

SHIPLAKE PARISH COUNCIL

Minutes of the Parish Council Meeting of Shiplake Parish Council
which took place on Monday 9th June 2025
at **Shiplake Memorial Hall** at 7.00 p.m.

- 1 **PRESENT** Cllr C Penrose (Chairman). Cllr D Pheasant, Cllr R Head, Cllr Stone, Cllr R Curtis, Cllr D Miller, and Cllr A Manning. Apologies were received from Cllr M Giles (DC) .IN ATTENDANCE: Cllr L Rawlins (OCC/DC). No members of the public were present
- 2 **DECLARATIONS OF INTEREST** None declared
- 3 **O.C.C.** Cllr Rawlins gave his County 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 the Minutes of the Annual Parish meeting held on Monday 12th May 2025 on a motion proposed by Cllr R Head and seconded by Cllr R Curtis . The following amendments were made to the minutes of the Annual Parish Council meeting : item 14.7 delete if “item 14.5 available”,item 14.8 delete “if item 14.5 available” ,item 14.9 delete “if items 14.6 and 14.7 approved” . Council then resolved to approve the minutes of the Annual Parish Council meeting held on Monday 12th May 2025 on a motion proposed by Cllr D Miller and seconded by Cllr R Head..
Council discussed joint APM meeting and AGM. PC agreed whilst the idea of holding on same evening was good, more separation of the two distinct meeting was needed as well as firmer chairmanship and use of microphones to ensure audience engagement.
The content requirement of the APM was questioned as was its timing in May. The Clerk agreed to investigate this and to identify through Clerk network of any other inspirational APM approaches for further PC review.
As part of a discussion on how to get closer to the community Councillors discussed and agreed to advertise for new councillors. The Chair agreed to investigate graphic design expertise to professionalise drafted recruitment posters and propose approach/costs etc
- 6 **OPEN FORUM:** There were no members of the public present.
- 7 **PLAYGROUNDS** Cllr R Curtis gave an update on playgrounds; all appear in satisfactory condition with some grass strimming required at Memorial Hall Playground. ACTION: Clerk
- 8 **POLICE MATTERS** Cllr R Curtis reported 6 (4 of which were designated violent/sexual offences) incidents in March ,full report can be viewed on [Crime Map](#)
PC requested Cllr Curtis investigate how the neighbourhood HomeWatch groups might provide more information than the basic Police crime reporting figures.
- 9 **HIGHWAY MATTERS** Clerk requested to follow up with Highways engagement cc. Cllr Rawlins for an update following site visit and to pursue installation of bus stop layby at Wyevale development, funding supported by Harpsden PC. ACTION: Clerk
- 10 **COMMUNICATIONS PLAN AND WEBSITE** Cllr D Pheasant to prepare discussion document for upcoming brainstorm meeting
- 11 **EMERGENCY PLAN** Cllrs Manning and Stone reported all completed and ready for publication on website and in leaflet form.
- 12 **PLANNING:** SODC IT system still under maintenance so no submissions made
 - 1) P24/S2652/S73 – HAR Thames Farm RB 14th June c/f to await consultants report
 - 2) P24/S2642/FUL – HAR Thames Farm RB 14th June c/f to await consultants report
 - 3) P24/S2651/DIS – HAR Thames Farm RB 14th June c/f to await consultants report
 - 4) P25/S0329/FUL Pennyhill Amendment RB 5th June Objection submitted 10/6/25 ref **278676**
 - 5) New Road Development no further news
- 13 **FINANCIAL MATTERS.**
 - 1) Council resolved to approve payments for June (Appendix1) on a motion proposed by Cllr A Manning and seconded by Cllr R Curtis
 - 2) Council resolved to approve May Bank Statement. on a motion proposed by Cllr R Head and seconded by Cllr R Curtis

- 3) Council resolved to approve May Bank reconciliation. (Appendix 2) on a motion proposed by Cllr R Curtis and seconded by Cllr A Manning
- 4) Council resolved to approve acceptance of quote to purchase and install mud scraper at Memorial Hall Boot scraper - £285.00, Labour and materials - £200.00, Total amount - £485.00. on a motion proposed by Cllr R Head and seconded by Cllr D Pheasant

14 FOOTPATHS The funding of the proposed new footpath had been approved by Council on a vote of 4 in favour and 2 against and 1 abstention in the minutes of SPC meeting March 10th 2025 .Following expression of some concerns regarding dimensions the Council resolved to approve the following motion :Council to reapprove the funding of a new footpath alongside the A4155 Memorial Avenue to Plough Lane proposed by Cllr C Penrose and seconded Cllr D Pheasant, Motion Passed with 5 for and 2 against ,ACTION: Clerk to draft a Purchase order for the works.

15 AONB no further material information to date.

16 MEMORIAL HALL. Cllr A Manning requested a location for the Council bench donated to celebrate the Hall's centenary. It was requested that the Bench should be placed at the edge of car park facing into the field adjacent to the playground ,so its use can be enjoyed by the most visitors.

Cllr Manning is following up the possibility of seeking a District Capital grant for the hall roof repair.

Cllr A Manning asked for the tree overhanging the Hall Car park to be attend to following a report on its safety. Cllr L Rawlins suggested Cllr Manning to follow up with OCC highways Cllr Manning requested Clerk help to request new safety focused signage at Memorial Hall entrance/Exit. Potentially painted road IN/OUT signage or No entry signs to be reviewed with OCC Highways .ACTION :Clerk.on FMS.

Clerk to contact Mark Manson to identify how many new Road Closed signs required for Remembrance Sunday service following theft last year .

17 CORRESPONDENCE. Grant application for planting rejected

18 ITEMS OF INTEREST. Brainstorming Meeting 19th June planned at MH. The Clerk is not available for Planning meeting on June 23rd so a TEAMS meeting may be called if there are any applications, none at present.

There being no other items of business the Chairman closed the meeting at 9.29pm

R.V. Hudson.

Clerk to the Council.

11th June 2025

APPENDIX 1

SHIPLAKE PARISH COUNCIL			STATEMENT OF ACCOUNTS				1	June	2025	
	Scribe Code	Scribe Cost Centre	Paid Out in	May	2025	Payment	paid			
R V Hudson – salary Apr	7	Clerk Net Salary	10.25	12-May	14.1	BACS	y	719.26	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance Apr	9	Clerk Expenses	11.25	12-May	14.1	BACS	y	69.00	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC Apr	8	Clerk Tax/Ni	12.25	12-May	14.1	BACS	y	303.22	s111	1972 Local Government Act
Zzoomm(INV 508815) date 260425	12	Telephone/Broadband	13.25	12-May	14.1	BACS	y	36.43	s111	1972 Local Government Act
Tactical Facilities (INV SI -)	22	Dog Bin Servicing	14.25	12-May	14.1	BACS	y	5.70	s111	1972 Local Government Act
Tactical Facilities (INV SI -3440)	23	Grasscutting	15.25	12-May	14.1	BACS	y	72.34	s111	1972 Local Government Act
WTG consultancy Internal Audit (Invoice no TG/26/25	13	Audit Fees	16.25	12-May	14.1	BACS	y	125.00	s111	1972 Local Government Act
Robin Head grasscutting (inv 1086600)	23	Grasscutting	17.25	12-May	14.1	BACS	y	30.00	s111	1972 Local Government Act
Robin Head grasscutting (inv 1086598)	24	Grasscutting	18.25	12-May	14.1	BACS	y	60.00	s111	1972 Local Government Act
TOTAL								1,420.95		
Transfer to Current Account from Deposit account										
Income since last meeting										
CCLA month interest								275.08		
Precept										
Bank interest April COOP Deposit								374.35		
CIL Payment										
Total								649.43		
Statement Balances at 1st June 2025										
Co-operative Bank Current account								56,739.53		
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)								75,000.00		
TOTAL								182,066.71		
Uncleared /Cancelled cheques at 1 June 2025										
								0.00		
Total								0.00		
Revised Balance Bank Current Account 1 June 2025										
								56,739.53		
Payments due to be made in June 2025 approved under section										
				mtg date	Minute ref	Payment				
R V Hudson – salary May	7	Clerk Net Salary	19.25	09-Jun	14.1	BACS		719.26	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance May	9	Clerk Expenses	20.25	09-Jun	14.1	BACS		246.40	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax /NIC May	8	Clerk Tax/Ni	21.25	09-Jun	14.1	BACS		252.10	s111	1972 Local Government Act
Zzoomm(INV 546944) date 260525	12	Telephone/Broadband	22.25	09-Jun	14.1	BACS	y	36.43	s111	1972 Local Government Act
Tactical Facilities (INV SI -3590)	22	Dog Bin Servicing	23.25	09-Jun	14.1	BACS		5.70	s111	1972 Local Government Act
Tactical Facilities (INV SI 3542)	23	Grasscutting	24.25	09-Jun	14.1	BACS		72.34	s111	1972 Local Government Act
Robin Head grasscutting (inv 0462001)	23	Grasscutting	25.25	09-Jun	14.1	BACS		30.00	s111	1972 Local Government Act
Grant (henley arts trail)	64	on Specific Expenditu	26.25	09-Jun	14.1	BACS		200.00	s137	1972 Local Government Act
Grant Mary Batten (shiplate station garden project)	68	Environmental Projects	27.25	09-Jun	14.1	BACS		183.98	s137	1972 Local Government Act
Lowland water rescue (bradbury)	64	on Specific Expenditu	28.25	09-Jun	14.1	BACS		500.00	s137	1972 Local Government Act
Shiplate Memorial Hall Inv (SMH -2025-082)	19	Meetings	29.25	09-Jun	14.1	BACS		112.50	s111	1972 Local Government Act
Total								2,358.71		
Anticipated Income										
CCLA (interest)										
Total								0.00		
Transfer to Deposit Account from current account								0.00		
Transfer to CCLA (PSDF) from Current Account (CO-OP)								21,924.00		
Transfer to Current Account from Deposit account								0.00		
Projected Financial Position as at 30th June 2025										
Co-operative Bank Current account								54,380.82		
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								201,632.00		
R V Hudson										
Clerk to the Council.										
1 June			2025							

APPENDIX 2

3 June 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 03/06/2025		
	Cash in Hand 01/04/2025		166,368.32
	ADD Receipts 01/04/2025 - 03/06/2025		40,797.56
	SUBTRACT Payments 01/04/2025 - 03/06/2025		207,165.88 3,175.17
	Cash in Hand 03/06/2025 (per Cash Book)		203,990.71
B	Cash in hand per Bank Statements		
	Petty Cash 03/06/2025	0.00	
	Cooperative Bank Current Account 03/06/2025	56,739.53	
	CCLA (PSDF) 03/06/2025	96,924.00	
	Cooperative Bank Deposit "B" 27/05/2025	0.00	
	National Savings and Investments 03/06/2025	0.00	
	Cooperative Bank Business Select 03/06/2025	50,327.18	
			203,990.71
	Less unrepresented payments		
			203,990.71
	Plus unrepresented receipts		
	Adjusted Bank Balance		203,990.71
	A = B Checks out OK		