

SHIPLAKE PARISH COUNCIL.

Minutes of the Annual Parish Council
which took place on Monday 13th May 2024 in
Shiplake Memorial Hall at 7.00 p.m.

- 1 **PRESENT** Cllr C Penrose, Cllr D Pheasant, Cllr A Manning, Cllr D Miller, Cllr F Galton-Fenzi, Cllr J Stone, Cllr R Head, APOLOGIES: Cllr R Curtis, Cllr L Rawlings (DC) and Cllr M Giles (DC). sent their apologies. IN ATTENDANCE Cllr D Bartholomew (OCC) There were no members of the public present.
- 2 **ELECTION OF OFFICERS, SUB-COMMITTEES, WORKING PARTIES AND REPRESENTATIVES TO SERVE ON OUTSIDE BODIES**

The Clerk dissolved the meeting and requested nominations for Chairperson.

- i. Council nominated Cllr C Penrose as Chairman proposed by Cllr A Manning and seconded by Cllr J Stone. Unanimously approved.
- ii. The Chairman nominated Cllr R Head to be Co-opted as a member as there was still a remaining vacancy following the election. Unanimously approved.
- iii. Council nominated Cllr D Pheasant as Vice Chairman, proposed by Cllr R Head, and seconded by Cllr J Stone.
- iv. **SUB COMMITTEES /WORKING PARTIES.**
 - v. **Planning Committee:** Cllr C Penrose nominated as Chairman, proposed by Cllr D Miller, and seconded by Cllr R Head. Members: Cllr C Penrose Cllr D Pheasant, Cllr J Stone, Cllr R Curtis, Cllr R Head and Cllr D Miller
 - vi. **Grants and Finance:** Cllr C Penrose nominated as Chair. Proposed by Cllr A Manning and seconded by Cllr D Miller Members: Cllr J Stone, Cllr R Curtis, and Cllr D Miller.
 - vii. **REPRESENTATIVES ON VARIOUS COMMITTEES.**
 - viii. **Memorial Hall:** Cllrs A Manning and Cllr F Galton-Fenzi proposed by Cllr C Penrose and seconded by Cllr J Stone
 - ix. **Badgers Walk** Playground: Cllr R Curtis proposed by Cllr R Head and seconded by Cllr D Pheasant
 - x. **Memorial Hall** Playground: Cllr R Curtis proposed by Cllr R Head and seconded by Cllr D Pheasant
 - xi. **Shiplake C. E. School:** Cllr R Curtis proposed by Cllr R Head and seconded by Cllr C Penrose
 - xii. Cllr C Penrose nominated Cllr D Pheasant to chair a working party on Website development and Communications plan. Council approved.
 - xiii. 3 Councillors (J Stone, F Galton-Fenzi and A Manning) volunteered to be registered as FMS superusers ACTION: Clerk
 - xiv. Cllr D Miller volunteered to act as contact with Sonning Quarry Liaison group.

- 3 **DECLARATIONS OF INTEREST.** None declared
- 4 **O.C.C.** Cllr D Bartholomew gave his report. Full report can be viewed on website or [HERE](#)
- 5 **S.O.D.C.** Cllr M /Giles was not present to make his report .His report full report can be viewed on website or [HERE](#)
- 6 **MINUTES** Council resolved to approve the minutes of the meeting held on Monday 8th April 2024 on a motion proposed by Cllr A Manning and seconded by Cllr F Galton-Fenzi
- 7 **OPEN FORUM:** There were no members of the public present
- 8 **PLAYGROUNDS** Cllr R Curtis. was not present
- 9 **POLICE MATTERS** Cllr R Curtis was not present
- 10 **HIGHWAY MATTERS.** Council discussed the issues around the condition of Church Lane and resolved to wait and see if OCC highways carry out repairs as indicated on FMS report

- 11 **PLANNING:** Council reviewed new applications received since Parish Council Planning meeting 22nd April 2024

APPLICATIONS

- 1) [P24/S1368/FUL](#) The Old Vicarage. Waller RB 24th May 2024 **OBJECTION**

DECISIONS

- 2) P24/S1207/AG Land to the north of The Warren Reading Road Shiplake Cross Requires Planning Permission.

Council resolved to approve the recommendations on a motion proposed by Cllr F Galton-Fenzi and seconded by Cllr D Miller.

12 **FINANCIAL MATTERS.**

1. Council resolved to approve the payments for May (Appendix 1) on a motion proposed by Cllr A Manning and seconded by Cllr C Penrose.
2. Council resolved to approve the April Bank Statement on a motion proposed by Cllr A Manning and seconded by Cllr C Penrose.
3. Council resolved to approve the April Bank reconciliation. (Appendix 2) on a motion proposed by Cllr A Manning and seconded by Cllr C Penrose.
4. Council resolved to approve the Year End accounts differences variation carried forward from April PC Meeting on a motion proposed by Cllr A Manning and seconded by Cllr R Head.
5. Council resolved to approve the recommendations of the 2023-24 Internal Audit report, completed AGAR section and auditors' invoice TG7 for £250.00 on a motion proposed by Cllr A Manning and seconded by Cllr J Stone.
6. Council resolved to approve AGAR section 1 Annual Governance Statement on a motion proposed by Cllr A Manning and seconded by Cllr J Stone.
7. Council resolved to approve AGAR section 2 Accounting statements on a motion proposed by Cllr A Manning and seconded by Cllr J Stone.
8. Council resolved to approve the publication of notice of elector's rights for AGAR 2024 on a motion proposed by Cllr R Head and seconded by Cllr D Miller.
9. Council resolved to approve the second payment of £1050 to complete contribution of £2100 towards JPAG costs for AONB submission as agreed in January 2023 on a motion proposed by Cllr C Penrose and seconded by Cllr R Head.
10. Council resolved to approve payment of support funds to Shiplake Harpsden Dunsden Sick poor fund £250.00 on a motion proposed by Cllr F Galton-Fenzi and seconded by Cllr D Pheasant.
11. Council resolved to set up working party to review revised financial regulations and Audit report actions. ACTION: Clerk

- 13 **FOOTPATHS** The footpath by the Railway Bridge is closed Cllr J Stone to follow up

- 14 **AONB** Nothing further to report at present

- 15 **MEMORIAL HALL.** Cllr A Manning reported that the Hall trustees are interested in installing an EV charging point Clerk requested to ascertain contacts at OCC.

- 16 **CORRESPONDENCE.**

- 17 **ITEMS OF INTEREST** or for future discussion. Clerk reminded Councillors that the APM was scheduled for 16th May 2024 and the next PC meeting had been rescheduled to 17th June. There being no other items of business the Chairman closed the meeting at 9.11pm

R.V. Hudson.

Clerk to the Council.

APPENDIX 1

SHIPLAKE PARISH COUNCIL		STATEMENT OF ACCOUNTS		1	May	2024	
		Paid Out in	March	2024	Cheque		
R V Hudson – salary March	1.24	08-Apr	11.1	BACS	520.10	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.March	2.24	08-Apr	11.1	BACS	74.40	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC March	3.24	08-Apr	11.1	BACS	361.76	s111	1972 Local Government Act
Zoomm(INV 128175) date 260424	4.24	08-Apr	11.1	BACS	31.91	s111	1972 Local Government Act
Tactical Facilities (Grasscutting) INV SI 1377	5.24	08-Apr	11.1	BACS	5.70	s111	1972 Local Government Act
Shiplake Memorial Hall (March inv 20)	6.24	08-Apr	11.1	BACS	125.00	s111	1972 Local Government Act
SODC dog bin servicing inv 10356654	7.24	08-Apr	11.1	BACS	237.94	s111	1972 Local Government Act
OCC inv 3920709354	8.24	08-Apr	11.1	BACS	1650.00	s111	1972 Local Government Act
TOTAL					3,006.81		
Transfer to Current Account from Deposit account							
Income since last meeting							
Councillor grants					2400.00		
PRECEPT					17500.00		
CIL payment					14387.86		
Total					34,287.86		
Deposit account interest					602.23		
Statement Balances at 1 May 2024							
Co-operative Bank Current account					63,551.63		
Co-operative Bank Deposit account					74,520.41		
National Savings High Interest account					24,541.39		
TOTAL					162,613.43		
Uncleared /Cancelled cheques at 1 May 2024							
					0.00		
Revised Balance Bank Current Account 3 May 2024					63,551.63		
Payments due to be made in May							approved under section
		mtg date	Minute ref	Payment			
R V Hudson – salary April	9.24	13-May	12.1	BACS	693.47	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.April	10.24	13-May	12.1	BACS	233.93	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC April	11.24	13-May	12.1	BACS	188.39	s111	1972 Local Government Act
Zoomm(INV 0) date 260524	12.24	13-May	12.1	BACS	31.91	s111	1972 Local Government Act
Robin Head (inv 1086579) March	13.24	13-May	12.1	BACS	30.00	s111	1972 Local Government Act
Robin Head (inv 1086582) April	14.24	13-May	12.1	BACS	60.00	s111	1972 Local Government Act
Tactical Facilities (Grasscutting) INV paid by credit note	15.24	13-May	12.1	BACS	0.00	s111	1972 Local Government Act
Tactical Facilities (Grasscutting) INV paid by credit note	16.24	13-May	12.1	BACS	0.00	s111	1972 Local Government Act
Shiplake Memorial Hall (April inv 2024)	17.24	13-May	12.1	BACS	125.00	s111	1972 Local Government Act
Shiplake Harpsden sick poor fund	18.24	13-May	12.1	BACS	250.00	s137	1972 Local Government Act
JPAG invoice tranche 2	19.24	13-May	12.1	BACS	1,050.00	s111	1972 Local Government Act
WTG auditor invoice TG7	20.24	13-May	12.1	BACS	250.00	s111	1972 Local Government Act
Total					2,912.70		
Anticipated Income							
Total					0.00		
Transfer to Deposit Account from current account					0.00		
Transfer to Current Account from Deposit account					25,000.00		
Projected Financial Position as at 31st May 2024							
Co-operative Bank Current account					85,638.93		
Co-operative Bank Deposit account					49,520.41		
National Savings account					24,541.39		
CCLA (PSDF)					0.00		
TOTAL					159,700.73		
R V Hudson Clerk to the Council.							
1 May 2024							

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 28/04/2024		
	Cash in Hand 01/04/2024		130,698.24
	ADD Receipts 01/04/2024 - 28/04/2024		34,890.09
	SUBTRACT Payments 01/04/2024 - 28/04/2024		165,588.33 3,006.81
	Cash in Hand 28/04/2024 (per Cash Book)		162,581.52
B	Cash in hand per Bank Statements		
	Petty Cash 28/04/2024	0.00	
	Cooperative Bank Current Account 28/04/2024	63,551.63	
	National Savings and Investments 28/04/2024	24,541.39	
	Cooperative Bank Business Select 28/04/2024	74,520.41	
			162,613.43
	Less unrepresented payments		31.91
			162,581.52
	Plus unrepresented receipts		
	Adjusted Bank Balance		162,581.52
	A = B Checks out OK		