

SHIPLAKE PARISH COUNCIL

Minutes of meeting of SHIPLAKE PARISH COUNCIL **held in Shiplake Memorial Hall on Monday July 26th, 2021, AT 7.45 PM.**

1. PRESENT: Cllr F Maroudas (Chair), Cllr D Pheasant (Vice-Chair), Cllr R Head, Cllr J Stone, Cllr A Manning and Cllr R Curtis
In ATTENDANCE. Cllr D Bartholomew (OCC) and Cllr L Rawlins.
APOLOGIES: Cllr C Penrose had sent his apologies
2. To receive any declarations of gifts & interests. None declared.
3. Council resolved to approve minutes of the meeting of Shiplake Parish Council held on Monday June 7th, 2021, on a motion proposed by Cllr F Maroudas and seconded by Cllr R Head.
4. Playgrounds: Cllr R Curtis requested contractor to attend to overhanging hedges at entrance to BW playground. ACTION Clerk
5. Police Matters to receive a report from Cllr Curtis full report viewed here [CrimeMap](#)
6. Matters arising from previous meetings not covered in meeting. Queen Platinum Jubilee Cllr R Curtis requested to leave this potential project with him to discuss with College and School, Tree Planting Memorial Avenue (Cllr J Stone) Council resolved to approve the purchase and planting on a motion proposed by Cllr A Manning and seconded by Cllr R Curtis. ACTION: Clerk
7. Open Forum: No members of public present
8. To receive a report from Oxfordshire County Councillor D Bartholomew. Full report can be viewed [OCC Report July 21.pdf](#)
9. To receive a report from SODC Councillor L Rawlins. Full report can be viewed [DC Report July 21.pdf](#)
10. Highway matters. Nothing to update
11. To receive a NP update and TFAG report from Cllrs Maroudas, Penrose and Pheasant.
Cllr D Pheasant updated Council on progress with NP:
Bluestone Planning's meeting with SODC's NP team early on June 24th, 2021, to discuss the final amendments to the Shiplake Neighbourhood Plan, in particular its policies, prior to formal submission to SODC was satisfactory. This includes the Landscape Assessment and Character Appraisal. With regard to legal requirements, SODC felt the plan looks fine and meets the legal requirements of NP regulations. The latest SEA/HRA Screening Assessment still looks good and probably does not need another screening opinion. SODC are happy to review the draft Consultation Statement prior to submission. Once submitted SODC will review the documents (c. 2 weeks) prior to undertaking a 7- week public consultation of the plan. Any SODC comments on policies or other appropriate aspects will be forwarded to the appointed examiner after the consultation. Any questions the examiner may/will have will be directed to the Parish Clerk.

For the submission the following documents to be forwarded: *

1. A map identifying the area to which the proposed neighbourhood plan relates (**DONE**)
2. A Consultation Statement (in final stages of compilation with 19 appendices)
3. The proposed Neighbourhood Plan including Appendices e.g., Landscape Assessment and Character Appraisal. (**DONE**)**
4. A Basic Conditions Statement (**DONE** c/o Bluestone Planning)
5. An environmental Report or a statement of reasons in relation to SEA screening (**DONE**)

* The Neighbourhood Plan documents in desktop publishing form are available to the NP Committee for review. The Consultation Statement is being finalised for circulation. Note: the appendices list (19 items) references the evidence base for the Neighbourhood Plan e.g., meeting minutes, NP updates to parish council and residents, questionnaires and responses and statistical summaries of results, promotion materials and related activities.

** The Neighbourhood Plan itself has been updated to take account of NPPF changes unexpectedly announced last week, prior to Parliament's summer recess. No major changes that

affect our plan's submission but recommended that the Landscape Assessment and Character Appraisal are similarly updated.

Next Steps

Once all documents are finalised the Parish Council to approve submission of the Neighbourhood Plan documents SODC. Given the council is not scheduled to meet again until September it is requested that the Parish Council approve the following proposal:

Motion 1 Council resolved to approve on a motion proposed by Cllr D Pheasant and seconded by Cllr R Curtis

'That the Parish Council delegates the approval of the Shiplake Neighbourhood Plan for examination to SODC to the Shiplake Neighbourhood Plan Committee (SNPC) Such documents to be in accordance with Regulations - Reg. 15'.

On approval by the Committee, Parish Clerk to email SODC Planning stating our submission, listing the documents to be provided in accordance with Regulation 15 and the documents to be forwarded by Bluestone Planning LLP on the Parish Council's behalf. This to apply to subsequent related documents as necessary.

The examiner will no doubt have queries which will be directed to the Parish Council (PC) as owners of the plan. To avoid the necessity of the PC having to pass a resolution every time they need respond to questions, it is requested that the PC pass a resolution to delegate the authority to SNPC to take responsibility for responding to such requests.

Motion 2 Council resolved to approve on a motion proposed by Cllr D Pheasant and seconded by Cllr R Curtis

'The Chairman of Council, Chairman of Planning and Chairman of NP committees seeks delegated authority to allow them to act as the working group dealing with the Neighbourhood Plan (NP) This is in order to avoid the PC having to pass a resolution every time they need to take action in relation to the NP, e.g., responding to a question that comes from the examiner. Similarly, this would apply to the post-examination process (e.g., fact-checking of the examiner's report).'

12. Planning

To review any new applications received since Planning Meeting July 12th 2021 and to approve minutes of mtg of 12th July 2021

1. P21/S1904/HH: The Old Chapel Mill Road Lower Shiplake RG9 3LW Amendment: No. 2 - dated 16th July 2021
Proposal: Erection of a detached single garage, and porch canopy (first floor balcony removed as shown on amended plans received 16th July 2021). RB 30/07/21 OBJECTION remains RESPONSE but defer to flood Officer risk assessment
- 2.. P21/S0208/HH Brackendale Crowsley Road Lower Shiplake RG9 3JT. Amendment: No. 1 - dated 19th July 2021 Proposal: Erection of detached garage with room above (As per full arboricultural details submitted 19 July 2021) RB 02/08.21. OBJECTION overlooking and privacy
Council resolved to approve recommendations.

DECISIONS

1. Application No: P21/S1673/HH The Gables, Oak View & Pine View Station Road/Oaks Road PERMISSION GRANTED with 1 condition

13. Financial Matters.

- 1.To review and approve payments for July (see APPENDIX 1) Council resolved to approve on a motion proposed by Cllr A Manning and seconded by Cllr F Maroudas
- 2.To review and approve June Bank Statement (see APPENDIX 2) Council resolved to approve on a motion proposed by Cllr A Manning and seconded by Cllr F Maroudas
- 3 To review and approve June Bank reconciliation. (See APPENDIX 3) Council resolved to approve on a motion proposed by Cllr A Manning and seconded by Cllr F Maroudas

4. Council resolved to appoint proposed Consultant Mr M Carter to manage MH playground project on a motion proposed by Cllr R Curtis and seconded by Cllr F Maroudas
14. AONB response received and circulated to all parishes. Glover report announced
15. Footpaths. Plough Lane footpath project update. Council expressed concern at proposed width and requested Clerk to contact Glanville to review footpaths widths to match existing. ACTION: Clerk
16. Memorial Hall. Cllr A Manning requested alternative dates for proposed APM to assess if Hall available. ACTION: Clerk
17. Correspondence JHHNP communication Cllrs F Maroudas and Cllr C Penrose have responded and await response for Henley (Cllr K Arlett) before further action
18. Items of interest or for future discussion

R.V. Hudson.
Clerk to the Council.

29/07/2021

APPENDIX 1

SHIPAKE PARISH COUNCIL			STATEMENT OF ACCOUNTS			1	July	2021	
			Paid Out in	June	2021	Cheque nos	cash ed y/n		
R V Hudson – salary May			16.21			BACS	✓	469.10	s 5
R V Hudson – expenses, office allowance May			17.21			BACS	✓	66.75	s112(2)
Inland Revenue – clerk's tax May			18.21			BACS	✓	117.20	s111
Zzoomm(INV 10230)			19.21			BACS	✓	29.00	s111
Robin Head (Grasscutting)			20.21			BACS	✓	52.00	s111
Henry Matthews (Grasscutting)INV 0561			21.21			BACS	✓	36.00	s111
TOTAL								770.05	
Transfer to Current Account from Deposit account									
Income since last meeting									
untaxed interest Business account									
untaxed interest N S & I account									
VAT reclaim		28-Jun						1717.17	
CIL payment									
Precept									
Total								1717.17	
Statement Balances at	1st	July	2021						
Co-operative Bank Current account								31,784.48	
Co-operative Bank Deposit account								72,959.78	
National Savings High Interest account								24,516.12	
TOTAL								129,260.38	
Uncleared /Cancelled cheques at			1	July	2021				c
Total								0.00	
Revised Balance Bank Current Account			1	July	2021			31,784.48	
			Payments due to be made in	July	2021				approved under section
						cheque no /BACS			
R V Hudson – salary June (inc back pay)			22.21			BACS		2,471.77	s 5
R V Hudson – expenses, office allowance June			23.21			BACS		76.19	s112(2)
Inland Revenue – clerk's tax June			24.21			BACS		617.94	s111
Zzoomm(INV 11318)			25.21			BACS		21.75	s111
Robin Head (Grasscutting)			26.21			BACS		78.00	s111
OCC (speed survey)			27.21			BACS		450.00	s111
Terra Firma (landscape consultancy)			28.21			BACS		1079.10	s111
Henry Matthews (Grasscutting)inv 0585			29.21			BACS		36.00	s111
Henry Matthews (Grasscutting)inv 0673			30.21			BACS		72.00	s111
Oxit IT Ltd			31.21			BACS		12.00	s111
Oxit Ltd (inv 20221			32.21			BACS		160.75	s111
SODC (Dog bin servicing)			33.21			BACS		107.64	s111
TOTAL								5,183.14	
Anticipated Income									
Total								0.00	
Transfer to Deposit Account from current account								0.00	
Transfer to Current Account from Deposit account								0.00	
			Projected Financial Position as at	31st		July	2021		
Co-operative Bank Current account								26,601.34	
Co-operative Bank Deposit account								72,959.78	
National Savings account								24,516.12	
TOTAL								124,077.24	
R V Hudson									
Clerk to the Council.									
	1	July	2021						

APPENDIX 2

phone 03457 213 213

MR R V HUDSON

66 Makins Road
Henley-On-Thames
Oxfordshire
RG9 1PR

M4963/J1054951000

29800

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title SHIPLAKE PARISH COUNCIL	1 JUN 21	OPENING BALANCE			30,808.36
Sort code 089016	9 JUN 21	Tactical Facilitie inv TACIN0561	36.00		
Account number 61005332 00	9 JUN 21	ROBIN W HEAD inv 0047752	52.00		
Statement date 1 July 2021	9 JUN 21	R HUDSON clerk expenses	66.75		
Statement number 344	9 JUN 21	HMRC CUMBERNAULD clerk tax	117.20		
Page number 1 of 1	9 JUN 21	R HUDSON clerk salary	469.10		30,067.31
Statement opening balance 30,808.36	28 JUN 21	HMRC VTR XMV126000101906		1,717.17	31,784.48
Money out 770.06	1 JUL 21	DD ZZOOMMPLC V6S3287	29.00		31,755.48
Money in 1,717.17					
Statement closing balance 31,755.48		Statement closing balance			31,755.48

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **ODIS** 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

APPENDIX 3

30 June 2021 (2021-2022)

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 30/06/2021		
	Cash in Hand 01/04/2021		104,829.05
	ADD Receipts 01/04/2021 - 30/06/2021		28,820.40
	SUBTRACT Payments 01/04/2021 - 30/06/2021		133,749.45
	Cash in Hand 30/06/2021 (per Cash Book)		4,489.07
B	Cash in hand per Bank Statements		
	Cash	30/06/2021	0.00
	Cooperative Bank Current Account	30/06/2021	31,784.48
	Cooperative Bank Business Select	30/06/2021	72,959.78
	National Savings and Investments	30/06/2021	24,516.12
			129,260.38
	Less unrepresented payments		0.00
B	Plus unrepresented receipts		129,260.38
	Adjusted Bank Balance		0.00
			129,260.38
	A = B Checks out OK		

Created by [Signature] Scribe