

SHIPLAKE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting
of Shiplake Parish Council which was held
on Monday 12th May 2025 at Shiplake Memorial Hall at 7.30 p.m.

1. **PRESENT**, Cllr D Pheasant, Cllr A Manning, Cllr D Miller, Cllr J Stone, Cllr R Head, APOLOGIES: Cllr C Penrose Cllr R Curtis, and Cllr M Giles (DC). sent their apologies. IN ATTENDANCE Cllr L Rawlings (DC) /(OCC) There were three 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 D Pheasant and seconded by Cllr R Head. Unanimously approved.
 - ii. Council nominated Cllr D Pheasant as Vice Chairman, proposed by Cllr J Stone and seconded by Cllr D Miller. In the absence of the Chairman Cllr Pheasant took the Chair.
 - iii. **SUB COMMITTEES /WORKING PARTIES.**
 - iv. **Planning Committee**: Cllr C Penrose nominated as Chairman, proposed by Cllr D Pheasant 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
 - v. **Grants and Finance**: Cllr C Penrose nominated as Chair. Proposed by Cllr D Pheasant and seconded by Cllr D Miller Members: Cllr J Stone, Cllr R Curtis, and Cllr D Miller.
 - vi. **REPRESENTATIVES ON VARIOUS COMMITTEES.**
 - vii. **Memorial Hall**: Cllrs A Manning proposed by Cllr R Head and seconded by Cllr J Stone
 - viii. **Badgers Walk** Playground: Cllr R Curtis proposed by Cllr R Head and seconded by Cllr A Manning
 - ix. **Memorial Hall** Playground: Cllr R Curtis proposed by Cllr R Head and seconded by Cllr A Manning
 - x. **Shiplake C. E. School**: Cllr R Curtis proposed by Cllr R Head and seconded by Cllr A Manning
 - xi. Cllr D Pheasant to continue to chair a working party on Website development and Communications plan. Council approved.
 - xii. 3 Councillors (J Stone, D Pheasant and A Manning) registered as FMS superusers
 - xiii. Cllr D Miller to act as contact with Sonning Quarry Liaison group.
3. **DECLARATIONS OF INTEREST**. None declared
4. **O.C.C.** Newly elected Cllr L Rawlins gave an initial report. Full report can be viewed on website or [HERE](#). Council wished to minute thanks from Council to D Bartholomew for his tireless contribution to the Parish over last 12 years and wished him well in the future ACTIONED by Clerk and Cllr C Penrose
5. **S.O.D.C.** Cllr M Giles was not present to make his report .Cllr Rawlins in his capacity as DC gave a brief report ,full report can be viewed on website or [HERE](#)
6. **MINUTES** Council resolved to approve the minutes of the meeting held on Monday 10th March 2025 on a motion proposed by Cllr D Pheasant and seconded by Cllr D Miller.
7. **OPEN FORUM** The Chair closed the meeting 8.09pm to allow members of the public to speak. The owner of the Plough Pub asked if a brown tourism sign could be considered to help customers find the location but more importantly the car park. Cllr Rawlins requested the owner to write to him personally and he would revisit the situation.. ACTION: L. Rawlins. The Chairman resumed the meeting at 8.20pm
8. **PLAYGROUNDS** Cllr R Curtis. was not present
9. **POLICE MATTERS** Cllr R Curtis was not present
10. **HIGHWAY MATTERS.**
 - 1) Church Lane repair proposal OCC contractors Clerk to contact OCC highways engagement team for a status update following village site meeting in April ACTION: Clerk

11. **COMMUNICATIONS PLAN** Cllr D Pheasant gave an update. Councillors agreed that progress was slow and agreed to set up a one-off council meeting to brainstorm communications ideas and wishes inc website development, social media and newsletters. Cllr Pheasant and Mr Gareth Jones to produce agenda The Clerk to organise a 2-hr meeting mid-June ACTION: Clerk
12. **EMERGENCY PLAN** Cllr Manning reported that there had been very little feedback /response and therefore proposed the Plan was ready to be published. Council agreed.
13. **PLANNING**: To review any new applications received since Planning Meeting April 28th2025
Applications: 1) P25/S1165/FUL Westbourne Homes Gates. RB 16th May. OBJECTION ref 278228
 2) P25/S0329/FUL Pennyhill Amended RB 5th June .C/f to planning meeting.
 Planning meeting to be rearranged to Tuesday 27th May.
Decisions
 1) P24/S2702/HH Badgers Walk Permission granted
 2) P24/S4009/H Brampton Chase. Permission granted
 3) P25/S0825/HH Barum. Lashbrook Road. Permission granted.
 4) P24/S3130/FUL Wyevale gates Permission granted.
 The recommendations were approved on a motion proposed by Cllr R Head and seconded by Cllr J Stone
14. **FINANCIAL MATTERS.**
 1. Council resolved to approve Financial Payments for April/May. Months (APPENDIX 1 /2) on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
 2. Council resolved to approve April bank statement on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
 3. Council resolved to approve April bank reconciliation (APPENDIX 3) on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
 4. Council resolved to approve Year End accounts (circulated) on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
 5. Council resolved to approve Year End accounts differences variation (circulated) on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
 6. Council resolved to approve Internal Auditors report if available (circulated) on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
 7. Council resolved to approve AGAR section 1 Annual Governance Statement if item 14.5 available (circulated) on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
 8. Council resolved to approve AGAR section 2 Accounting Statements if item 14.5 available (circulated) on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
 9. Council resolved to approve of elector's rights for AGAR 2025 if items 14.6 and 14.7 approved ((circulated) on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
 10. Council resolved to approve of support funds to Shiplake Harpsden Dunsden Sick poor fund £250 on a motion proposed by Cllr R Head and seconded by Cllr A Manning
 11. To set up working party to review revised financial regulations and Audit report actions
 12. Council resolved to approve deposit of £21.924 k to CCLA from Coop current account (CIL monies) on a motion proposed by Cllr A Manning and seconded by Cllr R Head
 13. Council resolved to approve request for support of dry suit for Lowlands Water rescue £500 on a motion proposed by Cllr A Manning and seconded by Cllr R Head
15. **FOOTPATHS** To approve the costs of the new footpath alongside A4155. As there are still some concerns it was agreed to c/f to June meeting when we have full council members present.
16. **AONB** Update on the recent NE decision to cancel the project based on cost. This decision is being strongly resisted.
17. **MEMORIAL HALL.** Cllr A Manning nothing to report
18. **CORRESPONDENCE**
19. **ITEMS OF INTEREST** or for future discussion.

There being no other items of business the Chair closed the meeting at 9.35pm

APPENDIX 1

SHIPLAKE PARISH COUNCIL.			STATE MENT OF ACCOUNTS.				1	April	2025	
	Scribe Code	Scribe Cost Centre	Paid Out in	March	2025	Payment	paid			
R V Hudson – salary Feb	7	Clerk Net Salary	115.24	10-Mar	14.1	BACS	x	719.26	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.Feb	9	Clerk Expenses	116.24	10-Mar	14.1	BACS	x	77.55	s112(2)	1972 Local Government Act
Inland Revenue – clerk’s tax /NIC Feb	8	Clerk Tax/NI	117.24	10-Mar	14.1	BACS	x	199.29	s111	1972 Local Government Act
Zzoomm(INV) date 260325	12	Telephone/Broadband	118.24	10-Mar	14.1	BACS	x	36.43	s111	1972 Local Government Act
Tactical Facilities (INV SI -3031)	22	Dog Bin Servicing	119.24	10-Mar	14.1	BACS	x	5.70	s111	1972 Local Government Act
Tactical Facilities (INV SI -3077)	27	apairs and Maintenanc	120.24	10-Mar	14.1	BACS	x	63.00	s137	1972 Local Government Act
OALC subscription	46	OALC	121.24	10-Mar	14.1	BACS	x	440.92	s111	1972 Local Government Act
Oxford IT (inv 28846)	32	Web-Site/Social Media	122.24	10-Mar	14.1	BACS	x	28.80	s111	1972 Local Government Act
Shiplake Memorial Hall (inv 2025-033)	19	Meetings	123.24	10-Mar	14.1	BACS	x	125.00	s111	1972 Local Government Act
JBA invoice (TFAG) Inv	15	Consultancy	124.24	10-Mar	14.1	BACS	x	4384.44	s111	1972 Local Government Act
TOTAL								6,080.39		
Transfer to Current Account from Deposit account										
Income since last meeting										
CCLA interest								262.73		
Henley town council (TFAG contribution)								1284.60		
hrpsden PC (TFAG Contribution)								1217.90		
Councillor Grant								2400.00		
Total								5,165.23		
Statement Balances at 1st April 2025										
Co-operative Bank Current account								41,415.49		
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								166,368.32		
Uncleared /Cancelled cheques at			1	April	2025			0.00		
Total								0.00		
Revised Balance Bank Current Account			1	April	2025			41,415.49		
Payments due to be made in			APRIL Meeting cancelled				approved under section			
				May		2025				
				mtg date	Minute ref	Payment				
R V Hudson – salary March	7	Clerk Net Salary	1.25	12-May	14.1	BACS		719.26	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.March	9	Clerk Expenses	2.25	12-May	14.1	BACS		60.00	s112(2)	1972 Local Government Act
Inland Revenue – clerk’s tax /NIC March	8	Clerk Tax/NI	3.25	12-May	14.1	BACS		200.98	s111	1972 Local Government Act
Zzoomm(INV 471599) date 260325	12	Telephone/Broadband	4.25	12-May	14.1	BACS	x	36.43	s111	1972 Local Government Act
Tactical Facilities (INV SI -3205)	22	Dog Bin Servicing	5.25	12-May	14.1	BACS		5.70	s111	1972 Local Government Act
Tactical Facilities (INV SI -3277)	23	Grasscutting	6.25	12-May	14.1	BACS		63.00	s137	1972 Local Government Act
Shiplake Memorial Hall (inv 2025-049)	19	Meetings	7.25	12-May	14.1	BACS		70.00	s111	1972 Local Government Act
CWA (inv 75-265-2)	15	Consultancy	8.25	12-May	14.1	BACS		240.00	s111	1972 Local Government Act
Royal mail (keepsafe)	66	Misc Admin	9.25	12-May	14.1	BACS		70.50	s111	1972 Local Government Act
SODC Dog Bin service (inv 10390660)	22	Dog Bin Servicing	10.25	12-May	14.1	BACS		257.62	s111	1972 Local Government Act
Total								1,723.49		
Anticipated Income										
CCLA (interest)										
Precept								17937.50		
Total								17,937.50		
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 31st				May	2025					
Co-operative Bank Current account								57,629.50		
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								182,582.33		

APPENDIX 2

SHIPLAKE PARISH COUNCIL			STATEMENT OF ACCOUNTS				1	May	2025	
	Scribe Code	Scribe Cost Centre	Paid Out in	April	2025	Payment	paid			
R V Hudson – salary Mar	7	Clerk Net Salary	1.25	12-May	14.1	BACS		719.26	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.Mar	9	Clerk Expenses	2.25	12-May	14.1	BACS		60.00	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC Mar	8	Clerk Tax/NI	3.25	12-May	14.1	BACS	x	200.98	s111	1972 Local Government Act
Zzoomm(INV 471599) date 260325	12	Telephone/Broadband	4.25	12-May	14.1	BACS	x	36.43	s111	1972 Local Government Act
Tactical Facilities (INV SI -3205)	22	Dog Bin Servicing	5.25	12-May	14.1	BACS	x	5.70	s111	1972 Local Government Act
Tactical Facilities (INV SI -3277)	27	Repairs and Maintenance	6.25	12-May	14.1	BACS	x	63.00	s137	1972 Local Government Act
Shiplake Memorial Hall (inv 2025-049)	19	Meetings	7.25	12-May	14.1	BACS	x	70.00	s111	1972 Local Government Act
CWA (inv 75-265-2)	15	Consultancy	8.25	12-May	14.1	BACS	x	240.00	s111	1972 Local Government Act
Royal mail (keepsafe)	66	Misc Admin	9.25	12-May	14.1	BACS	x	70.50	s111	1972 Local Government Act
SODC Dog Bin service (inv 10390660)	22	Dog Bin Servicing	10.25	12-May	14.1	BACS	x	257.62	s111	1972 Local Government Act
TOTAL								1,723.49		
Transfer to Current Account from Deposit account										
Income since last meeting										
CCLA interest								286.63		
Precept								17937.50		
CIL Payment								21924.00		
Total								18,224.13		
Statement Balances at 1st May 2025										
Co-operative Bank Current account								80,619.39		
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								205,572.22		
Uncleared /Cancelled cheques at 1 May 2025										
Total								0.00		
Revised Balance Bank Current Account										
1 May 2025								80,619.39		
APRIL Meeting cancelled										
Payments due to be made in				May		2025				approved under section
				mtg date	Minute ref	Payment				
R V Hudson – salary Apr	7	Clerk Net Salary	10.25	12-May	14.1	BACS		719.26	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.Apr	9	Clerk Expenses	11.25	12-May	14.1	BACS		69.00	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC Apr	8	Clerk Tax/NI	12.25	12-May	14.1	BACS		303.22	s111	1972 Local Government Act
Zzoomm(INV 508815) date 260425	12	Telephone/Broadband	13.25	12-May	14.1	BACS		36.43	s111	1972 Local Government Act
Tactical Facilities (INV SI -)	22	Dog Bin Servicing	14.25	12-May	14.1	BACS		5.70	s111	1972 Local Government Act
Tactical Facilities (INV SI -3440)	23	Grasscutting	15.25	12-May	14.1	BACS		72.34	s111	1972 Local Government Act
WTG consultancy Internal Audit (Invoice no TG/26/25)	13	Audit Fees	16.25	12-May	14.1	BACS		125.00	s111	1972 Local Government Act
Robin Head grasscutting (inv 1086600)	23	Grasscutting	17.25	12-May	14.1	BACS		30.00	s111	1972 Local Government Act
Robin Head grasscutting (inv 1086598)	24	Grasscutting	18.25	12-May	14.1	BACS		60.00	s111	1972 Local Government Act
Total								1,420.95		
Anticipated Income										
CCLA (interest)								275.08		
Total								275.08		
Transfer to Deposit Account from current account										
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 31st May 2025										
Co-operative Bank Current account								79,473.52		
Co-operative Bank Instant Access Deposit account (1)								49,952.83		
Co-operative Bank Instant Access Deposit account (2)new								0.00		
National Savings account(closed)								0.00		
CCLA (PSDF)								75,000.00		
TOTAL								204,426.35		
R V Hudson										
Clerk to the Council.										
1 May 2025										

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 29/04/2025		
	Cash in Hand 01/04/2025		166,368.32
	ADD		
	Receipts 01/04/2025 - 29/04/2025		40,148.13
	SUBTRACT		206,516.45
	Payments 01/04/2025 - 29/04/2025		1,723.49
	Cash in Hand 29/04/2025 (per Cash Book)		204,792.96
B	Cash in hand per Bank Statements		
	Petty Cash 27/10/2024	0.00	
	Cooperative Bank Current Account 29/04/2025	80,619.39	
	CCLA (PSDF) 29/04/2025	75,000.00	
	Cooperative Bank Deposit "B" 29/04/2025	0.00	
	National Savings and Investments 29/04/2025	0.00	
	Cooperative Bank Business Select 29/04/2025	49,952.83	
			205,572.22
	Less unrepresented payments		779.26
			204,792.96
	Plus unrepresented receipts		
	Adjusted Bank Balance		204,792.96
	A = B Checks out OK		