

SHIPLAKE PARISH COUNCIL.

Minutes of Parish Council Meeting of Shiplake Parish Council
Which took place on Monday 12th February 2024
Shiplake Memorial Hall at 7.00 p.m.

- 1 **PRESENT** Cllr C Penrose, Cllr D Pheasant, Cllr A Manning, Cllr G Butler, Cllr D Miller, Cllr F Galton-Fenzi, , APOLOGIES : Cllr J Stone ,Cllr R Head, Cllr R Curtis, sent their apologies IN ATTENDANCE :D Bartholomew (OCC) Cllr M Giles (DC)Cllr L Rawlins (DC) .There was one member of the public present..
- 2 **DECLARATIONS OF INTEREST.** None declared
- 3 **O.C.C.** Cllr D Bartholomew gave his report full report can be viewed on website or [HERE](#)
- 4 **S.O.D.C.** Cllrs Rawlins/Giles gave their report 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 8th January 2024 on a motion proposed by Cllr D Pheasant and seconded by Cllr D Miller.
- 6 **OPEN FORUM:** Chairman closed the meeting at 7.40 pm to allow member of public to address the Council. The chairman resumed the meeting at 7.42 pm.
- 7 **PLAYGROUNDS** Cllr R Curtis. Was not present so no report. The Clerk updated Council on Badgers Walk commenting contractors will require somewhere to place a skip for waste. Clerk requested to contact Mr M Leonard. ACTION: Clerk
- 8 **POLICE MATTERS** Cllr R Curtis. Was not present so no report.
- 9 **HIGHWAY MATTERS** FMS issues follow up Cllr D Bartholomew updated Council in his report. Wig Wag sign still not been removed. Clerk to follow up.
- 10 **PLANNING:** Council reviewed new applications received since Parish Council Planning meeting 29th January 2024
 - 1) P24/S0304/HH Cresswell Crowsley Road, Warnford -Davis RB 19th February_ NO MATERIAL OBJECTION (submission reference 259120)
 - 2) P24/S0076/HH 33 Plowden Way Amendment RB 13th February (submission reference 259130)
 - 3) P24/S0317/HH Abbotsbury House Woodlands Road Harpsden RG9 4AA Pratt RB 21st February NO MATERIAL OBJECTION (submission reference 259121)
 - 4) P24/S0418/HH Hurstbourne Northfield Avenue Lower Shiplake Henley-on-Thames RG9 3PD Nichol RB 28th February NO MATERIAL OBJECTION (submission reference 259122)
 - 5) P23/S4270/HH Saffrons Station Road Lower Shiplake RG9 3JP Swan RB 28th February C/F TO PLANNING MEETING
 - 6) P24/S0397/LDP CERTIFICATE OF LAWFUL DEVELOPMENT FOR: Proposed extension AT: Shiplake House, Front Lodge Reading Road Shiplake Henley-On-Thames RG9 4BL. NO MATERIAL OBJECTION (submission reference 259123)
 - 7) P24/S0408/FUL Crossways Woodlands Road Harpsden HENLEY-ON-THAMES RG9 4AARB 1st March February C/F TO PLANNING MEETING

Decisions.

- 1) P23/S1042/S73 Land to west of Reading Road Planning Permission with 30 conditions
- 2) P24/S0141/D The Old Vicarage Demolition approved with 1 condition

Council resolved to approve the recommendations on a motion proposed by Cllr D Pheasant and seconded by Cllr F Galton-Fenzi.

11 **FINANCIAL MATTERS.**

1. Council resolved to approve the payments for February (Appendix 1) on a motion proposed by Cllr A Manning and seconded by Cllr G Butler
2. Council resolved to approve the January Bank Statement on a motion proposed by Cllr A Manning and seconded by Cllr G Butler
3. Council resolved to approve the January Bank reconciliation. (Appendix) on a motion proposed by Cllr A Manning and seconded by Cllr G Butler

4. Council resolved to approve the payment of £414.72 for Subscription to Scribe Accountancy software on a motion proposed by Cllr A Manning and seconded by Cllr C Penrose
5. Council resolved to approve the payment of OXit invoice for £375.09 on a motion proposed by Cllr A Manning and seconded by Cllr C Penrose r
6. Bank Accounts: Clerk updated Council on progress with two new accounts. Clerk to email finance group with proposal for funds transfer.
7. Clerk updated Council on situation with Internal Auditor, Clerk to obtain three quotes for appointment of new Auditor. ACTION: Clerk.
- 12 **FOOTPATHS** nothing to report
- 13 **AONB** Council resolved to approve AONB National Landscapes report circulated by Cllr D Pheasant on a motion proposed by Cllr D Pheasant and seconded by Cllr G Butler. TPO's Council resolved to set up small working group consisting of Cllrs FGF, GB, DP and DM to review TPO's Plan with Matt Gulliford (SODC Tree officer)
- 14 **MEMORIAL HALL**. Cllr A Manning requested time on March agenda for discussion on APM arrangements. ACTION: Clerk
- 15 **CORRESPONDENCE**. Email from Victoria Morgan Question: Would greatly appreciate your help in identifying who to contact in OCC/SODC to flag the muddy stretch of A4155 caused by construction vehicles exiting the development on the old Wyevale site. I believe the developers have a responsibility to clean the vehicles before they exit the site. Many thanks.
- 16 **ITEMS OF INTEREST** or for future discussion. There being no other items of business the Chairman closed the meeting at 9.06pm

R.V. Hudson.

Clerk to the Council.

5th February 2024

APPENDIX 1

SHIPLAKE PARISH COUNCIL		STATEMENT OF ACCOUNTS			1	February	2024	
		<u>Paid Out in</u>	<u>January</u>	<u>2023</u>	<u>Cheque nos</u>			
R V Hudson – salary December		94.23	08-Jan	11.1	BACS	x	693.64 s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance December		95.23	08-Jan	11.1	BACS	x	75.30 s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC December		96.23	08-Jan	11.1	BACS	x	262.85 s111	1972 Local Government Act
Zoomm(INV 60091 date 260124)		97.23	08-Jan	11.1	BACS	x	31.91 s111	1972 Local Government Act
Robin Head Grasscutting (inv1086-)		98.23	08-Jan	11.1	BACS	-	0.00 s111	1972 Local Government Act
Tactical Facilities (Grasscutting) INV SI-1115 28/12	to be credited	99.23	08-Jan	11.1	BACS	x	72.00 s111	1972 Local Government Act
Tactical Facilities (Grasscutting) INV SI-1134		100.23	08-Jan	11.1	BACS	x	5.70 s111	1972 Local Government Act
Shiplake memorial Hall (SMH -2023-193)		101.23	08-Jan	11.1	BACS	x	63.23 s111	1972 Local Government Act
HAGS retention release (289759)		102.23	08-Jan	11.1	BACS	x	2301.00 s111	1972 Local Government Act
Henley Town Council(inv 16192)		103.23	08-Jan	11.1	BACS	x	2229.50 s111	1972 Local Government Act
OXT (inv 25160)		104.23	08-Jan	11.1	BACS	x	66.00 s111	1972 Local Government Act
TOTAL							5,801.13	
Transfer to Current Account from Deposit account								
Income since last meeting							2.00	
NS&I Interest								
Total							0.00	
Statement Balances at 1st February 2024								
Co-operative Bank Current account							35,398.16	
Co-operative Bank Deposit account							73,918.18	
National Savings High Interest account							24,541.39	
TOTAL							133,857.73	
Uncleared /Cancelled cheques at 1 February 2024								c
							0.00	
Revised Balance Bank Current Account							35,398.16	
Payments due to be made in February 2024								
			mtg date	Minute ref	2024			approved under section
R V Hudson – salary January		105.23	12-Feb	11.1	BACS		693.64 s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance January		106.23	12-Feb	11.1	BACS		64.50 s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC January		107.23	12-Feb	11.1	BACS		188.22 s111	1972 Local Government Act
Zoomm(INV date 260224		108.23	12-Feb	11.1	BACS		31.91 s111	1972 Local Government Act
Tactical Facilities (Grasscutting) INV SI-1107-22/12	voided	109.23	12-Feb	11.1	BACS	72	0.00 s111	1972 Local Government Act
Tactical Facilities (Grasscutting) INV SI-949		110.23	12-Feb	11.1	BACS		5.70 s111	1972 Local Government Act
Tactical Facilities (Grasscutting) INV SI-1047		111.23	12-Feb	11.1	BACS		5.70 s111	1972 Local Government Act
Tactical Facilities (Grasscutting) INV SI-1177-15/01	voided	112.23	12-Feb	11.1	BACS	72	0.00 s111	1972 Local Government Act
Shiplake Memorial Hall (January inv 2024-16)		113.23	12-Feb	11.1	BACS		125.00 s111	1972 Local Government Act
Keep safe (Royal Mail)		114.23	12-Feb	11.1	BACS		64.00 s111	1972 Local Government Act
Oxt (invoice 25471)		115.23	12-Feb	11.1	BACS		375.09 s111	1972 Local Government Act
Scribe (Annual Subscription)		116.23	12-Feb	11.1	BACS		414.72 s111	1972 Local Government Act
Total							1,968.48	
Anticipated Income								
HBUG							495.60	
Total							495.60	
Transfer to Deposit Account from current account							0.00	
Transfer to Current Account from Deposit account							0.00	
Projected Financial Position as at 29th February 2024								
Co-operative Bank Current account							33,925.28	
Co-operative Bank Deposit account							73,918.18	
National Savings account							24,541.39	
TOTAL							132,384.85	
R V Hudson Clerk to the Council.								
1 February 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 06/02/2024		
	Cash in Hand 01/04/2023		120,620.82
	ADD Receipts 01/04/2023 - 06/02/2024		76,732.21
	SUBTRACT Payments 01/04/2023 - 06/02/2024		197,353.03 62,999.70
	Cash in Hand 06/02/2024 (per Cash Book)		134,353.33
B	Cash in hand per Bank Statements		
	Petty Cash 06/02/2024	0.00	
	Cooperative Bank Current Account 06/02/2024	35,398.16	
	National Savings and Investments 06/02/2024	24,541.39	
	Cooperative Bank Business Select 06/02/2024	73,918.18	
			133,857.73
	Less unrepresented payments		
			133,857.73
	Plus unrepresented receipts		495.60
	Adjusted Bank Balance		134,353.33
	A = B Checks out OK		