

# **SHIPLAKE PARISH COUNCIL**

Minutes of the Parish Council Meeting of Shiplake Parish Council  
which took place on 14<sup>th</sup> July 2025  
at **Shiplake Memorial Hall** at 7.00 p.m.

- 1 **PRESENT** Cllr D Pheasant (Deputy Chair), Cllr Stone, Cllr R Curtis, Cllr D Miller, and Cllr A Manning. Apologies were received from Cllr C Penrose (Chair).and Cllr R head). IN ATTENDANCE: Cllr L Rawlins (OCC/DC). and Cllr M Giles 3 members of the public were present. In the absence of the Chair Cllr D Pheasant took the Chair. Council expressed their good wishes for a full recovery from his recent long spell in hospital to Cllr R Head.
- 2 **DECLARATIONS OF INTEREST** None declared.
- 3 **O.C.C.** Cllr Rawlins gave his report Full report can be viewed on website or [HERE](#)
- 4 **S.O.D.C.** Cllr Rawlins gave his report Full report can be viewed on website or [HERE](#). Cllr R Curtis requested Clerk to submit a grant application from capital grants fund for refurbishment of Badgers Walk playground although deadline is tight 25<sup>th</sup> July. ACTION: Clerk. Cllr Curtis requested Cllrs Rawlins and Giles forward written county and district reports as usual. However, he requested that they keep their verbal reports at meetings on issues pertinent to the Parish only (unless Council sought clarification on written reports).
- 5 **MINUTES** Council resolved to approve the minutes of the Parish Council meeting held on Monday 9<sup>th</sup> June 2025, on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
- 6 **OPEN FORUM:** Chair closed the meeting at 7.46pm to give an opportunity for members of the public to address the Council on items on the agenda. A Planning consultant (JU) with Savills discussed the proposal to build on land off Bolney Lane. A resident in New Road (RD) expressed her strong concerns about pedestrian safety following the amendment to the proposal for development on land in New Road. The Chair resumed the meeting at 8.09pm
- 7 **PLAYGROUNDS** Cllr R Curtis gave his report. Cllr A Manning requested an additional no dogs sign due to an unpleasant altercation in the playground. ACTION: Clerk
- 8 **POLICE MATTERS** Cllr R Curtis reported just 1 incident of public order offence 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. ACTION: Clerk
- 10 **COMMUNICATIONS PLAN** No further action apart from contact with Oxford IT who are not interested to redevelop w/s, so alternatives are required. Cllr C Penrose has submitted one name two others are required. Cllr D Pheasant and Mr G Jones to pull together a project plan based on feedback from brainstorm meeting and submit before September meeting. ACTION Cllr Manning to contact G Jones for his view on what is required..Cllr D Pheasant and G Jones
- 11 **EMERGENCY PLAN** Cllr A Manning reported good feedback from visits to new residents. A suggestion was offered to include information on Heatwaves and Extreme cold, Council responded for this not to be included. Cllr Manning requested the plan be uploaded to Website. ACTION Cllr D Pheasant and G Jones
- 12 **PLANNING:** Council resolved to ratify decisions made and review any new applications received since Parish Council Planning meeting 23<sup>rd</sup> June 2025
  - a) P24/S2652/S73/ P24/S2642/FUL/ P24/S2651/DIS – Thames Farm Objection submitted in line with TFAG comments Cllr D Pheasant to attend Planning Committee meeting 16<sup>th</sup> July
  - b) [P25/S0350/FUL](#) Pennyhill Amendment OBJECTION ref 280449
  - c) P25/S1769/LDP Conway 19 Baskerville Lane Lower Shiplake RG9 3JY Response submitted
  - d) [P25/S0195/O \(Outline\)](#) Land to the North, New Road RB 14<sup>th</sup> July OBJECTION ref 280451
  - e) [P25/S1814/HH](#) Bayard Nursery Close, Sheard. RB 25<sup>th</sup> July NO OBJECTION ref 280452
  - f) [P25/S1970/AG](#) The Old Vicarage, Waller RB 21<sup>st</sup> July OBJECTION ref 280453
  - g) [P25/S1856/HH](#) Manor Croft Northfield Avenue, Buckall. RB 29<sup>th</sup> July NO OBJECTION ref 280454
  - h) [P25/S1930/HH](#) Old Court House Baskerville Lane Lower Shiplake RG9 3JY RB 29<sup>th</sup> July OBJECTION ref 280457
  - i) Community Governance review RB Sept 19<sup>th</sup> c/f to September PC meeting

Council resolved to approve recommendations on a motion proposed by Cllr D Miller and seconded by Cllr J Stone.

**13 FINANCIAL MATTERS.**

1. Council resolved to approve payments for July (Appendix 1) on a motion proposed by Cllr R Curtis and seconded by Cllr A Manning
2. Council resolved to approve June Bank Statement on a motion proposed by Cllr R Curtis and seconded by Cllr A Manning
3. Council resolved to approve June Bank reconciliation. (Appendix 2) on a motion proposed by Cllr R Curtis and seconded by Cllr A Manning

**14 FOOTPATHS** Order placed proposed new Footpath A4155 Memorial Avenue to Plough Lane. Site visit planned for 11<sup>th</sup> August 3pm with Clerk and Chair

**15 AONB No further action**

**16 MEMORIAL HALL.** Cllr A Manning Overhanging Tree due for action and Highway signages visit planned 8<sup>th</sup> August 10.30 am

**17 CORRESPONDENCE.** 1) Council agrees to send letter to the Headmaster of Shiplake College, Tyrone Howe on rowing success at HRR ACTION: Clerk 2) letter from EA reference Shiplake Lock Island community, letter circulated. c//f to September meeting

**18 ITEMS OF INTEREST** APM/AGM. Date for 2026 is scheduled currently for March 9<sup>th</sup>, 2026, 6.30pm APM followed by AGM 7.30/7.45 pm

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

R.V. Hudson.

Clerk to the Council

16th July 2025

|                                                             |             |                        |                               |                 |                   |                |                   |                               |
|-------------------------------------------------------------|-------------|------------------------|-------------------------------|-----------------|-------------------|----------------|-------------------|-------------------------------|
| <b>SHIPLAKE PARISH COUNCIL.</b>                             |             |                        | <b>STATEMENT OF ACCOUNTS.</b> |                 |                   | <b>1</b>       | <b>July</b>       | <b>2025</b>                   |
|                                                             | Scribe Code | Scribe Cost Centre     | <b>Paid Out in</b>            | <b>June</b>     | <b>2025</b>       | <b>Payment</b> | <b>paid</b>       |                               |
| R V Hudson – salary May                                     | 7           | Clerk Net Salary       | <b>19.25</b>                  | <b>09-Jun</b>   | 13.1              | BACS           | y                 | 719.26 s 5                    |
| R V Hudson – expenses, office allowance.May                 | 9           | Clerk Expenses         | <b>20.25</b>                  | <b>09-Jun</b>   | 13.1              | BACS           | y                 | 72.60 s112(2)                 |
| Inland Revenue – clerk's tax /NIC May                       | 8           | Clerk Tax/Nl           | <b>21.25</b>                  | <b>09-Jun</b>   | 13.1              | BACS           | y                 | 252.10 s111                   |
| Zzoomm( INV 546944) date 260525                             | 12          | Telephone/Broadband    | <b>22.25</b>                  | <b>09-Jun</b>   | 13.1              | BACS           | y                 | 36.43 s111                    |
| Tactical Facilities ( INV SI -3590)                         | 22          | Dog Bin Servicing      | <b>23.25</b>                  | <b>09-Jun</b>   | 13.1              | BACS           | y                 | 5.70 s111                     |
| Tactical Facilities ( INV SI 3542)                          | 23          | Grasscutting           | <b>24.25</b>                  | <b>09-Jun</b>   | 13.1              | BACS           | y                 | 72.34 s111                    |
| Robin Head grasscutting ( inv 0462001)                      | 23          | Grasscutting           | <b>25.25</b>                  | <b>09-Jun</b>   | 13.1              | BACS           | y                 | 30.00 s111                    |
| Grant (henley arts trail)                                   | 64          | on Specific Expenditu  | <b>26.25</b>                  | <b>09-Jun</b>   | 13.1              | BACS           | y                 | 200.00 s137                   |
| Grant Mary Batten (shiplate station garden project )        | 68          | Environmental Projects | <b>27.25</b>                  | <b>09-Jun</b>   | 13.1              | BACS           | y                 | 183.98 s137                   |
| Lowland water rescue (bradbury)                             | 64          | on Specific Expenditu  | <b>28.25</b>                  | <b>09-Jun</b>   | 13.1              | BACS           | y                 | 500.00 s137                   |
| Shiplake Memorial Hall Inv (SMH -2025-082)                  | 19          | Meetings               | <b>29.25</b>                  | <b>09-Jun</b>   | 13.1              | BACS           | y                 | 112.50 s111                   |
| <b>TOTAL</b>                                                |             |                        |                               |                 |                   |                | <b>2,184.91</b>   |                               |
| <b>Transfer to Current Account from Deposit account.</b>    |             |                        |                               |                 |                   |                |                   |                               |
| <b>Income since last meeting</b>                            |             |                        |                               |                 |                   |                |                   |                               |
| CCLA month interest                                         |             |                        |                               |                 |                   |                |                   | <b>288.85</b>                 |
| Precept                                                     |             |                        |                               |                 |                   |                |                   |                               |
| Bank interest                                               |             |                        |                               |                 |                   |                |                   |                               |
| CIL Payment                                                 |             |                        |                               |                 |                   |                |                   |                               |
| <b>Total</b>                                                |             |                        |                               |                 |                   |                | <b>288.85</b>     |                               |
| <b>Statement Balances at 1st July 2025</b>                  |             |                        |                               |                 |                   |                |                   |                               |
| Co-operative Bank Current account                           |             |                        |                               |                 |                   |                |                   | <b>54,706.10</b>              |
| Co-operative Bank Deposit account 1)                        |             |                        |                               |                 |                   |                |                   | 50,327.18                     |
| Co-operative Bank Deposit account (2) new                   |             |                        |                               |                 |                   |                |                   | 0.00                          |
| National Savings High Interest account(closed)              |             |                        |                               |                 |                   |                |                   | <b>0.00</b>                   |
| CCLA (PSDF)                                                 |             |                        |                               |                 |                   |                |                   | 96,924.00                     |
| <b>TOTAL</b>                                                |             |                        |                               |                 |                   |                | <b>201,957.28</b> |                               |
| <b>Uncleared /Cancelled cheques at</b>                      |             |                        | <b>1</b>                      | <b>July</b>     | <b>2025</b>       |                |                   |                               |
|                                                             |             |                        |                               |                 |                   |                |                   | 0.00                          |
| <b>Total</b>                                                |             |                        |                               |                 |                   |                | <b>0.00</b>       |                               |
| <b>Revised Balance Bank Current Account</b>                 |             |                        | <b>1</b>                      | <b>July</b>     | <b>2025</b>       |                |                   | <b>54,706.10</b>              |
| <b>Payments due to be made in</b>                           |             |                        |                               | <b>July</b>     | <b>2025</b>       |                |                   | <b>approved under section</b> |
|                                                             |             |                        |                               | <b>mtg date</b> | <b>Minute ref</b> | <b>Payment</b> |                   |                               |
| R V Hudson – salary June                                    | 7           | Clerk Net Salary       | <b>30.25</b>                  | <b>14-Jul</b>   | 13.1              | BACS           |                   | 719.26 s 5                    |
| R V Hudson – expenses, office allowance.June                | 9           | Clerk Expenses         | <b>31.25</b>                  | <b>14-Jul</b>   | 13.1              | BACS           |                   | 78.00 s112(2)                 |
| Inland Revenue – clerk's tax /NIC June                      | 8           | Clerk Tax/Nl           | <b>32.25</b>                  | <b>14-Jul</b>   | 13.1              | BACS           |                   | 252.10 s111                   |
| Zzoomm( INV 585773) date 260625                             | 12          | Telephone/Broadband    | <b>33.25</b>                  | <b>14-Jul</b>   | 13.1              | BACS           |                   | 36.43 s111                    |
| Tactical Facilities ( INV SI -3702)                         | 22          | Dog Bin Servicing      | <b>34.25</b>                  | <b>14-Jul</b>   | 13.1              | BACS           |                   | 5.70 s111                     |
| Tactical Facilities ( INV SI -3802)                         | 23          | Grasscutting           | <b>35.25</b>                  | <b>14-Jul</b>   | 13.1              | BACS           |                   | 72.34 s111                    |
| Robin Head grasscutting ( inv 0462003)                      | 23          | Grasscutting           | <b>36.25</b>                  | <b>14-Jul</b>   | 13.1              | BACS           |                   | 60.00 s111                    |
| Shiplake Memorial Hall Inv (SMH -2025-095)                  | 19          | Meetings               | <b>37.25</b>                  | <b>14-Jul</b>   | 13.1              | BACS           |                   | 100.00 s111                   |
| Oxford IT (INV 30001)                                       | 32          | Web-Site/Social Media  | <b>38.25</b>                  | <b>14-Jul</b>   | 13.1              | BACS           |                   | 267.83 s111                   |
| Oxford IT (INV 30065)                                       | 32          | Web-Site/Social Media  | <b>39.25</b>                  | <b>14-Jul</b>   | 13.1              | BACS           |                   | 24.00 s111                    |
| JBA ( inv 2025a3203)                                        | 15          | Consultancy            | 40.25                         | <b>14-Jul</b>   | 13.1              | BACS           |                   | 2,553.60 s111                 |
| <b>Total</b>                                                |             |                        |                               |                 |                   |                | <b>4,169.26</b>   |                               |
| <b>Anticipated Income</b>                                   |             |                        |                               |                 |                   |                |                   |                               |
| CCLA (interest)                                             |             |                        |                               |                 |                   |                |                   | <b>11.36</b>                  |
| CCLA (interest)                                             |             |                        |                               |                 |                   |                |                   | <b>329.28</b>                 |
| <b>Total</b>                                                |             |                        |                               |                 |                   |                | <b>11.36</b>      |                               |
| <b>Transfer to Deposit Account from current account</b>     |             |                        |                               |                 |                   |                | 0.00              |                               |
| <b>Transfer to CCLA (PSDF) from Current Account (CO-OP)</b> |             |                        |                               |                 |                   |                | 0.00              |                               |

SHIPLAKE PARISH COUNCIL

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

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

|   |                                                     |           |                        |
|---|-----------------------------------------------------|-----------|------------------------|
| A | <b>Bank Reconciliation at 19/06/2025</b>            |           |                        |
|   | Cash in Hand 01/04/2025                             |           | 166,368.32             |
|   | <b>ADD</b><br>Receipts 01/04/2025 - 19/06/2025      |           | 41,086.41              |
|   | <b>SUBTRACT</b><br>Payments 01/04/2025 - 19/06/2025 |           | 207,454.73<br>5,497.45 |
|   | <b>Cash in Hand 19/06/2025</b><br>(per Cash Book)   |           | <b>201,957.28</b>      |
| B | Cash in hand per Bank Statements                    |           |                        |
|   | Petty Cash 19/06/2025                               | 0.00      |                        |
|   | Cooperative Bank Current Account 19/06/2025         | 54,706.10 |                        |
|   | CCLA (PSDF) 19/06/2025                              | 96,924.00 |                        |
|   | Cooperative Bank Deposit "B" 19/06/2025             | 0.00      |                        |
|   | National Savings and Investments 19/06/2025         | 0.00      |                        |
|   | Cooperative Bank Business Select 19/06/2025         | 50,327.18 |                        |
|   |                                                     |           | <b>201,957.28</b>      |
|   | Less unrepresented payments                         |           |                        |
|   |                                                     |           | 201,957.28             |
| B | Plus unrepresented receipts                         |           |                        |
|   | <b>Adjusted Bank Balance</b>                        |           | <b>201,957.28</b>      |
|   | <b>A = B Checks out OK</b>                          |           |                        |