.13		
R V Hudson								
Clerk to the Council.								
	1	April	2020					

APPENDIX 2

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

M4770/J1004709000

29800

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title SHIPLAKE PARISH COUNCIL	28 FEB 20	OPENING BALANCE			9,966.44
	3 MAR 20	102789 0013302514870000	70.00		9,896.44
	6 MAR 20	102788 0013429950870000	36.00		9,860.44
	9 MAR 20	DD EE BROADBAND FS604960401X043	32.00		9,828.44
	11 MAR 20	HMRC CUMBERNAULD clerk tax	117.20		
	11 MAR 20	R HUDSON Clerk Expenses	198.38		
	11 MAR 20	OALC Shiplake PC Subs	338.54		
	11 MAR 20	R HUDSON Clerk Salary	469.10		
	11 MAR 20	SHIPLAKE COURT LTD INVOICE 0000324	910.00		
	11 MAR 20	OXFORDSHIRE GARDEN Invoice SHLK004	3,650.00		4,145.22
	18 MAR 20	102790 0013759028870000	53.00		4,092.22
	1 APR 20	SOUTH OXFORDSHIRE NA		14,522.50	18,614.72
	Statement closing balance				18,614.72

Statement opening balance
9,966.44

Money out
5,874.22

Money in
14,522.50

Statement closing balance
18,614.72

**International Bank
Account Number**

GB99 CPBK 0890 1001 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

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.

As you may be aware, on 11 March 2020, the Bank of England announced a decrease in the Bank of England base rate from 0.75% to 0.25%, and then a further decrease on 19 March 2020 to 0.10%. As a result existing overdrafts that are currently linked to the Bank of England base rate will have decreased in line with this change.

004770/P01/M04770/R4770/42/J1004709000

SHIPLAKE PARISH COUNCIL

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

*Name and Role (RFO/Chair of Finance etc)***Bank Reconciliation at 31/03/2020**

Cash in Hand 01/04/2019	77,266.79
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ADD

Receipts 01/04/2019 - 31/03/2020	78,585.29
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155,852.08

SUBTRACT

Payments 01/04/2019 - 31/03/2020	54,725.80
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A	Cash in Hand 31/03/2020	101,126.28
	(per Cash Book)	

Cash in hand per Bank Statements

Cash	31/03/2020	0.00
Cooperative Bank Current Accoi	31/03/2020	4,092.22
Cooperative Bank Business Sel	31/03/2020	72,693.18
National Savings and Investmen	31/03/2020	24,340.88

101,126.28

Less unrepresented payments	0.00
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101,126.28

Plus unrepresented receipts	0.00
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B	Adjusted Bank Balance	101,126.28
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A = B Checks out OK

SHIPLAKE PARISH COUNCIL
ANNUAL RETURN - Section 2 : Statement of Accounts

Accounts for Year from 01/04/2019 to 31/03/2020

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 15% and £200 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		
		31/03/2019 £	31/03/2020 £	
1	Balances brought fwd	50586.52	77266.79	*
2	Annual precept	28840.00	28616.00	
3	Total other receipts	25541.08	49969.29	*
4	Staff Costs	8208.58	8334.80	
5	Loan interest/capital repayments	0.00	0.00	
6	Total other payments	19492.23	46391.00	*
7	Balances carried forward	77266.79	101126.28	*
8	Total Cash and Short Term Investments	77266.79	101126.28	*
9	Total Fixed Assets and Long Term Investments	93848.96	94407.83	
10	Total Borrowings	0.00	0.00	