

SHIPLAKE PARISH COUNCIL

Minutes of the Meeting of SHIPLAKE PARISH COUNCIL

held via Zoom remotely on

MONDAY DECEMBER 14th, 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) ,in addition there were 2 members of public present.
2. To receive any apologies for absence .None received
3. To receive any declarations of gifts & interests. None declared
4. The minutes of the meeting of Shiplake Parish Council held on Monday November 9th 2020 were approved on a motion proposed by Cllr R Curtis and seconded by seconded by Cllr C Penrose. Matters arising from previous meetings not covered in meeting. Cllr A Manning updated Council on Operation Eradicate (utilising the Memorial Hall as a Vaccination hub)
5. Playgrounds:Cllr R Curtis Reported that the contractor from Oxfordshire Gardens was attending this week to effect repairs
6. Police Matters: Cllr R Curtis reported that there had been six offences mainly minor thefts and burglaries.
7. Correspondence /Footpaths to receive a report from Mr G Jones Council noted Mr G Jones report
 1. Correspondence from Mrs Collings Could you consider installing an adult gym next to the play area in the memorial playing field?.Cllr Manning requested to discuss with trustees at MH.Clerk requested to contact to OPFA to see if there are any issues with locating a adult gym close to a children's playground . **[ACTION : Clerk]**
 2. Council reviewed Nursery update supplied by Cllr R Curtis.
 3. Email from school received re increasing amounts of dog waste .Council agreed to include a comment on website. ..
8. Open Forum: The Chairman closed the Meeting at 7.58pm to give members of the public opportunity to address the Council on items on the agenda .There were no questions /comments from the floor.The Chairman resumed the meeting at 8.00pm.
9. To receive a report from Oxfordshire County Councillor D Bartholomew (circulated)full report can be viewed [Here](#)
10. Highway matters. Cllr R Head update on highway safety issues
 - 1.Highway safety issues speed survey results (Councillor Bartholomew)carried forward to January
11. To receive a report from South Oxfordshire District, Cllrs Bartholomew and Rawlins.full report can be viewed [Here](#)
12. NP update from Cllrs Maroudas, Penrose and Pheasant Steering group meeting held on 24th November. J Flawn circulated notes summarising main pts of discussion and amendments to 2 policies as agreed at meeting and options/suggestions to address concerns with regard to the greenfield areas in the parish. These need to be discussed further with Bluestone and landscape consultant, Bettina Kirkham, as an associate of Terra Firma. Bettina's original quote was c.£400 for updating the current assessment following the pre-submission consultation. I would anticipate the amount may be increased to £600+ and would appreciate this being agreed in principle by the Parish Council.
13. Planning
 - To review any new applications received since November 25th .
 1. [.P20/S4543/LDP](#) 5 Badgers Walk no response required
 2. [.P20/S1405/FUL](#) Land adj to Gables Decision Planning Refused

3. [.P20/S4520/HH](#) Crowsley End Crowsley Road c/f to Planning meeting
4. [.P20/S4598/HH](#) Badgers End New Road c/f to Planning meeting.
5. TFAG Cllr D Pheasant updated Council on progress. Council agreed appointment of JBA as consultants. There is a great deal of activity on several fronts e.g. communications with Taylor Wimpey (TW) board directors, senior management SODC including planning and the political leadership, the Environmental Agency, Thames Water, OCC plus correspondence with Henley Standard, John Howell and social media activity and fund raising. Funds of over £10,000 have been raised in a matter of days, from residents objecting to TW's proposals. John Howell MP has supported our request for the concerns/objections of residents to be raised to the Minister for Housing (House of Commons Questions on 08/12/2020). A petition objecting to TW's proposals has over 1,000 supporters. A legal advisor has been appointed by TFAG and the parish council sub-committee has agreed to the selection of JBA to assess TW's Flood Risk Assessment (FRA). A governance process covering the activities, relationship and responsibilities of the parish council subcommittee liaising with TFAG has been produced. TFAG have registered a complaint with SODC with regard to the discharge of their responsibilities in managing the reserved matters aspects of this planning application. TW senior management have circulated a letter to all residents and asked for a meeting with TFAG representatives, currently scheduled for Friday 18th December. Consistent with the governance process, I have attached the minutes of the two most recent TFAG meetings (No.s 9 & 10), the latter yet to be approved at TFAG's meeting on 15/12/2020. These will provide more background on the activities referenced in this summary. Copies of prior minutes can be made available if wished.

14. Plowden Arms ACV Clerk updated Council on progress with resubmission Clerk requested to ascertain process for renewal of two ACV's which have expired. **ACTION : Clerk**

15. Financial Matters.

1. To review and approve payments for December (see APPENDIX 1) approved on a motion Proposed by Cllr F Maroudas and seconded by Cllr R Head
2. To review and approve November Bank Statement (see APPENDIX 2) approved on a motion Proposed by Cllr F Maroudas and seconded by Cllr R Head
3. To review and approve November Bank reconciliation. (see APPENDIX 3) approved on a motion Proposed by Cllr F Maroudas and seconded by Cllr R Head
4. To review draft budgets and draft Precept, Council approved the draft figures final ratification in January on a motion proposed by Cllr A Manning and seconded by Cllr R Curtis
5. To approve Auditors report (see APPENDIX 4) approved on a motion proposed by Cllr F Maroudas and seconded by Cllr R Curtis.
6. To approve level of support for the Church for repair of ancient perimeter wall. Cllr L Rawlings to contact SODC to ascertain if this qualifies for a grant. **ACTION Cllr L Rawlings**
7. To approve level of support for Memorial Hall repair of roof with CIL monies Cllr L Rawlings to contact SODC to ascertain if this qualifies for a grant. **ACTION Cllr L Rawlings**. Cllr A Manning suggested that the sound proofing on the stage would be a better project. (£5-8K)
8. To review quotes for resurfacing MH Playground. Councillor Manning offered to procure an additional quote. Cllr L Rawlings to contact SODC to ascertain if this qualifies for a grant. **ACTION Cllr L Rawlings**.

16. Items of interest or for future discussion. Council agreed to set up a working group on reviewing website and deciding whether to revamp **ACTION : Cllr F Maroudas and Mr G Jones**

There being no other business the Chairman closed the meeting at 9:28 PM

R.V. Hudson.
Clerk to the Council.

APPENDIX 1

<u>SHIPLAKE PARISH COUNCIL</u>		<u>STATEMENT OF ACCOUNTS</u>		<u>1</u>	<u>December</u>	<u>2020</u>	
	<u>Paid Out in</u>	<u>October</u>	<u>2020</u>	<u>Cheque nos.</u>	<u>cash ed yn</u>		
R V Hudson – salary October	67.20			BACS	y	469.10	s 5 1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.October	68.20			BACS	y	87.38	s112(2) 1972 Local Government Act
Inland Revenue – clerk's tax October	69.20			BACS	y	117.20	s111 1972 Local Government Act
Broadband	70.20			DD	n	29.00	s111 1972 Local Government Act
Robin Head (Grasscutting)	71.20			BACS	y	26.00	s111 1972 Local Government Act
SODC (dog bin servicing)	72.20			BACS	y	53.82	s111 1972 Local Government Act
Royal British Legion (poppy appeal)	73.20			102794	y	700.00	s137 1972 Local Government Act
TOTAL						1,482.50	
<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							
VAT reclaim							
Precept							
Total						<u>0.00</u>	
<u>Statement Balances at</u>	<u>1st</u>	<u>December</u>	<u>2020</u>				
Co-operative Bank Current account						32,352.30	
Co-operative Bank Deposit account						72,874.41	
National Savings High Interest account						24,340.88	
TOTAL						129,567.59	
<u>Uncleared /Cancelled cheques at</u>	<u>1</u>	<u>December</u>	<u>2020</u>				
Broadband						29.00	
Total						29.00	
<u>Revised Balance Bank Current Account</u>	<u>1</u>	<u>December</u>	<u>2020</u>			32,323.30	
	<u>Payments due to be made in</u>	<u>December</u>	<u>2020</u>				<u>approved under section</u>
				<u>cheque no /online</u>			
R V Hudson – salary November	74.20			BACS		469.10	s 5 1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.November	75.20			BACS		85.05	s112(2) 1972 Local Government Act
Inland Revenue – clerk's tax November	76.20			BACS		117.20	s111 1972 Local Government Act
Broadband(INV 3452)	77.20			DD		29.00	s111 1972 Local Government Act
Robin Head (Grasscutting)	78.20			BACS		52.00	s111 1972 Local Government Act
OCC (Plough Lane Footpath	79.20			BACS		12771.66	s111 1972 Local Government Act
Oxford It Solutions inv 19197	80.20			BACS		60.00	s111 1972 Local Government Act
Shiplake Court Ltd (playground maintenance)	81.20			BACS		682.50	s111 1972 Local Government Act
CPRE (subscription)	82.20			102795		25.00	s111 1972 Local Government Act
Staples (office supplies account)	83.20			BACS		45.26	s111 1972 Local Government Act
Shiplake Dunsden Sick Poor Fund (Donation)	84.20			102796		250.00	s137 1972 Local Government Act
Moore (Audit costs)	85.20			BACS		360.00	s111 1972 Local Government Act
SLCC (Membershoip subscription)	86.20			BACS		130.00	s111 1972 Local Government Act
Staples (office supplies account)	87.20			BACS		5.63	s111 1972 Local Government Act
TOTAL						15,082.40	
<u>Anticipated Income</u>							
precept						0.00	
<u>Transfer to Deposit Account from current account</u>						0.00	
<u>Transfer to Current Account from Deposit account</u>						0.00	
	<u>Projected Financial Position as at</u>	<u>31st</u>	<u>December</u>	<u>2020</u>			
Co-operative Bank Current account						17,240.90	
Co-operative Bank Deposit account						72,874.41	
National Savings account						24,340.88	
TOTAL						114,456.19	
R V Hudson							
Clerk to the Council.							
<u>1</u>	<u>December</u>	<u>2020</u>					

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

MS02W41010020000

28800

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account info 6HIPLAKE PARISH COUNCIL	30 OCT 20	OPENING BALANCE			33,805.80
	1 st NOV 20	ROBIN WHEAT GRASS CUTTING	25.00		
	1 st NOV 20	SOUTH OXFORDSHIRE CY 10052183	53.63		
	1 st NOV 20	R HUDSON clerk expenses	87.50		
	1 st NOV 20	IMRO CUMBERTNAULD Clerk Fee	117.20		
	1 st NOV 20	R HUDSON clerk salary	469.10		33,052.37
	30 NOV 20	102794 001886688/570000	700.00		32,352.37
	1 DEC 20	DD 2200 MVP JC V850307	25.00		32,327.37
		Statement closing balance			32,327.37

Authorisation: B (Full) - full (unrestricted) personal OD Credit/debit Date: 30 OCT 20 CDS Credit/debit interest and balance NESTP from closing transactions
The details of overdraft facilities are shown on the web, bank and on a follow up request that you are available online will

Statement opening balance
33,805.80
Money out
1,482.50
Money in
0.00

Statement closing balance
32,327.37

International Bank
Account Number
6396 0000 0000 0000 0000 0000
Bank Identification Code
COOPGB33

02/006704/004655/14225420 03232500

APPENDIX 3

8 December 2020 (2020-2021)

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 30/11/2020		
	Cash in Hand 01/04/2020		101,126.28
	ADD Receipts 01/04/2020 - 30/11/2020		45,772.62
	SUBTRACT Payments 01/04/2020 - 30/11/2020		146,898.90
	Cash in Hand 30/11/2020 (per Cash Book)		17,380.31
B			129,538.59
	Cash in hand per Bank Statements		
	Cash 30/11/2020	0.00	
	Cooperative Bank Current Account 30/11/2020	32,352.30	
	Cooperative Bank Business Select 30/11/2020	72,874.41	
	National Savings and Investments 30/11/2020	24,340.88	
			129,567.59
	Less unrepresented payments		29.00
			129,538.59
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		129,538.59
	A = B Checks out OK		

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APPENDIX 4

Section 3 - External Auditor Report and Certificate 2019/20

In respect of **Shiplake Parish Council**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK and Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

~~Based on the information provided to us~~ On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern. The relevant legislation and regulatory requirements have not been met.

(Include as appropriate)

(Continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

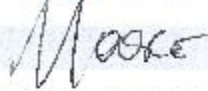
(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/ ~~do not certify~~^a that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

~~Based on the information provided to us~~

External Auditor Name

 **MOORE**


External Auditor Signature

Date

26/11/2020

^aNote: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN02. The AGN is available from the NAO website (www.nao.org.uk)