

SHIPLAKE PARISH COUNCIL

Minutes of the Parish Council Meeting of Shiplake Parish Council
which took place on Monday 12th January 2026
at **Shiplake Memorial Hall** at 7.00 p.m.

Minutes

- 1 **PRESENT:** Cllr C Penrose (Chair) Cllr R Head, Cllr R Curtis, Cllr J Stone, Cllr D Miller, and Cllr A Manning. Apologies were received from: Cllr D Pheasant (Deputy Chair), and Cllr M Giles (DC). IN ATTENDANCE: Cllr L Rawlins (OCC/DC). And two members of the public (ES and EB)
- 2 **DECLARATIONS OF INTEREST** None declared.
- 3 **O.C.C.** Cllr Rawlins gave his report including an update on Henley Fire Station 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 Parish Council meeting held on November 10th 2025 on a motion proposed by Cllr R Head and seconded by Cllr R Curtis
- 6 **OPEN FORUM:** The Chair closed the meeting at 7.06 pm to allow members of the public to speak. The meeting resumed at 7.09pm.
- 7 **PLAYGROUNDS** Cllr R Curtis reported all playgrounds satisfactory . Council briefly reviewed the third quotation for Badgers Walk. Clerk requested to place three graphics on the website for comment from the residents. Clerk to investigate submission of grant request from capital grant fund at SODC. ACTION: Clerk. Cllr R Curtis requested the Clerk to organise purchase of NO DOGS sign for MH playground as no action from HAGS. ACTION: Clerk.
- 8 **POLICE MATTERS** Cllr R Curtis reported 1 incident in Orchard Close Full report can be viewed on [Crime Map](#)
- 9 **HIGHWAY MATTERS** 1) The Clerk was requested to forward request for road safety measures suggested by a resident in Mill Lane to OCC highways (CS) and follow up actions with OCC highways engagement team. ACTION: Clerk. Clerk to report two issues in Shiplake Row on FMS 1) Flooding at Junction with plough Lane and Memorial Avenue ref 8679417. ACTION Clerk and report to SODC highways damaged non functioning VAS in Plough Lane.ACTION : Clerk
- 10 **COMMUNICATIONS PLAN** Cllr C Penrose gave an update on progress with conversations Mr G Jones , Cllr D Pheasant and a resident Mrs E Burrows regarding a number of technical, structural , procedural and architectural website related issues to allow a full brief to 3 nominated developers .Cllr Manning reflected a degree of frustration at outwardly slow progress . Cllr Penrose explained the Comms team is developing a functional requirements brief, but sorting this has been complex and time-consuming. It may not be possible to retain all the high technical functionality our existing website as we switch to a Wordpress platform. Council agreed to co-opt Mrs E Burows onto communication's team to assist with the website development.
- 11 **EMERGENCY PLAN** Cllrs Manning and Stone nothing further to report
- 12 **PLANNING:** Council ratified decisions made and reviewed 6 new applications received since Parish Council meeting 10th November 2025.
 - 1) [P25/S3852/HH](#) The Laurels . Salt. RB 15th January. Response: No material objections but officers should be minded consulting previous applications regarding flooding risk mitigation ref **290430**
 - 2) [P25/S3886/HH](#) Walton House .Davison . RB 22nd January, Response: No material objections to main house but request a condition to ensure garage maintains its existing screening as construction is in front of building line ref : **290431**
 - 3) [P25/S3985/HH](#) Basswood . Lamacraft. RB 2nd January. Response: No material objections ref : **290433**

- 4) TFAG update Cllr Penrose gave a brief status report. Noted TW, SODC & Rule 6 party site visit due on Wednesday 14th January 2026.
- 5) [P25/S3910/FUL](#) Shiplake College New medical room RB 30th January . Response: No material objections ref **290434**
- 6) [P25/S4058/HH](#) Chesworth 6 Manor Wood Gate .Lawrence RB 30th January. Response: No material objections ref **290435**

DECISIONS

- 5) [P25/S1310/LDE](#) Shiplake Lock Island Permission Granted for a commercial licence
Council resolved to approve recommendations on a motion proposed by Cllr C Penrose and seconded by Cllr R Curtis

13 FINANCIAL MATTERS.

1. Council resolved to approve payments for December /January (See APPENDICES 1/2) on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller.
2. Council resolved to approve December Bank Statement. on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller.
3. Council resolved to approve December Bank reconciliation (See APPENDIX 3) on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller.
4. Council resolved to approve Ytd actual vs Budget (circulated) on a motion proposed by Cllr R Curtis and seconded by Cllr J Stone.
5. Council resolved to approve Budget for 2026-27 Payments £ 134,844: Receipts (net precept) £47113 on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
6. Council resolved to approve Precept request for 2026-27 of £37632 on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
7. Council resolved to approve Risk Assessments Financial and General on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller. Cllr Manning raised a query on Playgrounds risks, Website and Clerks contract status as reported in LCRS review.
8. Council resolved to approve Statement of Internal Controls on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
9. Council resolved to approve Effectiveness of internal audit 2024-25 on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
10. Council resolved to approve IA action plan on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
11. Council resolved to approve interim audit report 2025-26 on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
12. Council resolved to approve adoption of updated 2025 Standing Orders on a motion proposed by Cllr R Curtis and seconded by Cllr D Miller
13. Council resolved to approve a grant request from Citizens Advice Bureau (CAB) for £250 on a motion proposed by Cllr R Head and seconded by Cllr A Manning
14. Council requested Clerk to ascertain more detailed information on completion costs and an independent assessor regarding the listed Church Wall repair.and request for support
ACTION: Clerk

- 14 FOOTPATHS. Shiplake -Wargrave Footpath proposal. Clerk awaiting phone call from network rail.

- 15 AONB awaiting Natural England review in January 2026.

- 16 MEMORIAL HALL. Cllr A Manning reported Centenary Bench not installed due to weather conditions

- 17 CORRESPONDENCE. 1) TPO's Crowsley Road. Clerk updated progress with Mr J Clarke tree surgeon 2) Email from D Bartholomew (circulated) ref Milla Lane highways improvement actioned under item 9 (1) above 3) Parking complaint in Shiplake Station car Park. Clerk has responded. 4) Website enquiry re the double yellow lines outside house worn away and need re painting. Council request resident to report on FMS. 5) TPO work in Memorial Avenue. Clerk requested to write to contractor to request them publicise work via an article on website to alert residents to significant amount of tree surgery ACTION: Clerk

- 18 **ITEMS OF INTEREST OR FOR FUTURE DISCUSSION**. Chair reported that he will not be available for February Planning meeting due to a work commitment.

There being no other items of business the Chair closed the meeting at 9.03pm

R.V. Hudson.
Clerk to the Council.
15th January 2026

SHIPLAKE PARISH COUNCIL			STATEMENT OF ACCOUNTS			1 December	2025	
	Scribe Code	Scribe Cost Centre	aid Out	November	2025	Payment	paid	
R V Hudson – salary October	7	Clerk Net Salary	71.25	10-Nov	13.1	BACS	904.00	s 5 1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.October	9	Clerk Expenses	72.25	10-Nov	13.1	BACS	75.75	s 112(2) 1972 Local Government Act
Inland Revenue – clerk's tax /NIC October	8	Clerk Tax/Ni	73.25	10-Nov	13.1	BACS	332.72	s 111 1972 Local Government Act
Zzoomm(INV744645) date 261025	12	Telephone/Broadband	74.25	10-Nov	13.1	BACS	36.43	s 111 1972 Local Government Act
Tactical Facilities (INV SI -4437)	22	Dog Bin Servicing	75.25	10-Nov	13.1	BACS	5.70	s 111 1972 Local Government Act
Tactical Facilities (INV SI -4497)	23	Grasscutting	76.25	10-Nov	13.1	BACS	72.34	s 111 1972 Local Government Act
Robin Head grasscutting (inv 0462011)	23	Grasscutting	77.25	10-Nov	13.1	BACS	30.00	s 111 1972 Local Government Act
SODC dog bin servicing (inv 10392311)	22	Dog Bin Servicing	78.25	10-Nov	13.1	BACS	280.94	s 111 1972 Local Government Act
Shiplake Memorial Hall (inv 133)	19	Meetings	79.25	10-Nov	13.1	BACS	125.00	s 111 1972 Local Government Act
SODC return of grant (Reference: CGS23-24/304)	64	Non-Specific Expenditure	80.25	10-Nov	13.1	BACS	2400	s 144 1972 Local Government Act
Royal British Legion Poppy wreath	39	Royal British Legion	81.25	10-Nov	13.1	BACS	500.00	s 137 1973 Local Government Act
Mary Batten (reimbursement Staion garden)	68	Environmental Projects	82.25	10-Nov	13.1	BACS	217.34	s 111 1972 Local Government Act
TOTAL							2,580.22	
<u>Transfer to Current Account from Deposit account</u>								
<u>Income since last meeting</u>								
CCLA month interest							329.82	
Harpden PC grant								
VAT reclaim								
Bank interest							331.13	
CIL Payment								
Total							660.95	
<u>Statement Balances at 1st December 2025</u>								
Co-operative Bank Current account							23,522.36	
Co-operative Bank Deposit account 1)							50,658.31	
Co-operative Bank Deposit account (2) new							0.00	
National Savings High Interest account(closed)							0.00	
CCLA (PSDF)							96,924.00	
TOTAL							171,104.67	
<u>Uncleared /Cancelled cheques at 1 December 2025</u>								
Total							0.00	
<u>Revised Balance Bank Current Account 1 December 2025</u>								
<u>Payments due to be made in December 2025 approved under section</u>								
				December mtg date	Minute ref	2025 Payment		
R V Hudson – salary November	7	Clerk Net Salary	83.25	08-Dec	13.1	BACS	742.56	s 5 1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance.November	9	Clerk Expenses	84.25	08-Dec	13.1	BACS	150.60	s 112(2) 1972 Local Government Act
Inland Revenue – clerk's tax /NIC November	8	Clerk Tax/Ni	85.25	08-Dec	13.1	BACS	262.32	s 111 1972 Local Government Act
Zzoomm(INV785153) date 261125	12	Telephone/Broadband	86.25	08-Dec	13.1	BACS	36.43	s 111 1972 Local Government Act
Tactical Facilities (INV SI -4684)	22	Dog Bin Servicing	87.25	08-Dec	13.1	BACS	5.70	s 111 1972 Local Government Act
Tactical Facilities (INV SI -4674)	23	Grasscutting	88.25	08-Dec	13.1	BACS	72.34	s 111 1972 Local Government Act
Robin Head grasscutting (inv 0462013)	23	Grasscutting	89.25	08-Dec	13.1	BACS	60.00	s 111 1972 Local Government Act
Shiplake Dunsden sick poor fund grant	62	den,Dunsden & Peppars	90.25	08-Dec	13.1	BACS	250.00	s 137 1973 Local Government Act
Creative Play Inv BW repairs(32609)	27	repairs and Maintenance	91.25	08-Dec	13.1	BACS	486.00	s 111 1972 Local Government Act
SHADDO junior group Grant	72	SHADDO	92.25	08-Dec	13.1	BACS	300.00	s 137 1973 Local Government Act
Oxit Ltd web hosting (inv 31693)		Web-Site/Social Media	93.25	08-Dec	13.1	BACS	75.00	s 111 1972 Local Government Act
Shiplake Memorial Hall (inv 171)	19	Meetings	94.25	08-Dec	13.1	BACS	125.00	s 111 1972 Local Government Act
Total							2,565.95	
<u>Anticipated Income</u>								
CCLA (interest)							320.00	
CCLA (interest)								
PRECEPT								
Total							320.00	
<u>Transfer to Deposit Account from</u>								

<u>SHIPLAKE PARISH COUNCIL</u>			<u>STATEMENT OF ACCOUNTS</u>						<u>1 January 2026</u>
	Scribe Code	Scribe Cost Centre	Paid Out to	December	2025	Payment	paid		
R V Hudson – salary November	7	Clerk Net Salary	83.25	08-Dec	13.1	BACS	742.56 s 5	1963 Local Government (Financial provisions) Act	
R V Hudson – expenses, office allowance November	9	Clerk Expenses	84.25	08-Dec	13.1	BACS	150.60 s112(2)	1972 Local Government Act	
Inland Revenue – clerk's tax /NIC November	8	Clerk Tax/Ni	85.25	08-Dec	13.1	BACS	262.32 s111	1972 Local Government Act	
Zzoomm(INV785153) date 261125	12	Telephone/Broadband	86.25	08-Dec	13.1	BACS	36.43 s111	1972 Local Government Act	
Tactical Facilities (INV SI -4684)	22	Dog Bin Servicing	87.25	08-Dec	13.1	BACS	5.70 s111	1972 Local Government Act	
Tactical Facilities (INV SI -4674)	23	Grasscutting	88.25	08-Dec	13.1	BACS	72.34 s111	1972 Local Government Act	
Robin Head grasscutting (inv 0462013)	23	Grasscutting	89.25	08-Dec	13.1	BACS	60.00 s111	1972 Local Government Act	
Shiplake Dunsden sick poor fund grant	62	iden,Dunsden & Peppars	90.25	08-Dec	13.1	BACS	250.00 s137	1973 Local Government Act	
Creative Play Inv BW repairs(32609)	27	Repairs and Maintenance	91.25	08-Dec	13.1	BACS	486.00 s111	1972 Local Government Act	
SHADDO junior group Grant	72	SHADDO	92.25	08-Dec	13.1	BACS	300.00 s137	1973 Local Government Act	
Oxit Ltd web hosting (inv 31693)	32	Web-Site/Social Media	93.25	08-Dec	13.1	BACS	75.00 s111	1972 Local Government Act	
Shiplake Memorial Hall (inv 171)	19	Meetings	94.25	08-Dec	13.1	BACS	125.00 s111	1972 Local Government Act	
TOTAL							2,565.95		
Transfer to Current Account from Deposit account									
Income since last meeting									
CCLA month interest							317.14		
OCC grant							1,700.00		
VAT reclaim									
Bank interest									
CIL Payment									
Total							1,700.00		
Statement Balances at 1st January 2026									
Co-operative Bank Current account							22,973.55		
Co-operative Bank Deposit account 1)							50,658.31		
Co-operative Bank Deposit account (2) new							0.00		
National Savings High Interest account(closed)							0.00		
CCLA (PSDF)							96,924.00		
TOTAL							170,555.86		
Uncleared /Cancelled cheques at 1 January 2026									
							0.00		
Total							0.00		
Revised Balance Bank Current Account 1 January 2026 22,973.55									
Payments due to be made in			January mtg date	Minute ref	2026 Payment	approved under section			
R V Hudson – salary December	7	Clerk Net Salary	95.25	12-Jan	13.1	BACS	742.56 s 5	1963 Local Government (Financial provisions) Act	
R V Hudson – expenses, office allowance December	9	Clerk Expenses	96.25	12-Jan	13.1	BACS	171.95 s112(2)	1972 Local Government Act	
Inland Revenue – clerk's tax /NIC December	8	Clerk Tax/Ni	97.25	12-Jan	13.1	BACS	68.56 s111	1972 Local Government Act	
Zzoomm(INV825756) date 261225	12	Telephone/Broadband	98.25	12-Jan	13.1	BACS	36.43 s111	1972 Local Government Act	
Tactical Facilities (INV SI -4909)	22	Dog Bin Servicing	99.25	12-Jan	13.1	BACS	5.70 s111	1972 Local Government Act	
Tactical Facilities (INV SI -4811)	23	Grasscutting	100.25	12-Jan	13.1	BACS	72.34 s111	1972 Local Government Act	
Robin Head grasscutting (inv 04620)	23	Grasscutting	101.25	12-Jan	13.1	BACS	60.00 s111	1972 Local Government Act	
WTG Consultants (IA) (inv TG-02-26)	13	Audit Fees	102.25	12-Jan	13.1	BACS	137.50 s111	1972 Local Government Act	
SLCC subscription (inv 256459-1)	47	SLCC	103.25	12-Jan	13.1	BACS	200.00 s111	1972 Local Government Act	
Oxit Ltd web hosting (inv 31693)	32	Web-Site/Social Media	104.25	12-Jan	13.1	BACS	376.62 s111	1972 Local Government Act	
Total							1,811.66		
Anticipated Income									
CCLA (interest)							321.50		
CCLA (interest)									
PRECEPT									
Total							321.50		
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 January 2026									
Co-operative Bank Current account									

APPENDIX 3

15 December 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 15/12/2025		
	Cash in Hand 01/04/2025		166,368.32
	ADD Receipts 01/04/2025 - 15/12/2025		81,218.58
	SUBTRACT Payments 01/04/2025 - 15/12/2025		247,586.90
	Cash in Hand 15/12/2025 (per Cash Book)		77,067.47
B	Cash in Hand 15/12/2025		170,519.43
	Cash in hand per Bank Statements		
	Petty Cash	15/12/2025	0.00
	Cooperative Bank Current Account	15/12/2025	22,973.55
	CCLA (PSDF)	15/12/2025	96,924.00
	Cooperative Bank Deposit "B"	15/12/2025	0.00
	National Savings and Investments	15/12/2025	0.00
	Cooperative Bank Business Select	15/12/2025	50,327.18
			170,224.73
	Less unrepresented payments		36.43
B			170,188.30
	Plus unrepresented receipts		331.13
	Adjusted Bank Balance		170,519.43
	A = B Checks out OK		