

SHIPLAKE PARISH COUNCIL.

Minutes of the Parish Council Meeting of Shiplake Parish Council
which took place on 8th September 2025
at **Shiplake Memorial Hall** at 7.00 p.m.

- 1 **PRESENT** Cllr C Penrose (Chair), Cllr R Head, Cllr D Pheasant (Deputy Chair), Cllr Stone, Cllr R Curtis, Cllr D Miller, and Cllr A Manning. Apologies were not received from Cllr M Giles (SODC) who did not attend. IN ATTENDANCE: Cllr L Rawlins (OCC/DC). and one member of the public
- 2 **DECLARATIONS OF INTEREST** None declared.
- 3 **O.C.C.** Cllr Rawlins gave his report . .. Applications are requested for the Councillor Priority Fund for local infrastructure projects. Closing date 5pm, November 30th 2026 ACTION : Clerk Full report can be viewed on website or [HERE](#)
- 4 **S.O.D.C.** Cllr Rawlins gave his report. Applications are requested for the Councillor Community Fund for local infrastructure projects closing date December 5th Noon 2025 . ACTION : Clerk .Full report can be viewed on website or [HERE](#).
- 5 **MINUTES** Council resolved to approve the minutes of the Parish Council meeting held on Monday 14th July 2025, on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
- 6 **OPEN FORUM:** Chair closed the meeting at 7.48 pm to allow the member of the public to speak. The member declined and the Chair resumed the meeting at 7.50pm.
- 7 **PLAYGROUNDS** Cllr R Curtis gave his report. MH gate not closing properly and there is a loose foot on the climbing wall. ACTION Clerk .BW evidence of vandalism with fixtures on multiplay unit being broken off. And the play surface under the swing a needing repair. The Clerk reported on the meetings held with two contractors both citing the difficulties with removing spoil and storage of new materials and equipment. Council suggested a piecemeal approach to replacing equipment to reduce waste removal. Clerk to discuss options with contractors. ACTION: Clerk. Clerk to arrange supply of one additional No Dogs sign for MH playground.
- 8 **POLICE MATTERS** Cllr R Curtis reported no incidents in June. Full report can be viewed [Crime Map](#)
- 9 **HIGHWAY MATTERS** 1) OCC highways engagement team update 2) Thames Farm Crossing update.3) Wyevale Bus Stop. No action to date Clerk requested to follow up with Highways engagement in particular Zebra crossing issue at Thames Farm. ACTION: Clerk. 4) Clerk reported he had submitted application for Temp Road closure for Remembrance Sunday. Council approved purchase of six new Lightweight roads signs to replace stolen ones and remaining one heavy metal sign for Remembrance Day. ACTION: Clerk
- 10 **COMMUNICATIONS PLAN** Cllr D Pheasant reported a meeting with G Jones to identify potential suppliers. Council requested Cllr Pheasant to provide 3 quotes for consideration at October Meeting. ACTION. Cllr D Pheasant
- 11 **EMERGENCY PLAN** Cllrs Manning reported that they are awaiting a leaflet from SODC to be formatted in correct format so that can be uploaded otherwise all ready to go. Positive feedback received from new residents
- 12 **PLANNING:** Council resolved to ratify decisions made and review any new applications received since Parish Council Planning meeting 21st August 2025
 - a) Thames Farm appeal Cllr C Penrose and Cllr D Pheasant updated Council on status of Thames Farm action against potential appeal by Developers. Council resolved to ratify the motion proposed by Cllr C Penrose and seconded by Cllr D Pheasant ,already approved by the Planning Group Shiplake Parish Council, will participate as a Rule 6 entity alongside Harpsden Parish Council, Henley Town Council and TFAG , in the matter of the expected appeal by Taylor Wimpey regarding the rejection by SODC of their planning application for groundworks at Thames Farm, Shiplake and contribute its fair share of any funds required, currently circa £17k..
 - b) P25/S0350/FUL Pennyhill, Woodlands Rd, Amendment RB 12th Sept OBJECTION, as previously **Ref 283684**
 - c) [P25/S2647/HH](#) 22, Orchard Close Ovstedal and Barr RB 25th Sept RESPONSE with comments about possible overbearing nature and impact on street scene **Ref 283685**

Decisions.

a) P25/S2038/LB Shiplake College PERMISSION GRANTED

b) P25/S2128/HH Danes Place PERMISSION GRANTED with 3conditions

c) P25/S2123/HH 15 Orchard Close PERMISSION GRANTED with 3conditions

Council resolved to approve the recommendations on a motion proposed by Cllr C Penrose and seconded by Cllr R Head.

Cllr R Head expressed concerns about use of Audley Villages facilities by Council until position clarified any restrictions of use within the original application and appeal. Clerk and Cllr R Head to review documentation. ACTION: Clerk and Cllr R Head

13 FINANCIAL MATTERS.

1. Council resolved to approve payments for August /September (Appendices 1/2) on a motion proposed by Cllr R Curtis and seconded by Cllr A Manning
2. Council resolved to approve August Bank Statement on a motion proposed by Cllr R Curtis and seconded by Cllr A Manning
3. Council resolved to approve August Bank reconciliation. (Appendix 3) on a motion proposed by Cllr R Curtis and seconded by Cllr A Manning
4. Council resolved to approve findings of Moore external audit report and approve fees of £378 on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
5. Council resolved to approve Terms of engagement and fees for Internal auditor Ms T Goss for 2025/26 on a motion proposed by Cllr A Manning and seconded by Cllr A Manning
6. Clerk reported that he had received a VAT reclaim from HMRC £2134.95
7. Council resolved to approve Council Insurance premium renewal for £2649.99 on a motion proposed by Cllr A Manning and seconded by Cllr R Curtis.

14 FOOTPATHS 1) New Footpath A4155 Memorial Avenue to Plough Lane. Site visit conducted work to commence mid-September 2) Swarm of wasps reported along footpath opposite Plough Pub. Clerk actioned a pest control contractor to remove.

15 AONB No further action at this stage

16 MEMORIAL HALL. Cllr A Manning reported on a number of improvements to the Hall over the past month e.g. underfloor insulation and carpentry at back of stage with new carpet. Overhanging tree has been addressed and a Highway signage (entry/exit) proposal has been agreed

17 CORRESPONDENCE. Clerk reported that it is not feasible to reinstitute the original trees covered by the group TPO and a new application is required. The clerk is to contact New Road residents' association for support. ACTION: Clerk

18 ITEMS OF INTEREST 1) Clerk and Chair to meet new COO of Shiplake College Sept 30th 2) Clerk to contact Chair of Shiplake and Wargrave regatta to get signage removed. 3) Chair offered his apologies for October meeting due to work commitments.

There being no other business the Chair closed the meeting at 9.42pm

R.V. Hudson.

Clerk to the Council

10th September 2025

SHIPLAKE PARISH COUNCIL			STATEMENT OF ACCOUNTS				1	August	2025
	Scribe Code	Scribe Cost Centre	Paid Out in	June	2025	Payment	paid		
R V Hudson – salary June	7	Clerk Net Salary	30.25	14-Jul	13.1	BACS	x	719.26 s 5	
R V Hudson – expenses, office allowance.June	9	Clerk Expenses	31.25	14-Jul	13.1	BACS	x	78.00 s112(2)	
Inland Revenue – clerk's tax /NIC June	8	Clerk Tax/Ni	32.25	14-Jul	13.1	BACS	x	252.10 s111	
Zzoomm(INV 585773) date 260625	12	Telephone/Broadband	33.25	14-Jul	13.1	BACS	x	36.43 s111	
Tactical Facilities (INV SI -3702)	22	Dog Bin Servicing	34.25	14-Jul	13.1	BACS	x	5.70 s111	
Tactical Facilities (INV SI -3802)	23	Grasscutting	35.25	14-Jul	13.1	BACS	x	72.34 s111	
Robin Head grasscutting (inv 0462003)	23	Grasscutting	36.25	14-Jul	13.1	BACS	x	60.00 s111	
Shiplake Memorial Hall Inv (SMH -2025-095)	19	Meetings	37.25	14-Jul	13.1	BACS	x	100.00 s111	
Oxford IT (INV 30001)	32	Web-Site/Social Media	38.25	14-Jul	13.1	BACS	x	267.83 s111	
Oxford IT (INV 30065)	32	Web-Site/Social Media	39.25	14-Jul	13.1	BACS	x	24.00 s111	
JBA (inv 2025a3203)	15	Consultancy	40.25	14-Jul	13.1	BACS	x	2553.60 s111	
TOTAL								4,169.26	
Transfer to Current Account from Deposit account									
Income since last meeting									
CCLAmnth interest							x	340.64	
Harpden PC grant							x	709.33	
Henley TC grant							x	709.33	
Total								709.33	
Statement Balances at 1st August 2025									
Co-operative Bank Current account								52,259.71	
Co-operative Bank Deposit account 1)								50,327.18	
Co-operative Bank Deposit account (2) new								0.00	
National Savings High Interest account(closed)								0.00	
CCLA (PSDF)								96,924.00	
TOTAL								199,510.89	
Uncleared /Cancelled cheques at 1 August 2025									
Total								0.00	
Revised Balance Bank Current Account			1	August	2025			52,259.71	
Payments due to be made in August 2025			approved under section						
				August mtg date		2025 Minute ref	Payment		
R V Hudson – salary July	7	Clerk Net Salary	41.25	8th -Sept	13.1	BACS		719.26 s 5	
R V Hudson – expenses, office allowance.July	9	Clerk Expenses	42.25	8th -Sept	13.1	BACS		71.25 s112(2)	
Inland Revenue – clerk's tax /NIC July	8	Clerk Tax/Ni	43.25	8th -Sept	13.1	BACS		252.10 s111	
Zzoomm(INV 625013) date 260725	12	Telephone/Broadband	44.25	8th -Sept	13.1	BACS	x	36.43 s111	
Tactical Facilities (INV SI -3884)	22	Dog Bin Servicing	45.25	8th -Sept	13.1	BACS		5.70 s111	
Tactical Facilities (INV SI -3959)	23	Grasscutting	46.25	8th -Sept	13.1	BACS		72.34 s111	
Robin Head grasscutting (inv 0462005)	23	Grasscutting	47.25	8th -Sept	13.1	BACS		60.00 s111	
Shiplake Memorial Hall Inv (SMH -2025-113)	19	Meetings	48.25	8th -Sept	13.1	BACS		125.00 s111	
Moore (audit Fees inv 331800)	13	Audit Fees	49.25	8th -Sept	13.1	BACS		378.00 s111	
Playsafety (RoSPA report) inv 91162	24	Playground Inspections	50.25	8th -Sept	13.1	BACS		216.00 s111	
TOTAL								1,936.08	
Anticipated Income									
CCLA (interest)									
CCLA (interest)									
Total								0.00	
Transfer to Deposit Account from current account								0.00	
Transfer to CCLA (PSDF) from Current Account (CO-OP)									
Transfer to Current Account from Deposit account								0.00	
Projected Financial Position as at 30th August 2025									
Co-operative Bank Current account								50,323.63	
Co-operative Bank Instant Access Deposit account (1)								50,327.18	
Co-operative Bank Instant Access Deposit account (2)new								0.00	
National Savings account(closed)								0.00	
CCLA (PSDF)								96,924.00	
TOTAL								197,574.81	
R V Hudson Clerk to the Council.									

APPENDIX 2

SHIPLAKE PARISH COUNCIL			STATEMENT OF ACCOUNTS			1 September 2025		
	Scribe Code	Scribe Cost Centre	aid Out	September	2025	Payment	paid	
R V Hudson – salary July	7	Clerk Net Salary	41.25	8th -Sept	13.1	BACS	719.26 s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance July	9	Clerk Expenses	42.25	8th -Sept	13.1	BACS	71.25 s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC July	8	Clerk Tax/Ni	43.25	8th -Sept	13.1	BACS	252.10 s111	1972 Local Government Act
Zoomm (INV 585773) date 260725	12	Telephone/Broadband	44.25	8th -Sept	13.1	BACS	x 36.43 s111	1972 Local Government Act
Tactical Facilities (INV SI -3884)	22	Dog Bin Servicing	45.25	8th -Sept	13.1	BACS	5.70 s111	1972 Local Government Act
Tactical Facilities (INV SI -3959)	23	Grasscutting	46.25	8th -Sept	13.1	BACS	72.34 s111	1972 Local Government Act
Robin Head grasscutting (inv 046)	23	Grasscutting	47.25	8th -Sept	13.1	BACS	60.00 s111	1972 Local Government Act
Shiplake Memorial Hall Inv (SMH -2025-113)	19	Meetings	48.25	8th -Sept	13.1	BACS	125.00 s111	1972 Local Government Act
Moore (audit Fees inv 331800)	13	Audit Fees	49.25	8th -Sept	13.1	BACS	378.00 s111	1972 Local Government Act
Playsafety (RoSPA report) inv 91162	24	Playground Inspections	50.25	8th -Sept	13.1	BACS	216.00 s111	1972 Local Government Act
TOTAL							1,936.08	
Transfer to Current Account from Deposit account								
Income since last meeting								
CCLA month interest							348.00	
Harpsden PC grant								
VAT reclaim							2134.95	
Bank interest								
CIL Payment								
Total							2,482.95	
Statement Balances at 1st September 2025								
Co-operative Bank Current account							54,706.23	
Co-operative Bank Deposit account 1)							50,327.18	
Co-operative Bank Deposit account (2) new							0.00	
National Savings High Interest account(closed)							0.00	
CCLA (PSDF)							96,924.00	
TOTAL							201,957.41	
Uncleared /Cancelled cheques at 1 September 2025								
							0.00	
Total							0.00	
Revised Balance Bank Current Account 1 September 2025 54,706.23								
Payments due to be made in September 2025 approved under section								
R V Hudson – salary Aug	7	Clerk Net Salary	51.25	8th -Sept	13.1	BACS	719.26 s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance Aug	9	Clerk Expenses	52.25	8th -Sept	13.1	BACS	73.50 s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC Aug	8	Clerk Tax/Ni	53.25	8th -Sept	13.1	BACS	252.10 s111	1972 Local Government Act
Zoomm (INV 664642) date 260825	12	Telephone/Broadband	54.25	8th -Sept	13.1	BACS	36.43 s111	1972 Local Government Act
Tactical Facilities (INV SI -4137)	22	Dog Bin Servicing	55.25	8th -Sept	13.1	BACS	5.70 s111	1972 Local Government Act
Tactical Facilities (INV SI -4085)	23	Grasscutting	56.25	8th -Sept	13.1	BACS	72.34 s111	1972 Local Government Act
Tactical Facilities (INV SI -3862)	23	Grasscutting	57.25	8th -Sept	13.1	BACS	36.00 s111	1972 Local Government Act
Robin Head grasscutting (inv 046)	23	Grasscutting	58.25	8th -Sept	13.1	BACS	60.00 s111	1972 Local Government Act
OXIT(inv 30644)	32	Web-Site/Social Media	59.25	8th -Sept	13.1	BACS	28.80 s111	1972 Local Government Act
Hiscox Insurance Council premium	20	Insurance	60.25	8th -Sept	13.1	BACS	2,649.99 s111	1972 Local Government Act
Henley pest Control	27	Repairs and Maintenance	61.25	8th -Sept	13.1	BACS	65.00 s111	1972 Local Government Act
Total							3,999.12	
Anticipated Income								
CCLA (interest)							337.69	
CCLA (interest)								
PRECEPT							17937.50	
Total							18,275.19	
Transfer to Deposit Account from current account 0.00								
Transfer to CCLA (PSDF) from Current Account (CO-OP) 0.00								
Transfer to Current Account from Deposit account 0.00								
Projected Financial Position as at 30th September 2025								
Co-operative Bank Current account							68,982.30	
Co-operative Bank Instant Access Deposit account (1)							50,327.18	
Co-operative Bank Instant Access Deposit account (2) new							0.00	
National Savings account(closed)							0.00	
CCLA (PSDF)							96,924.00	
TOTAL							216,233.48	
R V Hudson								
Clerk to the Council.								

APPENDIX 3

1 September 2025 (2025-2026)

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 01/09/2025		
	Cash in Hand 01/04/2025		166,368.32
	ADD Receipts 01/04/2025 - 01/09/2025		45,328.66
			211,696.98
	SUBTRACT Payments 01/04/2025 - 01/09/2025		9,739.57
	Cash in Hand 01/09/2025 (per Cash Book)		201,957.41
B	Cash in hand per Bank Statements		
	Petty Cash 01/09/2025	0.00	
	Cooperative Bank Current Account 01/09/2025	54,706.23	
	CCLA (PSDF) 01/09/2025	96,924.00	
	Cooperative Bank Deposit "B" 01/09/2025	0.00	
	National Savings and Investments 01/09/2025	0.00	
	Cooperative Bank Business Select 01/09/2025	50,327.18	
			201,957.41
	Less unrepresented payments		
			201,957.41
	Plus unrepresented receipts		
	Adjusted Bank Balance		201,957.41
	A = B Checks out OK		