

# SHIPLAKE PARISH COUNCIL.

Minutes of the Meeting of Shiplake Parish Council  
which took place on Monday 13th March 2023  
at Shiplake Memorial Hall at 7.00 p.m.

1. Present: Cllr C Penrose (Chairman). Cllr R Head, Cllr R Curtis, Cllrs D Pheasant, and Cllr J Stone IN ATTENDANCE Cllr D Bartholomew (OCC), APOLOGIES received from Cllr F Maroudas and Cllr A Manning. There were two members of the public(prospective councillors) present.
2. Declarations of Interest None declared.
3. Minutes Council resolved to approve the minutes of the meeting held on Monday, 13<sup>th</sup> February 2023, on a motion proposed by Cllr R Curtis and seconded by Cllr R Head.
4. Open Forum: The members of the public attending were considering joining the Council so were present in an observance capacity No other members of the public were present
5. Playgrounds Cllr Curtis reported all playgrounds are in satisfactory condition. Cllr Curtis asked about the replacement fencing in the MH playground where the powder coating had been peeling .ACTION: Clerk
6. Police Matters Cllr R Curtis reported 3 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. 1) update on Fix My Street Plough Lane vegetation The Clerk reported that Councillor Bartholomew had requested that the original report from OCC was unsatisfactory and should be reviewed 2) The Clerk reported that materials had been ordered for replacement Bus Shelters.3) Clerk requested to query the cost of the recent (£612)speed survey which seemed more expensive than previous surveys .ACTION : Clerk requested to recirculate the speed survey and c/f to the April PC mtg. ACTION : Clerk 4) Clerk requested to follow up on damaged HGV sign .ACTION : Clerk 5) Clerk requested to report numerous potholes on A4155 from Playhatch via Spam Hill to Shiplake on FMS .ACTION : Clerk
9. S.O.D.C. Cllr Bartholomew gave his report .Full report for Cllr Rawlins(absent) was taken as read and can be viewed [HERE](#)
10. Planning: Council reviewed the new applications received since Planning Meeting February 27<sup>th</sup> 2023
  - 1) Caversham Lakes Consultation
  - 2) P23/S0782/LDP Single storey side extension. Redlac House Bolney Road Lower Shiplake RG9 3NT. No Comment required.
  - 3) [P23/S0602/S73](#) Land East of Reading Road Lower Shiplake RB 8<sup>th</sup> April 2023Decisions
  - 4) Planning Decision Notice - P23/S0024/LDP Front Lodge Permission GrantedOther
  - 5) Cllr Bartholomew reported that the Council should write to the landowner of the plot of land in Mill Road opposite Lashbrook House requesting he repair the broken down fence which is in danger of collapsing onto the highway .ACTION : Clerk
11. Financial Matters.
  1. Council resolved to approve the payments for March (APPENDIX 1) on a motion proposed by Cllr R Curtis and seconded by Cllr J Stone
  2. Council resolved to approve the February Bank Statement on a motion proposed by Cllr R Curtis and seconded by Cllr J Stone
  3. Council resolved to approve the February Bank reconciliation. (APPENDIX 2) on a motion proposed by Cllr R Curtis and seconded by Cllr J Stone

4. Internal Audit process commenced with submission of Question Sheet
5. SODC Councillor Grant awarded for £2400 towards Bus shelters.

1.

12. Footpaths 1) Clerk reported that he had contacted OCC for update on repair to footpath by Orchard Close which BT are contracted to repair OCC have contacted BT Openreach for status further follow up by Clerk requested .ACTION : Clerk.2) Cllr D Pheasant reported conversations with residents in Toast Lane regarding low level security lighting for commuters , general consensus was that residents were not in favour.
13. AONB Nothing further to report progress through JPAG continues Terra Firma have commenced their project.
14. Memorial Hall. Cllr Manning was not present but had emailed to say refurbishment continues well, nothing else to report.
- 15 Correspondence. 1) Clerk has written to GWR with invoice for monies for upkeep Station Garden. 2) P20/S2721/FUL: Land at corner of Mill Road and Crowsley Road Lower Shiplake RG9 3L Council requested to write to landowner
- 16 Items of Interest
  - 1) Communication Strategy next step suggestion meeting after Easter
  - 2) Clerk reminded Councillors to complete nomination Forms asap for Clerk to submit at SODC before deadline April 4th

There being no other items of business the Chairman closed the meeting at 8.32 pm.

R.V. Hudson.  
Clerk to the Council.  
20<sup>th</sup> March 2023

## APPENDIX 1

| SHIPLAKE PARISH COUNCIL                                       |        | STATEMENT OF ACCOUNTS |                 |             | 1                  | March      | 2023    |                                                  |
|---------------------------------------------------------------|--------|-----------------------|-----------------|-------------|--------------------|------------|---------|--------------------------------------------------|
|                                                               |        | <u>Paid Out in</u>    | <u>February</u> | <u>2023</u> | <u>Cheque nos.</u> |            |         |                                                  |
| R V Hudson – salary January                                   |        | 96.22                 | 13-Feb          | 11.1        | BACS               | 643.47     | s 5     | 1963 Local Government (Financial provisions) Act |
| R V Hudson – expenses, office allowance January               |        | 97.22                 | 13-Feb          | 11.1        | BACS               | 133.35     | s112(2) | 1972 Local Government Act                        |
| Inland Revenue – clerk's tax January                          |        | 98.22                 | 13-Feb          | 11.1        | BACS               | 171.37     | s111    | 1972 Local Government Act                        |
| Zzoomm( INV 45259 date 280223                                 |        | 99.22                 | 13-Feb          | 11.1        | BACS               | 29.00      | s111    | 1972 Local Government Act                        |
| Shiplake memorial Hall room hire (inv 2023-31 )               |        | 100.22                | 13-Feb          | 11.1        | BACS               | 62.61      | s144    | 1972 Local Government Act                        |
| Scribe invoice 3704 subscription                              |        | 101.22                | 13-Feb          | 11.1        | BACS               | 414.72     | s111    | 1972 Local Government Act                        |
| Berkshire Oak Barns (inv 3704)                                |        | 102.22                | 13-Feb          | 11.1        | BACS               | 6000.00    | s 4     | 1953 Local Government Act                        |
| TOTAL                                                         |        |                       |                 |             |                    | 7,454.52   |         |                                                  |
| <u>Transfer to Current Account from Deposit account</u>       |        |                       |                 |             |                    |            |         |                                                  |
| <u>Income since last meeting</u>                              |        |                       |                 |             |                    |            |         |                                                  |
|                                                               |        |                       |                 |             |                    | 0.00       |         |                                                  |
| Total                                                         |        |                       |                 |             |                    | 0.00       |         |                                                  |
| <u>Statement Balances at 1st March 2023</u>                   |        |                       |                 |             |                    |            |         |                                                  |
| Co-operative Bank Current account                             |        |                       |                 |             |                    | 23,870.48  |         |                                                  |
| Co-operative Bank Deposit account                             |        |                       |                 |             |                    | 73,067.25  |         |                                                  |
| National Savings High Interest account                        |        |                       |                 |             |                    | 24,541.39  |         |                                                  |
| TOTAL                                                         |        |                       |                 |             |                    | 121,479.12 |         |                                                  |
| <u>Uncleared /Cancelled cheques at 1 March 2023</u>           |        |                       |                 |             |                    |            |         |                                                  |
|                                                               |        |                       |                 |             |                    | 29.00      |         |                                                  |
|                                                               |        |                       |                 |             |                    | 29.00      |         |                                                  |
| <u>Revised Balance Bank Current Account 1 March 2023</u>      |        |                       |                 |             |                    |            |         |                                                  |
|                                                               |        |                       |                 |             |                    | 23,841.48  |         |                                                  |
| <u>Payments due to be made in 2023 approved under section</u> |        |                       |                 |             |                    |            |         |                                                  |
| R V Hudson – salary February                                  | 103.22 | 13-Mar                | 11.1            | BACS        | 643.47             | s 5        |         | 1963 Local Government (Financial provisions) Act |
| R V Hudson – expenses, office allowance February              | 104.22 | 13-Mar                | 11.1            | BACS        | 136.19             | s112(2)    |         | 1972 Local Government Act                        |
| Inland Revenue – clerk's tax February                         | 105.22 | 13-Mar                | 11.1            | BACS        | 171.37             | s111       |         | 1972 Local Government Act                        |
| Zzoomm( INV 54370 date 300323                                 | 106.22 | 13-Mar                | 11.1            | BACS        | 29.00              | s111       |         | 1972 Local Government Act                        |
| Shiplake memorial Hall room hire (inv 2023-47 )               | 107.22 | 13-Mar                | 11.1            | BACS        | 38.23              | s144       |         | 1972 Local Government Act                        |
| Shiplake Dunsden and BH Sick Poor Fund Grant                  | 108.22 | 13-Mar                | 11.1            | BACS        | 250.00             | s137       |         | 1972 Local Government Act                        |
| OALC Subscription                                             | 109.22 | 13-Mar                | 11.1            | BACS        | 396.84             | s111       |         | 1972 Local Government Act                        |
| Oxit LTD                                                      | 110.22 | 13-Mar                | 11.1            | BACS        | 26.40              | s111       |         | 1972 Local Government Act                        |
| Chiltern Society (Subscription)                               | 111.22 | 13-Mar                | 11.1            | BACS        | 30.00              | s111       |         | 1972 Local Government Act                        |
| Tactical Facilities ( Dog Bin servicing)                      | 112.22 | 13-Mar                | 11.1            | BACS        | 5.70               | s111       |         | 1972 Local Government Act                        |
| OCC (invoice four speed survey )                              | 113.22 | 13-Mar                | 11.1            | BACS        | 612.00             | s111       |         | 1972 Local Government Act                        |
| TOTAL                                                         |        |                       |                 |             | 2,339.20           |            |         |                                                  |
| <u>Anticipated Income</u>                                     |        |                       |                 |             |                    |            |         |                                                  |
| Total                                                         |        |                       |                 |             |                    | 0.00       |         |                                                  |
| <u>Transfer to Deposit Account from current account</u>       |        |                       |                 |             |                    |            |         |                                                  |
| <u>Transfer to Current Account from Deposit account</u>       |        |                       |                 |             |                    |            |         |                                                  |
| <u>Projected Financial Position as at 31st March 2023</u>     |        |                       |                 |             |                    |            |         |                                                  |
| Co-operative Bank Current account                             |        |                       |                 |             |                    | 21,502.28  |         |                                                  |
| Co-operative Bank Deposit account                             |        |                       |                 |             |                    | 73,067.25  |         |                                                  |
| National Savings account                                      |        |                       |                 |             |                    | 24,541.39  |         |                                                  |
| TOTAL                                                         |        |                       |                 |             |                    | 119,110.92 |         |                                                  |
| R V Hudson Clerk to the Council.                              |        |                       |                 |             |                    |            |         |                                                  |
| 1 March 2023                                                  |        |                       |                 |             |                    |            |         |                                                  |

## APPENDIX 2

6 March 2023 (2022-2023)

### 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 06/03/2023</b>            |           |                          |
|          | Cash in Hand 01/04/2022                             |           | 120,016.14               |
|          | <b>ADD</b><br>Receipts 01/04/2022 - 06/03/2023      |           | 130,496.73               |
|          | <b>SUBTRACT</b><br>Payments 01/04/2022 - 06/03/2023 |           | 250,512.87<br>129,062.75 |
|          | <b>Cash in Hand 06/03/2023</b><br>(per Cash Book)   |           | <b>121,450.12</b>        |
| <b>B</b> | Cash in hand per Bank Statements                    |           |                          |
|          | Cash 06/03/2023                                     | 0.00      |                          |
|          | Cooperative Bank Current Account 06/03/2023         | 23,841.48 |                          |
|          | Cooperative Bank Business Select 06/03/2023         | 73,067.25 |                          |
|          | National Savings and Investments 06/03/2023         | 24,541.39 |                          |
|          |                                                     |           | <b>121,450.12</b>        |
|          | Less unrepresented payments                         |           |                          |
|          |                                                     |           | 121,450.12               |
|          | Plus unrepresented receipts                         |           |                          |
|          |                                                     |           |                          |
| <b>B</b> | <b>Adjusted Bank Balance</b>                        |           | <b>121,450.12</b>        |
|          | <b>A = B Checks out OK</b>                          |           |                          |