

# **SHIPLAKE PARISH COUNCIL.**

Minutes of the Parish Council Meeting of Shiplake Parish Council  
which took place on Monday 12<sup>th</sup> December 2022  
at Shiplake Memorial Hall at 7.45 p.m.

1. **Present** Cllr C Penrose (Chairman)., Cllr R Curtis, Cllr A Manning, Cllr J Stone, and F Maroudas, In ATTENDANCE: Cllr D Bartholomew (OCC), Cllr L Rawlins (DC), APOLOGIES received from Cllr R Head and Cllr D Pheasant There was one member of the public present and Cllr K George (Chairman) Harpsden Parish Council
2. **Declarations of Interest** None declared
3. **Minutes** Council resolved to approve the minutes of the meeting held on Monday, November 14<sup>th</sup>, 2022, on a motion proposed by Cllr R Curtis and seconded by Cllr A Manning.
4. **Open Forum**: The Chairman closed the meeting at 7.48pm to give an opportunity for members of the public to address the Council Mr M Jeal commented on Wyevale application requesting Council to agree the amendment and offered to process an application ref the location of the Speed limit sign after much discussion Council requested Mr Jeal to forward a legal undertaking to submit a new application for the relocation which Council could then agree with the planning officer. Mr Jeal agreed. The Chairman resumed the meeting at 8.24pm
5. Playgrounds Cllr Curtis reported that we are still awaiting corrected sign for adult equipment area .ACTION :Clerk
6. Police Matters Cllr Curtis reported three incidents, Full report can be viewed here [Crime Map](#)
7. O.C.C. Cllr D Bartholomew gave his report full report can be viewed [here](#)
8. Highway Matters Clerk updated Council on progress with the proposed speed survey in Memorial Avenue and Plough Lane
9. To receive a report from S.O.D.C. Cllrs Bartholomew and Rawlins Full report Cllr Rawlins can be viewed [here](#)
10. Planning: To review any new applications received since Planning Meeting November 28<sup>th</sup>, 2022.
  - 1) [P22/S4211/HH](#) The Annexe the White House Bolney Road Lower Shiplake RG9 3NR Council object on the grounds this should be resubmitted as a change of use application and not House Holder due to the nature of the application.
11. Financial Matters.
  1. Council resolved to approve payments for December on a motion proposed by Cllr A Manning and seconded by Cllr R Curtis APPENDIX 1
  2. Council resolved to approve November Bank reconciliation on a motion proposed by Cllr A Manning and seconded by Cllr R Curtis. APPENDIX 2
  3. Council resolved to approve the following recommendations a): e) of the finance working group on a motion proposed by Cllr F Maroudas and seconded by Cllr A Manning
    - a) Council resolved to approve Budgets 2023/24 (circulated)
    - b) Council resolved to approve proposed Precept (circulated) £38102
    - c) Council resolved to approve Risk Assessments Financial and General (circulated)
    - d) Council resolved to approve Review of internal audit report /effectiveness(circulated)
    - e) Council resolved to approve Statement of Internal Control. (circulated)
    - f) Council resolved to approve Quotes from Berkshire Buildings for two new bus shelters @£11000 each to replace current shelters at Junctions of Woodlands Road and Station Road. Cllr A Manning requested the Clerk to ascertain whether enclosed bus shelters were in the view of the police a potential hazard for single lady travellers at night. ACTION Clerk. Clerk also requested to contact Tarmac to see if they would support the purchase with a grant

12. Footpaths Clerk requested to follow up on repairs to footpath from Reading Road to memorial Fields. ACTION: Clerk
13. AONB nothing to report
14. Memorial Hall. Cllr A Manning. 1) How does the Village perceive the Parish Council? Cllr A Manning reported some concerns as to how the PC was viewed by residents as it appeared at a local meeting, a number of residents did not know the role of the PC. Council agreed that particularly with the likelihood of three Councillor vacancies that the PC may need to improve its communication processes
- 2) Brampton Chase query on Conifers Councillor Manning requested some action on some overgrown conifers in Brampton Chase and asked whose responsibility it was to trim back. Clerk usually responded house owner but may be County in certain circumstances
- 15 Correspondence. 1) email from resident ref Amenity/Street lighting and speed limits. Council reported that whilst PC can provide some forms of lighting, however street lighting remains the responsibility of OCC.
- 16 Items of Interest or for future discussion. 1) The chair raised to the proposal of an earlier starting for regular council meetings. Council resolved to change start time to 7.00pm for trial period. ACTION : Clerk .2) Council requested Clerk to send flowers of condolence to Cllr D Pheasant on his recent sad loss of his daughter. ACTION: Clerk

There being no other items of interest the Chairman closed the meeting at 10.20pm

R.V. Hudson.  
Clerk to the Council.  
5<sup>th</sup> December 2022

# APPENDIX 1

| SHIPLAKE PARISH COUNCIL                                             |       | STATEMENT OF ACCOUNTS |                 | 1           | December          | 2022       |                                                      |
|---------------------------------------------------------------------|-------|-----------------------|-----------------|-------------|-------------------|------------|------------------------------------------------------|
|                                                                     |       | <b>Paid Out in</b>    | <b>November</b> | <b>2022</b> | <b>Cheque nos</b> |            |                                                      |
| R V Hudson – salary November                                        | 67.22 | 14-Nov                | 11.1            | BACS        | -                 | 609.71     | s 5 1963 Local Government (Financial provisions) Act |
| R V Hudson – expenses, office allowance November                    | 68.22 | 14-Nov                | 11.1            | BACS        |                   | 110.25     | s112(2) 1972 Local Government Act                    |
| Inland Revenue – clerk's tax November                               | 69.22 | 14-Nov                | 11.1            | BACS        |                   | 153.13     | s111 1972 Local Government Act                       |
| Zoomm( INV 23179) payment date 011222                               | 70.22 | 14-Nov                | 11.1            | BACS        |                   | 29.00      | s111 1972 Local Government Act                       |
| Robin Head (inv0047796)                                             | 71.22 | 14-Nov                | 11.1            | BACS        |                   | 56.00      | s111 1972 Local Government Act                       |
| Shiplake memorial Hall room hire (inv 2022-197)                     | 72.22 | 14-Nov                | 11.1            | BACS        |                   | 62.63      | s111 1972 Local Government Act                       |
| Tactical Facilities (INV SI) grass cutting and graffiti removal ser | 73.22 | 14-Nov                | 11.1            | BACS        | -                 | 0.00       | s111 1972 Local Government Act                       |
| HAGS Playground (inv 289759 A)                                      | 74.22 | 14-Nov                | 11.1            | BACS        |                   | 89739.00   | s111 1972 Local Government Act                       |
| SODC (dog bin servicing inv 10309586)                               | 75.22 | 14-Nov                | 11.1            | BACS        |                   | 226.04     | s111 1972 Local Government Act                       |
| Playsafety (RoSPA report ) INV 67439                                | 76.22 | 14-Nov                | 11.1            | BACS        |                   | 302.40     | s111 1972 Local Government Act                       |
| Royal British legion (Donation)                                     | 77.22 | 14-Nov                | 11.1            | Cheque      |                   | 500.00     | s111 1972 Local Government Act                       |
| TOTAL                                                               |       |                       |                 |             |                   | 91,788.16  |                                                      |
| <b>Transfer to Current Account from Deposit account</b>             |       |                       |                 |             |                   |            |                                                      |
| <b>Income since last meeting</b>                                    |       |                       |                 |             |                   |            |                                                      |
| VAT reclaim (HMRC)                                                  |       |                       |                 |             |                   | 4815.13    |                                                      |
| Total                                                               |       |                       |                 |             |                   | 4,815.13   |                                                      |
| <b>Statement Balances at 1st December 2022</b>                      |       |                       |                 |             |                   |            |                                                      |
| Co-operative Bank Current account                                   |       |                       |                 |             |                   | 34,699.50  |                                                      |
| Co-operative Bank Deposit account                                   |       |                       |                 |             |                   | 73,067.25  |                                                      |
| National Savings High Interest account                              |       |                       |                 |             |                   | 24,518.57  |                                                      |
| TOTAL                                                               |       |                       |                 |             |                   | 132,285.32 |                                                      |
| <b>Uncleared /Cancelled cheques at 1 December 2022</b>              |       |                       |                 |             |                   |            |                                                      |
|                                                                     |       |                       |                 |             |                   | 0.00       |                                                      |
| <b>Revised Balance Bank Current Account 1 December 2022</b>         |       |                       |                 |             |                   |            |                                                      |
|                                                                     |       |                       |                 |             |                   | 34,699.50  |                                                      |
| <b>Payments due to be made in 2022 approved under section</b>       |       |                       |                 |             |                   |            |                                                      |
|                                                                     |       | mtg date              | Minute ref      | Payment     |                   |            |                                                      |
| R V Hudson – salary November                                        | 78.22 | 12-Dec                | 11.1            | BACS        |                   | 921.51     | s 5 1963 Local Government (Financial provisions) Act |
| R V Hudson – expenses, office allowance November                    | 79.22 | 12-Dec                | 11.1            | BACS        |                   | 74.85      | s112(2) 1972 Local Government Act                    |
| Inland Revenue – clerk's tax November                               | 80.22 | 12-Dec                | 11.1            | BACS        |                   | 313.33     | s111 1972 Local Government Act                       |
| Zoomm( INV payment date 010123                                      | 81.22 | 12-Dec                | 11.1            | BACS        |                   | 29.00      | s111 1972 Local Government Act                       |
| Shiplake memorial Hall room hire (inv 2022-216 )                    | 82.22 | 12-Dec                | 11.1            | BACS        |                   | 38.25      | s111 1972 Local Government Act                       |
| Church Wall repair (Grant)                                          | 83.22 | 12-Dec                | 11.1            | BACS        |                   | 3000.00    | s111 1972 Local Government Act                       |
| SLCC membership                                                     | 84.22 | 12-Dec                | 11.1            | BACS        |                   | 146.00     | s111 1972 Local Government Act                       |
| Bluestone Planning                                                  | 85.22 | 12-Dec                | 11.1            | BACS        |                   | 131.40     | s111 1972 Local Government Act                       |
| Oxford It solutions (invoice 22812)                                 | 86.22 | 12-Dec                | 11.1            | BACS        |                   | 60.00      | s111 1972 Local Government Act                       |
| Oxford It solutions                                                 | 87.22 | 12-Dec                | 11.1            | BACS        |                   | 533.64     | s111 1972 Local Government Act                       |
| Robin Head (inv0047800)                                             | 88.22 | 12-Dec                | 11.1            | BACS        |                   | 56.00      | s111 1972 Local Government Act                       |
| TOTAL                                                               |       |                       |                 |             |                   | 5,303.98   |                                                      |
| <b>Anticipated Income</b>                                           |       |                       |                 |             |                   |            |                                                      |
| Total                                                               |       |                       |                 |             |                   | 0.00       |                                                      |
| <b>Transfer to Deposit Account from current account</b>             |       |                       |                 |             |                   |            |                                                      |
| <b>Transfer to Current Account from Deposit account</b>             |       |                       |                 |             |                   |            |                                                      |
| <b>Projected Financial Position as at 31st December 2022</b>        |       |                       |                 |             |                   |            |                                                      |
| Co-operative Bank Current account                                   |       |                       |                 |             |                   | 29,395.52  |                                                      |
| Co-operative Bank Deposit account                                   |       |                       |                 |             |                   | 73,067.25  |                                                      |
| National Savings account                                            |       |                       |                 |             |                   | 24,518.57  |                                                      |
| TOTAL                                                               |       |                       |                 |             |                   | 126,981.34 |                                                      |
| R V Hudson                                                          |       |                       |                 |             |                   |            |                                                      |
| Clerk to the Council.                                               |       |                       |                 |             |                   |            |                                                      |
|                                                                     | 1     | December              | 2022            |             |                   |            |                                                      |

**SHIPLAKE PARISH COUNCIL**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

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

|          |                                                     |           |                   |
|----------|-----------------------------------------------------|-----------|-------------------|
| <b>A</b> | <b>Bank Reconciliation at 30/11/2022</b>            |           |                   |
|          | Cash in Hand 01/04/2022                             |           | 120,016.14        |
|          | <b>ADD</b><br>Receipts 01/04/2022 - 30/11/2022      |           | 130,473.91        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2022 - 30/11/2022 |           | 250,490.05        |
|          | Cash in Hand 30/11/2022<br>(per Cash Book)          |           | 118,233.73        |
| <b>B</b> |                                                     |           | <b>132,256.32</b> |
|          | Cash in hand per Bank Statements                    |           |                   |
|          | Cash 30/11/2022                                     | 0.00      |                   |
|          | Cooperative Bank Current Account 30/11/2022         | 34,898.50 |                   |
|          | Cooperative Bank Business Select 30/11/2022         | 73,067.25 |                   |
|          | National Savings and Investments 30/11/2022         | 24,518.57 |                   |
|          |                                                     |           | <b>132,285.32</b> |
|          | Less unrepresented payments                         |           | 29.00             |
|          |                                                     |           | 132,256.32        |
|          | Plus unrepresented receipts                         |           |                   |
|          | <b>Adjusted Bank Balance</b>                        |           | <b>132,256.32</b> |
|          | <b>A = B Checks out OK</b>                          |           |                   |