

SHIPLAKE PARISH COUNCIL

Minutes of meeting of SHIPLAKE PARISH COUNCIL **held in Shiplake Memorial Hall** **on Monday October 11th, 2021, AT 7.45 PM.**

1. PRESENT: Cllr D Pheasant (Chair in the absence of Cllr Maroudas), Cllr C Penrose, Cllr J Stone, Cllr A Manning and Cllr R Curtis
In ATTENDANCE. Cllr D Bartholomew (OCC) and Cllr L Rawlins. 1 member of the public)
APOLOGIES Cllrs F Maroudas and R Head sent their apologies.
 2. To receive any declarations of gifts & interests. Cllr Manning declared an interest in PA for Chestnut House.
 3. Council resolved to approve the minutes of the meeting of Shiplake Parish Council held on Monday September 13th, 2021, on a motion proposed by Cllr R Curtis and seconded by Cllr C Penrose.
 4. Cllr Curtis. Reported on the playgrounds commenting that bin was overflowing in Badgers Walk and the boundary hedge needed attention. The Clerk responded by stating that a contractor had been engaged to empty bin on regular basis and cut back boundary hedge (quote £110), Council reviewed the RoSPA reports for both playgrounds (circulated) and resolved to attend to red listed items ACTION: Clerk
 5. Cllr R Curtis reported on Police Matters, full report can be viewed here [Crime Map](#)
 6. Matters arising from previous meetings not covered in meeting. 1)Queen Platinum Jubilee to be raised at APM ,2) Tree Planting Memorial Avenue. Clerk received a call from Coppid Hall tree services requesting support on website. 3)APM agenda inc Chairman of MH trustees was finalised
 7. Open Forum: The Chairman closed the mtg at 8.00pm to allow members of the public to address the Council on items on the agenda. Mr D Lloyd expressed his concerns regarding drainage and potential flooding issues caused by the new Retirement Villages development. The Chairman resumed the mtg at 8.07pm
 8. Oxfordshire County Councillor D Bartholomew gave his report.Full report can be viewed [OCC Report Oct 21.pdf](#)
 9. Highway matters. In the absence of Cllr Head there was no update
 10. South Oxfordshire District, Cllrs Bartholomew and Rawlins gave their reports. Cllr Rawlins report can be viewed [DC Report Oct 21.pdf](#)
Cllr D Pheasant gave the following NP update and TFAG report
1)NP Update 11/10/2021Following SODC's preliminary screening of the plan, Shiplake's Neighbourhood Plan was formally submitted to SODC on 24th September 2021 inclusive of all required supporting documentation and appendices, as referenced in Appendix 4 attached. The submission was made in accordance with agreed procedures and approvals of the parish council and its relevant sub-committees.
SODC will now review the plan to ensure it is consistent with legal and planning requirements for the Regulation 16 process of SODC conducting a public consultation of the plan (7 weeks). Prior to consultation the plan and associated documents will be published on the Shiplake website. Following the consultation, a Planning Inspector will be appointed to review the plan.
- 2 Council to consider response to JHHNP Consultation.
3. TFAG update TFAG's meeting has been rescheduled to Monday 11/10/2021 whilst awaiting a response from SODC to the request for more information and an extension to the response date for the current consultation. Response date has been changed to 25/10/2021. SODC is apparently limiting its consideration to drainage solution proposals from TW and considers the groundworks requirement as a separate application., whereas TW apparently do not. TFAG is seeking greater clarity whilst confirming engagement of JBA Consulting to provide reports on Geotechnical i.e., water quality, and Hydrogeology i.e., water flows and impacts generated by the works. Agreement by Shiplake, Harpsden and Henley Councils has been confirmed to fund the reports. Availability of the reports is the major reason for extending the consultation period to a more realistic date.

TFAG will circulate minutes of its meeting asap and more details of current situation have been made available on the Shiplake villages website for residents.

11. Planning To review the following applications submitted since last planning meeting
- 1) [P20/S2808/DIS](#) Thames Farm Taylor Wimpey RB 11th October deferred to await JBA report
 - 2) [P21/S4010/FUL](#) Mount Ida, Ressance RB 16th October OBJECTION.
 - 3) [P21/S4025/HH](#) Chestnut House Station Road Mrs Gilder RB 26th October NO MATERIAL OBJECTION
 - 4) [P21/S4102/RM](#) Land East of Reading Road GHJ RB 27th October Due to large amount of documentation submitted Council agreed to a) request long extension for submission and a working group to be set up to assist committee. Full details to be worked out at Planning Committee mtg next week
 - 5) [P21/S4177/HH](#) 2 Memorial Avenue Mr Thallon RB 29th October RESPONSE concern at possible light deprivation
 - 6) SODC is requesting the views of residents on the planning system by October 20th....activities to encourage responses?

DECISIONS

- 1) P21/S0208/HH Brackendale PERMISSION GRANTED
Council resolved to approve the recommendations on a motion proposed by Cllr D Pheasant and seconded by Cllr C Penrose.
12. Financial Matters.
1. Council resolved to approve payments for October (see APPENDIX 1) on a motion proposed by Cllr C Penrose and seconded by Cllr A Manning
 2. Council resolved to approve September Bank Statement (see APPENDIX 2) on a motion proposed by Cllr C Penrose and seconded by Cllr A Manning
 - 3 Council resolved to approve September Bank reconciliation. (See APPENDIX 3) on a motion proposed by Cllr C Penrose and seconded by Cllr A Manning
 - 4) Council resolved to approve Auditors report following completion of external Audit on a motion proposed by Cllr A Manning and seconded by Cllr C Penrose
 - 5) Council resolved to approve Insurance renewal Quote on a motion proposed by Cllr C Penrose and seconded by Cllr J Stone
 - 6) Council discussed the request for support from the Church. Clerk to contact OALC for guidance on PC supporting Church infrastructure. ACTION: Clerk
13. AONB: No update
14. Footpaths. Plough Lane footpath project update. Clerk has followed up and is holding latest invoice awaiting update. Cllr R Curtis has costed the proposed footpath along Reading Road utilizing Lattice grids Total Cost £12-15k installed. Cllr Bartholomew has also costed via OCC highways and estimate is gravel £53k and Tarmac £58k, OCC highways would not sanction use of lattice grids. Cllr A Manning requested to ascertain costs and contractors who carried footpath installation on Memorial fields. ACTION: Cllr Manning
15. Memorial Hall. Cllr A Manning
16. Correspondence Email received (circulated) from Mr Stewart Kingsley House Clerk requested to write to Mr Stewart thanking for offer but will await formal plans before taking up offer of site visit ACTION: Clerk
17. Items of interest or for future discussion. There being no other items of business the Chairman closed the mtg at 10.10pm

R.V. Hudson.
Clerk to the Council.

25th October 2021

APPENDIX 1

SHIP LAKE PARISH COUNCIL		STATEMENT OF ACCOUNTS		1	October	2021	
	Paid Out in	September	2021	Cheque nos	cashd y/n		
R V Hudson – salary August	45.21			BACS	✓	599.87 s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance August	46.21			BACS	✓	152.35 s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax August	47.21			BACS	y	149.97 s111	1972 Local Government Act
Zoomm(INV 35331 payment date 011021	48.21			BACS	y	29.00 s111	1972 Local Government Act
Robin Head (Grasscutting) 0047761	49.21			BACS	y	52.00 s111	1972 Local Government Act
Henry Matthews (Grasscutting) inv	50.21			BACS	n	72.00 s111	1972 Local Government Act
Oxit (inv 20306	51.21			BACS	y	26.40 s111	1972 Local Government Act
R V Hudson – salary July	34.21			BACS	✓	599.87 s111	1972 Local Government Act
R V Hudson – expenses, office allowance July	35.21			BACS	✓	72.15 s111	1972 Local Government Act
Inland Revenue – clerk's tax July	36.21			BACS	y	149.97 s111	1972 Local Government Act
Robin Head (Grasscutting)	38.21			BACS	y	52.00 s111	1972 Local Government Act
Henry Matthews (Grasscutting) inv 820	39.21			BACS	y	72.00 s111	1972 Local Government Act
JBA (Consulting Fees)	40.21			BACS	y	1714.20 s111	1972 Local Government Act
Glanville (Consulting Fees)	41.21			BACS	y	2160.00 s111	1972 Local Government Act
Sport and Play consulting (Consulting Fees)	42.21			BACS	y	2250.00 s111	1972 Local Government Act
Bluestone Planning (inv 0327)	43.21			BACS	y	9679.80 s111	1972 Local Government Act
Chiltern Society(Sub)	44.21			102797	n	30.00 s111	1972 Local Government Act
TOTAL						17,861.58	
Transfer to Current Account from Deposit account							
Income since last meeting							
untaxed interest Business account							
untaxed interest N S & I account							
Grant						0.00	
CIL payment							
Precept						14595.00	
Total						14,595.00	
Statement Balances at 1st October 2021							
Co-operative Bank Current account						23,378.76	
Co-operative Bank Deposit account						72,959.78	
National Savings High Interest account						24,516.12	
TOTAL						120,854.66	
Uncleared/Cancelled cheques at 1 October 2021							
Chiltern Society(Sub)	44.21			102797	n	30.00	
Henry Matthews (Grasscutting) inv	50.21			BACS	n	72.00 s111	1972 Local Government Act
						102.00	
Revised Balance Bank Current Account 1 October 2021							
						23,276.76	
Payments due to be made in October 2021							
							approved under section
R V Hudson – salary September	52.21			BACS		599.87 s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance September	53.21			BACS		75.30 s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax September	54.21			BACS		149.97 s111	1972 Local Government Act
Zoomm(INV payment date 011021	55.21			BACS		29.00 s111	1972 Local Government Act
Robin Head (Grasscutting)	56.21			BACS		52.00 s111	1972 Local Government Act
Henry Matthews (Grasscutting) inv	57.21			BACS		0.00 s111	1972 Local Government Act
Playsafety (RoSPA report	58.21			BACS		164.40 s111	1972 Local Government Act
Came & Company Insurance premium	59.21			BACS		1732.88 s111	1972 Local Government Act
Bluestone Planning Inv 0409	60.21			BACS		2671.80 s111	1972 Local Government Act
Moore Invoice 307833	61.21			BACS		240.00 s111	1972 Local Government Act
TOTAL						5,715.22	
Anticipated Income							
payment from Henley TC re JBA inv						544.17	
Payment from Harpsden PC re JBA inv						544.17	
interest savings account						11.68	
Total						1,088.34	
Transfer to Deposit Account from current account							
						0.00	
Transfer to Current Account from Deposit account							
						0.00	
Projected Financial Position as at 30th October 2021							
Co-operative Bank Current account						18,649.88	
Co-operative Bank Deposit account						72,971.46	
National Savings account						24,516.12	
TOTAL						116,137.46	
R V Hudson							
Clerk to the Council.							
1 October 2021							

The **co-operative** bank

co-operativebank.co.uk/business

phone 03457 213 213

MR R V HUDSON

66 Makins Road
Henley-On-Thames
Oxfordshire
RG9 1PR

95979121065440000

29900

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title SHIPLAKE PARISH COUNCIL	1 SEP 21	OPENING BALANCE			26,543.34
Sort code 089016	8 SEP 21	SODC GENERAL A/C PRECEPT 2021/22 2N		14,595.00	41,138.34
Account number 61005332 00	15 SEP 21	ROBIN W HEAD inv 0047758	52.00		
Statement date 1 October 2021	15 SEP 21	Tactical Facilité inv TACIN0620	72.00		
Statement number 347	15 SEP 21	R HUDSON clerk expenses july	72.15		
Page number 1 of 1	15 SEP 21	HMRC CUMBERNAULD clerk tax july	149.97		
Statement opening balance 26,543.34	15 SEP 21	R HUDSON clerk salary july	599.87		
Money out 17,759.58	15 SEP 21	JBA Consulting inv 2021/3068	1,714.20		
Money in 14,595.00	15 SEP 21	Glanville inv 43684	2,160.00		
Statement closing balance 23,378.76	15 SEP 21	sports and play co INV SPO0921-1	2,250.00		
International Bank Account Number GB99 CPBK 0360 1661 0053 32	15 SEP 21	BLUESTONE PLANNING inv 0327	9,679.80		24,388.35
Bank Identification Code CPBK GB22	16 SEP 21	OXFORD IT SOLUTION INV 20305	25.40		
Deposits* into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.	16 SEP 21	ROBIN W HEAD INV 0047751	52.00		
*For more information on eligible deposits please refer to www.FSCS.org.uk	16 SEP 21	HMRC CUMBERNAULD clerk tax AUG	149.97		
	16 SEP 21	R HUDSON clerk expenses AUG	152.35		
	16 SEP 21	R HUDSON clerk salary AUG	599.87		23,407.76
	30 SEP 21	DO ZOOMMPLC V6S3287	29.00		23,378.76
		Statement closing balance			23,378.76

Abbreviations: **\$** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **ODIS** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Not

6 October 2021 (2021-2022)

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 01/10/2021		
	Cash in Hand 01/04/2021		104,829.05
	ADD Receipts 01/04/2021 - 01/10/2021		43,515.40
	SUBTRACT Payments 01/04/2021 - 01/10/2021		148,344.45
			27,591.79
	Cash in Hand 01/10/2021 (per Cash Book)		120,752.66
B	Cash in hand per Bank Statements		
	Cash 01/10/2021	0.00	
	Cooperative Bank Current Account 01/10/2021	23,378.76	
	Cooperative Bank Business Select 01/10/2021	72,959.78	
	National Savings and Investments 01/10/2021	24,516.12	
			120,854.66
	Less unrepresented payments		102.00
			120,752.66
	Plus unrepresented receipts		
	Adjusted Bank Balance		120,752.66
	A = B Checks out OK		

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APPENDIX 4

From: **Jeremy Flawn** <jeremy@bluestoneplanning.co.uk>

Date: Fri, 24 Sept 2021 at 17:39

Subject: Submission of Shiplake Neighbourhood Plan 2011-2035 to South Oxfordshire District Council under Regulation 15 of the Neighbourhood Planning Regulations 2012 (as amended)

To: Rios, Ricardo <Ricardo.Rios@southandvale.gov.uk>, Duffy, Ben <ben.duffy@southandvale.gov.uk>

Cc: David Pheasant <david@davidhpheasant.com>, fmaroudas@yahoo.com <fmaroudas@yahoo.com>, Chris Penrose <cpenrose@shiplakepc.com>, Roger Hudson <shiplakepc@hotmail.com>, Sharon Brentnall <sharon@bluestoneplanning.co.uk>

Dear Ricardo and Ben,

I refer to the above and write to you, on behalf of Shiplake Parish Council, to formally submit the Shiplake Neighbourhood Plan 2011-2035 to South Oxfordshire District Council. I understand you have received separate email confirmation today from the Parish Council (David Pheasant) confirming that we would be submitting the documents on their behalf.

The documents together are too large to submit as attachments to this email. Instead, they can be downloaded from this link which will take you to a WeTransfer document folder:

I understand that this link will remain live for 7 days. In addition to the submission documents, I attach a covering letter which details the formal submission. For the sake of completeness, the submission comprises the following documentation:

Core Submission Documents - As required by Regulation 15(1) of the Neighbourhood Planning (General) Regulations 2012 (as amended) the following documents are hereby formally submitted to South Oxfordshire District Council:

1. A map which identifies the area to which the proposed neighbourhood plan relates
2. The Shiplake Submission Draft Neighbourhood Plan 2011-2035 September 2021 (Vol 1)
3. Appendices to the Shiplake Submission Draft Neighbourhood Plan 2011-2035 September 2021 (Vol 2) including:
 - a. Separately bound Appendix 4: The Shiplake Parish Landscape Character Assessment (2nd April 2021)
 - b. Separately bound Appendix 6: The Shiplake Villages Character Appraisal and Design Guide (May 2021)
4. The Shiplake Neighbourhood Plan Consultation Statement September 2021 (Vol 3)
5. The Shiplake Neighbourhood Plan Basic Conditions Statement (incorporating Equality Impact Assessment) September 2021 (Vol 4)
6. A SEA / HRA Screening Statement dated 28th November 2019

Additional Submission Documents – In addition to the above documents the Parish Council is also submitting the following additional documents:

1. Minutes of the Parish Council Meeting on 26th July 2021.
2. Minutes of the Parish Council Meeting on 13th September 2021 (*to be supplied separately once confirmed at the October 2021 Parish Council meeting*).
3. A note explaining the reasons for not consulting Wokingham Borough Council at the Regulation 14 stage; and
4. The attached covering letters

I should be most grateful if you could acknowledge receipt of this email and attachment. If you have any problems downloading the documents or require any further information, please do not hesitate to contact me.

Yours sincerely,

Jeremy Flawn

Partner – Bluestone Planning

M: 07725 601457 | E: jeremy@bluestoneplanning.co.uk