

SHIPLAKE PARISH COUNCIL.

Minutes of the Meeting of Shiplake Parish Council
which took place on Monday 16th December 2024
at Shiplake College at 7.00 p.m.

- 1 **Present:** Cllr C Penrose (Chairman). Cllr D Pheasant, Cllr R Head, Cllr R Curtis, Cllr D Miller, Cllr J Stone, and Cllr A Manning. Apologies were received from Cllr M Giles (DC). IN ATTENDANCE Cllr D Bartholomew (OCC), Cllr L Rawlins (DC) and one member of the public.
- 2 **Declarations of Interest** None declared.
- 3 **O.C.C.** Cllr Bartholomew gave his general and local 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](#)
- 5 **Minutes** Council resolved to approve the minutes of the meeting held on Monday 11th November on a motion proposed by Cllr R Head and seconded by Cllr R Curtis.
- 6 **Open Forum:** The Chairman closed the meeting at 7.59pm to allow the member of the public to speak. The resident spoke of her concerns regarding the situation at the Lock Island camping site. The Chairman resumed the meeting at 8.03pm.
- 7 **Playgrounds** Cllr Curtis reported on Badgers Walk. Trees still need trimming back. MH no problems apart from delamination previously reported. ACTION: Clerk. To contact MD Hags for action. Clerk to contact Tarmac to gauge whether a grant might be available for the refurbishment of Badgers Walk Playground. ACTION: Clerk
- 8 **Police Matters** Cllr R Curtis reported 7 incidents full report can be viewed here [Crime Map](#)
- 9 **Highway Matters.** 1) most recent FMS issues have been followed up and resolved, However VAS remains out of order 2) Thames Farm Crossing Action Plan. Cllr Bartholomew reported that OCC highways are going to review this decision and have requested Taylor Wimpey to carry out a speed survey. Response from Harpsden PC was disappointing as their chairman indicated it was not of great concern to their parish.
- 10 **Planning:** Council reviewed new applications received since Parish Council meeting 11th November 2024
 - 1) [P24/S2351/FUL](#) Baskerville Arms Station Road Siplak Tavern RB 23rd Dec 2024 Council responded by expressing a request for a condition that the new accommodation stays ancillary to the Baskerville Arms ie so that it cannot be sold off separately.
 - 2) [P24/S3864/FUL](#) Shiplake College, JCCP RB 2nd Jan 2025 No Material objections
 - 3) [P24/S3859/HH](#) Allways the Crescent Herbert RB 4/1/2025 No Material Objections
 - 4) P24/S1368/FUL Amendment the Old Vicarage Church Lane Shiplake RG9 4BS RB 4/1/2025 Objection stands with comments as in previous submission
 - 5) [P24/S3891/S73](#) The Cottage Crowsley Road Lower Shiplake RG9 3JU Williams RB 14th Jan 2025 Not enough information to comment. Clerk to contact Planning officer for any further info
 - 6) Lock Island Camping Chairman to meet with local MP in January to discuss way forward
- 11 **Decisions.**
 - 7) P24/S3268/HH 13 Westfield Crescent PERMISSION GRANTED with 3 conditionsCouncil resolved to approve responses on a motion proposed by Cllr R Curtis and seconded by Cllr D Pheasant
- 11 **Financial Matters.**
 1. Council resolved to approve payments for December (Appendix 1) on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
 2. Council resolved to approve November Bank Statement. (Appendix 2) on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
 3. Council resolved to approve November Bank reconciliation. (Appendix 3) on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
 4. Council resolved to approve payment of £200 to SHADDO Youth group on a motion proposed by Cllr D Pheasant and seconded by Cllr R Head
 5. Council resolved to approve recommendations of Finance working group:

- a) Budget for 2025/26 Receipts net precept (£ 86103) and Payments (£115033) on a motion proposed by Cllr R Head and seconded by Cllr R Curtis
- b) Precept 2025/26 of £35875 on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
- c) Financial and General Risk assessments on a motion proposed by Cllr R Curtis and seconded by Cllr C Penrose
- d) Management of Internal controls on a motion proposed by Cllr C Penrose and seconded by Cllr A Manning
- e) Effectiveness of Internal Audit 2023-24 on a motion proposed by Cllr A Manning and seconded by Cllr D Miller
- f) Standing Orders adoption on a motion proposed by Cllr D Miller and seconded by Cllr J Stone
- g) Internal Auditors interim report c/f Jan 2025 on a motion proposed by Cllr J Stone and seconded by Cllr D Pheasant
- h) Clerk Job evaluation Chairman agreed to take this item offline to discuss with Finance and HR working party

Council resolved to rename Finance Working group as Finance and HR working group until elections May 2025 on a motion proposed by Cllr C Penrose and seconded by Cllr R Curtis.

- 12. **Footpaths.** Council reviewed brief footpath report from Mr G Jones
- 13. **AONB** Nothing to update at this stage
- 14. **Memorial Hall.** 1) Cllr A Manning reported on request for basketball hoop at the MH playground. Cllr Manning reported the trustees are not willing to give a licence for this to go ahead and that use of the land would need their permission. The Chairman has requested an opportunity to present SPC's case to the MH Trustees. As SPC are supportive of this project, Clerk has submitted a request for a Councillor grant to support. Clerk requested to get detailed quotes on installation costs and area required. The issue regarding licence at this stage remains unresolved. Chairman maintains Memorial Hall as ideal location choice (given its purpose and role in the communities of Shiplake and Binfield Heath, its other sports uses and accessibility for both Binfield Heath and Shiplake users). If it should remain impossible at the Memorial Hall other locations may have to be considered.
2) Cllr Manning reported that next year is the centenary of the Hall and a number of events are being planned. Council was asked if they wished to get involved with, say, July 20th summer event.? Chairman requested c/f to January meeting once full schedule published.
- 15. **Correspondence.** 1) Communications Plan. 2) Newsletter 3) Website – expenditure – ongoing management. Cllr A Manning expressed some concern about apparent lack of progress. Cllr D Pheasant explained this was a function of current workload and agreed to look at each item and advise who is involved in each of the projects and update Council at the February PC meeting, Council can then see where help may be needed. ACTION: Cllr D Pheasant
- 16. **Items of Interest** or for future discussion. Cllrs Stone and Manning will present emergency plans proposal in January Mtg. ACTION: Clerk to add to agenda.

There being no other items of business the Chairman closed the meeting at 9.32pm

R.V. Hudson.
Clerk to the Council.
18th December 2024

APPENDIX 1

<u>SHIPLAKE PARISH COUNCIL</u>		<u>STATEMENT OF ACCOUNTS</u>			<u>1 December 2024</u>		
	<u>Paid Out in</u>	<u>November</u>	<u>2024</u>	<u>Payment</u>			
R V Hudson – salary Oct	73.24	11-Nov	11.1	BACS	693.47	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.Oct	74.24	11-Nov	11.1	BACS	74.85	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC Oct	75.24	11-Nov	11.1	BACS	188.39	s111	1972 Local Government Act
Zzoomm(INV 331603) date 261124	76.24	11-Nov	11.1	BACS	tbc	34.43	s111 1972 Local Government Act
Robin Head (inv 1086594)Oct	77.24	11-Nov	11.1	BACS	tbc	60.00	s111 1972 Local Government Act
Shiplake Memorial Hall (October inv2024-154)	78.24	11-Nov	11.1	BACS		100.00	s111 1972 Local Government Act
Tactical Facilities () INV SI -2487)	79.24	11-Nov	11.1	BACS		114.00	s111 1972 Local Government Act
Tactical Facilities () INV SI -2439)	80.24	11-Nov	11.1	BACS		5.70	s111 1972 Local Government Act
SODC dog bin servicing (10379916)	81.24	11-Nov	11.1	BACS		257.62	s111 1972 Local Government Act
membershio SLCC	82.24	11-Nov	11.1	BACS		190.00	s111 1972 Local Government Act
Donation to Poppy Appeal RBL	83.24	11-Nov	11.1	102802		500.00	s111 1972 Local Government Act
TOTAL						2,218.46	
<u>Transfer to Current Account from Deposit account</u>							
<u>Income since last meeting</u>							
CCLA interest						314.70	
Total						314.70	
<u>Statement Balances at 1st December 2024</u>							
Co-operative Bank Current account					47,110.13		
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					172,062.96		
<u>Uncleared /Cancelled cheques at 1 December 2024</u>							
ZZOOMM directdebit 1/12 /24					34.43		
Total					0.00		
Revised Balance Bank Current Account	3	December	2024			47,075.70	
<u>Payments due to be made in December 2024 approved under section</u>							
R V Hudson – salary Nov	84.24	16-Dec	11.1	BACS	927.58	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.Nov	85.24	16-Dec	11.1	BACS	74.40	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC Nov	86.24	16-Dec	11.1	BACS	287.30	s111	1972 Local Government Act
Zzoomm(INV) date 261224	87.24	16-Dec	11.1	BACS	34.43	s111	1972 Local Government Act
Robin Head (inv 1086596) Nov	88.24	16-Dec	11.1	BACS	60.00	s111	1972 Local Government Act
Shiplake Memorial Hall (Nov inv2024-168)	89.24	16-Dec	11.1	BACS	70.00	s111	1972 Local Government Act
Tactical Facilities (INV SI -2639)	90.24	16-Dec	11.1	BACS	84.00	s111	1972 Local Government Act
Tactical Facilities (INV SI -2589)	91.24	16-Dec	11.1	BACS	5.70	s111	1972 Local Government Act
Grant to Shaddo Youth Group	92.24	16-Dec	11.1	BACS	200.00	s137	1972 Local Government Act
Oxit (inv20864)	93.24	16-Dec	11.1	BACS	70.00	s111	1972 Local Government Act
P A S Invoice 3047	94.24	16-Dec	11.1	BACS	120.00	s111	1972 Local Government Act
Theresa Goass Internal Auditor interim (TG /01/25)	95.24	16-Dec	11.1	BACS	125.00	s111	1972 Local Government Act
Total						2,058.41	
<u>Anticipated Income</u>							
CCLA (interest)						296.18	
Total						296.18	
<u>Transfer to Deposit Account from current account</u>							
<u>Transfer to CCLA (PSDF) from Current Account (CO-OP)</u>							
<u>Transfer to Current Account from Deposit account</u>							
<u>Projected Financial Position as at 30th December 2024</u>							
Co-operative Bank Current account					45,313.47		
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					170,266.30		
R V Hudson							
Clerk to the Council.							
1 December 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 01/12/2024		
	Cash in Hand 01/04/2024		130,698.24
	ADD		
	Receipts 01/04/2024 - 01/12/2024		63,947.13
	SUBTRACT		194,645.37
	Payments 01/04/2024 - 01/12/2024		22,805.23
	Cash in Hand 01/12/2024 (per Cash Book)		171,840.14
B	Cash in hand per Bank Statements		
	Petty Cash 01/12/2024	0.00	
	Cooperative Bank Current Account 01/12/2024	47,075.70	
	CCLA (PSDF) 01/12/2024	75,000.00	
	Cooperative Bank Deposit "B" 01/12/2024	0.00	
	National Savings and Investments 01/12/2024	0.00	
	Cooperative Bank Business Select 01/12/2024	49,952.83	
			172,028.53
	Less unrepresented payments		25,188.39
			146,840.14
	Plus unrepresented receipts		25,000.00
	Adjusted Bank Balance		171,840.14
	A = B Checks out OK		