

SHIPLAKE PARISH COUNCIL.

Minutes of Parish Council Meeting of Shiplake Parish Council

Monday 10th February 2025

held at **Shiplake Memorial Hall** at 7.00 p.m.

1 Present: Cllr C Penrose (Chairman). Cllr D Pheasant, Cllr R Head, Cllr R Curtis, Cllr D Miller, and Cllr A Manning. Apologies were received from Cllr Stone, Cllr M Giles (DC) IN ATTENDANCE: Cllr D Bartholomew (OCC), Cllr L Rawlins (DC)

2 Declarations of Interest None declared.

3 O.C.C. Cllr Bartholomew gave his report. Full report can be viewed on website or [HERE](#)

Local key points:

- 1) Church Lane Potholes (FMS ENQ251030964): Potholes have been made safe temporarily within 28 days. Long-term repairs are being explored but may not happen within this financial year. The Parish Council (PC) might be asked to contribute to the costs.
- 2) Footpath 7 Closure: Footpath 7 was closed due to surface collapse in November 2023. Repairs were completed in late 2024 but were inadequate, leading to new sinkholes. Network Rail is negotiating with the Environment Agency (EA) for a permit to carry out more substantial fixes.
- 3) Drainage Ditch Fencing on A4155: Unknown persons erected fencing around drainage ditches on the western side of the A4155. Efforts are being made to identify who is responsible.
- 4) A4155 Crossing Point Near Highlands House: The Section 278 works are incomplete due to unresolved drainage matters. Taylor Wimpey is responsible for the works and will be asked to carry out speed surveys and clear vegetation.
- 5) Footpath Alongside A4155: A plan for the footpath has been produced and circulated to the PC. Potential contractors have been met, and an estimate is expected soon.
- 6) Borehole Work on Station Road / Mill Road: The borehole has been installed, and OCC will clean the area and repair verge damage.
- 7) Abandoned Car: A black BMW X3 remains abandoned near the junction of New Road and Mill Lane. The clerk has been asked to contact the police or South Oxfordshire District Council (SODC) regarding the matter. Clerk requested to contact police. ACTION: Clerk ref no RAV-3220-25-4343-03
- 8) Cllr D Miller requested whether Taylor Wimpey could sweep the footpaths near the site as they are very muddy. ACTION: Clerk

4 SODC Cllrs Rawlins gave his report Full report can be viewed on website or [HERE](#)

Local key points:

- 1) Cllr R Curtis asked whether there had been any follow up to last month's query (item 4.1) to Cllr M Giles at the retirement villages regarding disabled access footpath which has steps at the end. ACTION: Cllr L Rawlins.

5 Minutes: Council resolved to approve the Minutes of the Parish Council meeting held on Monday 13th January 2025 on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller.

6 Open Forum: No members of the public present so meeting resumed at 7.42pm

7 Playgrounds 1) Cllr R Curtis gave an update on Basketball net project response from school. The school would welcome siting of the basketball at the Memorial fields for most benefit for the school.

8 Police Matters Cllr R Curtis. 2 incidents full details here [Crime Map](#)

9 Highway Matters 1) FMS issues follow up 30mph roundel retirement village. OCC have now added to asset base and instructed suppliers to attend and repair 2) Meeting with OCC highways engagement team. February 5th ref Church Lane and 2pm 12th of March, agreed to meet on 12th March ACTION: Clerk 3) Thames Farm Crossing update. awaiting RSA

- 10 Communications Plan and website:** update Cllr D Pheasant after discussion agreed to c/f to March meeting. Councillors to identify candidates from village to take on the lead and be possibly co-opted onto Council
- 11 Emergency Plan** Cllrs Stone and Manning requested c/f to March meeting
- 12 Planning:** To review any new applications received since Parish Council Planning meeting 27th January 2024
- 1) P24/S2642/FUL Thames Farm. amendments return by date 28th Feb awaiting TFAG response
 - 2) [P25/S0251/LDP](#) Barum Lashbrook Rd. Hortopp no reply required
- Decisions.**
- 3) P24/S3864/FUL Shiplake College Permission Granted with 3 conditions
- 13 Financial Matters.**
1. Council has resolved to approve payments for February (APPENDIX 1) on a motion proposed by Cllr C Penrose and seconded by Cllr D Pheasant,
 2. Council resolved to approve approve January Bank Statement. on a motion proposed by Cllr C Penrose and seconded by Cllr D Pheasant,
 3. Council resolved to approve January Bank reconciliation. (APPENDIX 2) on a motion proposed by Cllr C Penrose and seconded by Cllr D Pheasant. Cllr Penrose queried an entry on the reconciliation ACTION: Clerk rectified 11th Feb, revised reconciliation attached in Appendix 2.
 4. Council resolved to approve detailed Budget summary and forecast circulated. on a motion proposed by Cllr R Curtis and seconded by Cllr R Head.
 5. Council resolved to approve CIL payments to be made to Parish Council from SODC on a motion proposed by Cllr C Penrose and seconded by Cllr R Curtis.
 6. The Clerk informed Council Tarmac Grant submitted for Badgers Walk Playground project.
 7. New grass cutting /maintenance quote received. Council rejected on the basis of cost.
 8. SODC Councillor Grant £2400 awarded.
- 14 Footpaths** Nothing to update
- 15 AONB** Nothing to update
- 16 Memorial Hall.** Cllr A Manning reported a) MH Centenary events Council resolved to support occasion with Grant of £1600 to purchase a 4-seater bench with plaque to be located in agreement with the Hall and PC. b) Cllr Manning agreed to ask trustees to allow Cllr Head to present his meeting room proposal to the trustees ACTION Cllr A Manning c) Council agreed Cllr Penrose would write to Bob Partridge (Chair, Memorial Hall Trustees) with regards to SPC proposals for a basketball hoop and groundworks provision ACTION: Cllr C .Penrose
- 17 Correspondence.** 1) Request from Primary School for support. Council resolved to approve grant to purchase 2 mud scrapers on playing field and 1 at Badgers Walk. At an estimated cost of £300-400 per unit to be purchased and installed by The Memorial Hall 2) Retirement Villages Audley Meadows letter received requesting meetings with PC ACTION: Clerk.
- 18 Items of Interest or for future discussion.** APM dates (May 22nd) and April PC date change (Apr 14th) Council resolved to **cancel April PC meeting**

There being no other items of business the Chairman closed the meeting at 9.27pm

R.V. Hudson.
Clerk to the Council.
11th February 2025

APPENDIX 1

SHIPLAKE PARISH COUNCIL									
STATE MENT OF ACCOUNTS									
1 February 2025									
Scribe Code	Scribe Cost Centre	Paid Out in	January	2024	Payment	-			
R V Hudson – salary Dec	7	Clerk Net Salary	96.24	13-Jan	11.1	BACS	719.26	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.Dec	9	Clerk Expenses	97.24	13-Jan	11.1	BACS	76.20	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC Dec	8	Clerk Tax/Ni	98.24	13-Jan	11.1	BACS	199.29	s111	1972 Local Government Act
Zzoomm(INV 398665) date 260125	12	Telephone/Broadband	99.24	13-Jan	11.1	BACS	36.43	s111	1972 Local Government Act
Robin Head (inv-1096 –)Dec	23	Grasscutting	100.24	13-Jan	11.1	BACS	0.00	s111	1972 Local Government Act
Tactical Facilities (INV SI-2)	23	Grasscutting	101.24	13-Jan	11.1	BACS	0.00	s111	1972 Local Government Act
Tactical Facilities (INV SI-2700)	22	ODC Dog Bin Servicing	102.24	13-Jan	11.1	BACS	5.70	s111	1972 Local Government Act
Meeting room the Ark (Dec Fin mtg)	19	Meetings	103.24	13-Jan	11.1	BACS	20.00	s137	1972 Local Government Act
Wel Med (Defib Battery (Invoice - I282521	56	Defib Maintenance	104.24	13-Jan	11.1	BACS	279.54	s111	1972 Local Government Act
Oxit Ltd (Inv 28467)	32	Web-Site/Social Media	105.24	13-Jan	11.1	BACS	280.86	s111	1972 Local Government Act
TOTAL							1,617.28		
Transfer to Current Account from Deposit account									
Income since last meeting							302.66		
CCLA interest									
Total							0.00		
Statement Balances at 1st February 2025									
Co-operative Bank Current account							43,998.85		
Co-operative Bank Deposit account 1)							49,952.83		
Co-operative Bank Deposit account (2) new							0.00		
National Savings High Interest account(closed)							0.00		
CCLA (PSDF)							75,000.00		
TOTAL							168,951.68		
Uncleared /Cancelled cheques at 1 February 2025									
							0.00		
Total							0.00		
Revised Balance Bank Current Account									
							43,998.85		
Payments due to be made in February 2025 approved under section									
R V Hudson – salary Jan	7	Clerk Net Salary	106.24	10-Feb	13.1	BACS	719.26	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.Jan	9	Clerk Expenses	107.24	10-Feb	13.1	BACS	244.66	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC Jan	8	Clerk Tax/Ni	108.24	10-Feb	13.1	BACS	199.29	s111	1972 Local Government Act
Zzoomm(INV) date 260225	12	Telephone/Broadband	109.24	10-Feb	13.1	BACS	36.43	s111	1972 Local Government Act
Tactical Facilities (INV SI-2908)	22	ODC Dog Bin Servicing	110.24	10-Feb	13.1	BACS	5.70	s111	1972 Local Government Act
Tactical Facilities (INV SI-2840)	27	repairs and Maintenance	111.24	10-Feb	13.1	BACS	252.00	s111	1972 Local Government Act
Tactical Facilities (INV SI-2887)	23	Grasscutting	112.24	10-Feb	13.1	BACS	63.00	s111	1972 Local Government Act
Scribe accountancy package (inv 8583)	14	Accountancy	113.24	10-Feb	13.1	BACS	414.72	s111	1972 Local Government Act
Meeting room mem Hall (SMH 2025-016	19	Meetings	114.24	10-Feb	13.1	BACS	70.00	s111	1972 Local Government Act
Total							2,005.06		
Anticipated Income									
CCLA (interest)							300.43		
Total							300.43		
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 February 2025									
Co-operative Bank Current account							42,294.22		
Co-operative Bank Instane Access Deposit account (1)							49,952.83		
Co-operative Bank Instane Access Deposit account (2)new							0.00		
National Savings account(closed)							0.00		
CCLA (PSDF)							75,000.00		
TOTAL							167,247.05		

APPENDIX 2

SHIPLAKE PARISH COUNCIL

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 11/02/2025		
	Cash in Hand 01/04/2024		130,698.24
	ADD Receipts 01/04/2024 - 11/02/2025		64,846.40
	SUBTRACT Payments 01/04/2024 - 11/02/2025		195,544.64
			26,292.53
	Cash in Hand 11/02/2025 (per Cash Book)		169,252.11
B	Cash in hand per Bank Statements		
	Petty Cash 11/02/2025	0.00	
	Cooperative Bank Current Account 11/02/2025	44,299.28	
	CCLA (PSDF) 11/02/2025	75,000.00	
	Cooperative Bank Deposit "B" 11/02/2025	0.00	
	National Savings and Investments 11/02/2025	0.00	
	Cooperative Bank Business Select 11/02/2025	49,952.83	
			169,252.11
	Less unrepresented payments		
			169,252.11
	Plus unrepresented receipts		
	Adjusted Bank Balance		169,252.11
	A = B Checks out OK		