

SHIPLAKE PARISH COUNCIL.

Minutes of the Parish Council Meeting of Shiplake Parish Council
which took place on Monday November 10th, 2025
at **Shiplake Memorial Hall** at 7.00 p.m.

Minutes

- 1 **PRESENT:** Cllr C Penrose (Chair) Cllr D Pheasant (Deputy Chair), Cllr R Head, Cllr R Curtis, Cllr D Miller, and Cllr A Manning. Apologies were received from: Cllr J Stone and Cllr M Giles (DC). **IN ATTENDANCE:** Cllr L Rawlins (OCC/DC). And four members of the public
- 2 **DECLARATIONS OF INTEREST** None declared.
- 3 **O.C.C.** Cllr Rawlins gave his report. Full report can be viewed on website or [HERE](#) Cllr Rawlins reminded Council that Councillor Priority grant applications (£1.7K) should be submitted by 30th November **ACTION:** Clerk
- 4 **S.O.D.C.** Cllr Rawlins gave his report. Full report can be viewed on website or [HERE](#). Council requested Cllr Rawlins to try and resolve Grant issue Reference: CGS23-24/304 where SODC have requested repayment i.e. Can monies be transferred to new project in same location. **ACTION:** Clerk to forward copy emails. Cllr Rawlins reminded Council that Councillor Community grant applications (£3.6K) should be submitted by noon 5th December. **ACTION:** Clerk
- 5 **MINUTES** Council resolved to approve the minutes of the Parish Council meeting held on Monday 13th 2025, on a motion proposed by Cllr D Pheasant and seconded by Cllr R Curtis
- 6 **OPEN FORUM:** Chair closed the meeting at 7.05pm to allow members of the Public to speak. Mr Munro and Mr Longman requested the council to consider re-visiting the project of a footpath / cycle path from Henley to Wargrave via the existing railway line, crossing the River Thames over the railway bridge. The Chair responded by saying that the project had faltered back in 2016 due to a lack of interest and support from the local residents within Shiplake. Also, the funding was excessive. The Chair requested the Clerk to make inquiries from Network Rail to see if the project could be resurrected and to conduct a website questionnaire survey to understand levels of support (or opposition) for a footpath across the Thames to Wargrave. Mr Munro and Longman would input to the questions to be asked. **ACTION:** Clerk. Ms Burows asked some questions. about progress with the communications plan and in particular the website development, to which Councillor D Pheasant responded. The Chair resumed the meeting at 7.26pm.
- 7 **PLAYGROUNDS** Cllr R Curtis gave his report.1) MH repairs have been carried out, The Clerk to check whether NO DOGS sign has been installed .2) BW repairs still awaiting, the Clerk to follow up. Council requested the Clerk to ascertain the full cost of the Creative Play quotation and to get another quotation so that Council can make a decision The approximate budget for the redevelopment of Badgers Walk is set at £65k
- 8 **POLICE MATTERS** Cllr R Curtis reported 3 incidents Full report can be viewed [Crime Map](#)
- 9 **HIGHWAY MATTERS** 1) OCC highways engagement team update. The Clerk was requested to forward email trail to Cllr L Rawlins. **ACTION:** Clerk
- 10 **COMMUNICATIONS PLAN** Cllr D Pheasant gave an update on progress with conversations with a supplier named “Website Energisers “who quoted £8k for the project two more quotes were requested for compliance.
- 11 **EMERGENCY PLAN** Cllrs Manning and Stone nothing further to report
- 12 **PLANNING:** To ratify decisions made and review any new applications received since Parish Council Planning meeting 27th October 2025.

1)Thames Farm Cllr D Pheasant gave an update on progress with the instruction of a revised Barrister. Date for Appeal set as March 2026 and will last for two weeks.

2)[P25/S3403/HH](#) 6 Badgers Walk .Mr Dinarvand .RB 1st Dec c/f to planning meeting

13 **FINANCIAL MATTERS.**

1. Council resolved to approve payments for November (See APPENDIX 1) on a motion proposed by Cllr R Curtis and seconded by Cllr D Pheasant.
2. Council resolved to approve October Bank Statement. on a motion proposed by Cllr R Curtis and seconded by Cllr D Pheasant.
3. Council resolved to approve October Bank reconciliation (See APPENDIX 2) on a motion proposed by Cllr R Curtis and seconded by Cllr D Pheasant.
4. Council resolved to adopt latest Code of conduct 2023 on a motion proposed by Cllr R Head and seconded by Cllr R Curtis.
5. Council resolved to approve status of Community Infrastructure Levy Account, circulated, (see APPENDIX 3) on a motion proposed by Cllr R Curtis and seconded by Cllr D Pheasant
6. Council resolved to approve a contribution of £475 plus £25 for wreath for Royal British Legion fund-raising appeal on a motion proposed by Cllr C Penrose and seconded by Cllr D Pheasant.

14 **FOOTPATHS.** Latest PROW map received and circulated. The Chair requested a map with the full boundaries of the Parish and if possible neighbouring Parishes and Cllr R Head requested a large-scale hard copy. ACTION: Clerk

15 **AONB Natural** England will be carrying out a review in January, and it is possible that the project may continue.

16 **MEMORIAL HALL.**: Cllr A Manning requested the wording for the sponsored Centenary bench.

17 **CORRESPONDENCE.** TPO's Crowsley Road progress The Clerk to contact the tree officer who carried out works at the Memorial Hall for assistance with the survey. ACTION: Cllr Manning

18 **ITEMS OF INTEREST** or for future discussion.

Cllr D Pheasant reported that SOHA have been in contact and are keen to re-develop communication links with Parishes.

The Clerk requested to change the date of the December meeting from December 8th to December 1st, due to his non availability. The Clerk to provisionally book December 1st.A decision will be taken whether to run the meeting at the preceding planning meeting at the end of November.

There being no other business, the Chair closed the meeting at 9:12 PM.

R.V. Hudson.
Clerk to the Council.
12th November 2025

APPENDIX 1

SHIPLAKE PARISH COUNCIL			STATEMENT OF ACCOUNTS			1 November 2025	
	Scribe Code	Scribe Cost Centre	aid Out	October	2025	Payment	paid
R V Hudson – salary Sept	7	Clerk Net Salary	62.25	13-Oct	13.1	BACS	719.26 s 5
R V Hudson – expenses, office allowance.Sept	9	Clerk Expenses	63.25	13-Oct	13.1	BACS	76.20 s112(2)
Inland Revenue – clerk's tax /NIC Sept	8	Clerk Tax/Ni	64.25	13-Oct	13.1	BACS	252.10 s111
Zzoomm(INV 704554) date 260925	12	Telephone/Broadband	65.25	13-Oct	13.1	BACS	36.43 s111
Tactical Facilities (INV SI -4255)	22	Dog Bin Servicing	66.25	13-Oct	13.1	BACS	5.70 s111
Tactical Facilities (INV SI - 4332)	23	Grasscutting	67.25	13-Oct	13.1	BACS	72.34 s111
Robin Head grasscutting (inv 0462009)	23	Grasscutting	68.25	13-Oct	13.1	BACS	60.00 s111
Smallwoodlandscaping (footpath)	34	Highw ay Safety	69.25	13-Oct	13.1	BACS	34200.00 s111
Street signs (road closed signs) inv 38900	34	Highw ay Safety	70.25	13-Oct	13.1	BACS	305.93 s111
1/3 Contribution to the Thames Farm Rule 6 Applicat	15	Consultancy	71.25	13-Oct	13.1	BACS	20000.00 s111
J Edwards Boot Mud scraper installtion	27	Repairs and Maintenance	72.25	13-Oct	13.1	BACS	485.00 s111
Shiplake Memorial Hall (inv 133)	19	Meetings	73.25	13-Oct	13.1	BACS	70.00 s111
TOTAL							56,282.96
Transfer to Current Account from Deposit account							
Income since last meeting							
CCLA month interest							
Harpsden PC grant							
VAT reclaim							
Bank interest							
CIL Payment							14616.00
Total							14,616.00
Statement Balances at 1st November 2025							
Co-operative Bank Current account							25,736.33
Co-operative Bank Deposit account 1)							50,327.18
Co-operative Bank Deposit account (2) new							0.00
National Savings High Interest account(closed)							0.00
CCLA (PSDF)							96,924.00
TOTAL							172,987.51
Uncleared /Cancelled cheques at 1 November 2025							
							0.00
Total							0.00
Revised Balance Bank Current Account 1 November 2025							
							25,736.33
Payments due to be made in			November	Minute ref	2025	approved under section	
			mtg date		Payment		
R V Hudson – salary October	7	Clerk Net Salary	71.25	10-Nov	13.1	BACS	904.00 s 5
R V Hudson – expenses, office allowance.October	9	Clerk Expenses	72.25	10-Nov	13.1	BACS	75.75 s112(2)
Inland Revenue – clerk's tax /NIC October	8	Clerk Tax/Ni	73.25	10-Nov	13.1	BACS	332.72 s111
Zzoomm(INV744645) date 261025	12	Telephone/Broadband	74.25	10-Nov	13.1	BACS	36.43 s111
Tactical Facilities (INV SI -4437)	22	Dog Bin Servicing	75.25	10-Nov	13.1	BACS	5.70 s111
Tactical Facilities (INV SI -4497)	23	Grasscutting	76.25	10-Nov	13.1	BACS	72.34 s111
Robin Head grasscutting (inv 0462011)	23	Grasscutting	77.25	10-Nov	13.1	BACS	20.00 s111
SODC dog bin servicing (inv 10392311)	22	Dog Bin Servicing	78.25	10-Nov	13.1	BACS	280.94 s111
Shiplake Memorial Hall (inv 133)	19	Meetings	79.25	10-Nov	13.1	BACS	125.00 s111
SODC return of grant (Reference: CGS23-24/304)	64	Non Specific Expenditure	80.25	10-Nov	13.1	BACS	2400.00 s111
Royal British Legion Poppy wreath	39	Royal British Legion	81.25	10-Nov	13.1	BACS	500.00 s137
Mary Batten (reimbursement Staion garden)	68	Environmental Projects	82.25	10-Nov	13.1	BACS	217.34 s111
Total							4,970.22
Anticipated Income							
CCLA (interest)							
CCLA (interest)							
PRECEPT							
Total							0.00
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							
Projected Financial Position as at 30th November 2025							
Co-operative Bank Current account							20,766.11
Co-operative Bank Instane Access Deposit account (1)							50,327.18
Co-operative Bank Instane Access Deposit account (2)new							0.00
National Savings account(closed)							0.00
CCLA (PSDF)							96,924.00
TOTAL							168,017.29
R V Hudson							
Clerk to the Council.							
	1 November		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 30/10/2025		
	Cash in Hand 01/04/2025		166,368.32
	ADD Receipts 01/04/2025 - 30/10/2025		78,540.49
	SUBTRACT Payments 01/04/2025 - 30/10/2025		244,908.81 71,921.30
	Cash in Hand 30/10/2025 (per Cash Book)		172,987.51
B	Cash in hand per Bank Statements		
	Petty Cash 30/10/2025	0.00	
	Cooperative Bank Current Account 30/10/2025	25,736.33	
	CCLA (PSDF) 30/10/2025	96,924.00	
	Cooperative Bank Deposit "B" 30/10/2025	0.00	
	National Savings and Investments 30/10/2025	0.00	
	Cooperative Bank Business Select 30/10/2025	50,327.18	
			172,987.51
	Less unrepresented payments		
			172,987.51
	Plus unrepresented receipts		
	Adjusted Bank Balance		172,987.51
	A = B Checks out OK		

Statement of Account

Mr Roger V Hudson
66 Makins Road
Henley on Thames
Oxon
RG9 1PR

5 October 2025

Account name: **Shiplake Parish Council**
Account number: **PS1006770-001**
Statement period: **31/08/2025 to 30/09/2025**

Account summary

Total valuation as at 30 September 2025 **£96,924.00**
Total valuation as at last statement at 31 August 2025 **£96,924.00**

Holdings as at 30 September 2025

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	96,924.0000	£1.00	£96,924.00
			Total value
			£96,924.00

The average Fund yield for this period was 4.03% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Sep 2025	02/10/2025	Paid to Nominated Bank Details	£320.64	

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
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