

IPSDEN PARISH COUNCIL
Annual Parish Meeting of Ipsden Parish Council will be held on:-
Tuesday 23rd May 2023 6.30pm in Ipsden Village Hall
The public & press are welcome to join the meeting

AGENDA

1.To elect Chairman

2.To receive apologies for absence.

3. Public Forum - Opportunity for members of the public to address the Council, with the permission of the Chairman.

4. To Approve Minutes – of Parish Council meeting 21st February 2023.

5. Governance Ipsden PC Policies – review up to date policies and adopt
Standing Orders
Financial Regulations
Risk Assessment

6. General Power of Competence

- i) To Agree that IPC meets the eligibility criteria, (two thirds elected members & CILCA qualified Clerk).
- ii) To agree to adopt the General Power of Competence.

7. Financial Year End & Audit 2022/23

- i) Review Internal Audit report & recommendations
- ii) Annual Accounts – Sign Annual Return
- iii) External Audit – check & sign necessary papers (Exemption Form, AGAR

8. Finance – To sign off/ approve payments since last meeting, note any receipts.

8.1 – Quotations/items to approve expenditure.

Plaques for memorial Trees £200.

Replacement Battery & Pads Defibrillator £576 inc VAT.

8. Planning – review any new planning applications.

9. Playground - update

10. Date of next meeting.

IPSDEN PARISH COUNCIL

Annual Parish Council Meeting Minutes Tuesday 23rd May

Members Present

Nick Miller, John Jeffery, David Coldwell, Richard Moberly

Parish Clerk

A minutes silence was held to commemorate Heather Llewellyn passing

1.To elect Chairman

Nick Miller was proposed and seconded, duly elected.

2.To receive apologies for absence.

District Councillors J. Robb and J. Norman.

3. Public Forum - Opportunity for members of the public to address the Council, with the permission of the Chairman.

None present.

4. To Approve Minutes – of Parish Council meeting 21st February 2023.

Approved as a True record.

5. Governance Ipsden PC Policies – review up to date policies and adopt

Standing Orders

IPC agreed to adopt the model Standing Orders.

Financial Regulations

IPC agreed to adopt the model Financial Regulations.

Risk Assessment

IPC had reviewed the risks and agreed the assessment covered their risks.

6. General Power of Competence

- i) To Agree that IPC meets the eligibility criteria, (two thirds elected members & CILCA qualified Clerk).

The Clerk is CILCA qualified and following the Elections on 4th May two thirds of the members are elected.

- ii) To agree to adopt the General Power of Competence.

IPC agreed to adopt General Power of Competence

7. Financial Year End & Audit 2022/23

- i) Review Internal Audit report & recommendations

IPC took some time to review the report and recommendations. They agreed to work with the Clerk to implement the recommendations over the coming year.

- ii) Annual Accounts – Sign Annual Return – Chairman and Clerk/RFO duly signed.

iii) External Audit – check & sign necessary papers Exemption Form, AGAR

The Exemption Form was checked and duly signed by Chairman and Clerk/RFO.
Clerk to email to External Auditors Moore.

AGAR Annual Governance and Accountability Return 2022/2023 was reviewed and completed. Chairman and Clerk/RFO duly signed.
Clerk to post onto website.

8. Finance – To sign off/ approve payments since last meeting, note any receipts.
List of payments 04 April to 31st May 2023

Date Paid	Payee Name	Reference	Amount	Transaction Detail
03-Apr	Forest Row Handyman	BACS	75.94	Playground Rprs & Mtnc Henley Standard
03-Apr	John Jeffery	BACS	99.72	Advert Hire 2022-2023 4 meetings
25-Apr	Ipsden VH	BACS	80.00	Playground rental 2023-24
25-Apr	Ipsden Village Hall	BACS	275.00	2023-24
28-Apr	J. Welham	SO	234.26	Salary April
28-Apr	T. Vernon	SO	107.66	Litter /dog bins
28-Apr	HMRC	SO	138.40	Monthly tax
24-May	OALC	BACS	156.00	Annual membership
24-May	Jane Olds	BACS	200.00	Internal Audit
28-May	J. Welham	SO	XXX	May salary
28-May	HMRC	SO	138.40	Tax May
28-May	T. Vernon	SO	107.66	Litter bins/ dog waste
29-May	SODC	BACS	200.00	Election cost
31-May	K. McCrea	BACS	90.00	Web Maintenance Jubilee event
25-May	D. Kelley	BACS	133.94	contribution
			2,271.2	
			4	

APPROVED

To Note Receipts

06/4 SODC 1st half annual precept £4602.50
25/5 HMRC VAT return for FY 2022/23 £350.37

Reserve Funds in Barclays Bank account transferred to the IPC Lloyds Account
£3609.21

List of Payments 22nd February to 31st March 2023

Date	Payee Name	Reference	Amount	Transaction Detail
28-Feb	J. Welham	SO	xxx	Feb salary
28-Feb	HMRC	SO	£52.00	Tax
28-Feb	Terry Vernon	BACS	£121.00	Feb litter and dog bins USB stick & back up set
13-Mar	PC Technicians	BACS	£55.95	up
28-Mar	J. Welham	SO	£228.00	March salary
28-Mar	HMRC	SO	£52.00	March tax
29-Mar	Ken McCrea	BACS	£90.00	Website Maintenance litter pick dog bins
30-Mar	Terry Vernon	BACS	£101.00	March
			£927.95	

Signed as previously APPROVED before FY year end 31 March 2023.

8.1 – Quotations/items to approve expenditure.

Plaques for memorial Trees £200. IPC agreed to this funding.

Replacement Battery & Pads Defibrillator £576 inc VAT.

IPC agreed as battery getting low and Pads need replacing. However, for the future the location of the unit needs investigation as no phone signal where the defib is currently located.

OALC Training for councillors, DC, RM both to attend IPC agreed cost £50.00 each.

8. Planning – review any new planning applications.

P23/S1626/FUL Construction of an American Barn with 8 internal stables, tack room and feed store. Hardstanding and muck clamp to support stable block. Change of use of area to equestrian. Larkstoke Manor Access Road To Larkstoke House Ipsden OX10 6AF

IPC have no objections.

9. Playground – update

A resident has requested if a community orchard could be located in the playground field and asked if the parish council is prepared to support it and possibly get grant funding to help?

To progress a plan for location, layout is needed. IPC broadly support this, and need to investigate a grant and request detailed plan. Action David to check with VH owners.

Parking in front of the gate access to the playing field has caused an issue. Two no parking signs requested.

Cost £14.88 was Agreed.

Timber needs treatment this was highlighted on the last inspection £33. Per tin. Agreed.

Playground Inspection booked with Wicksteed for this year DC had to chase as the annual inspection reminder process seems to have ceased. DC to pass information to the Clerk to get this set up annually.

Any Other Business.

Emergency Plan DC had sent out a draft, response was did not feel Ipsden really needed one.

RM suggested there should be a phone number for the VH as an emergency point for services such as fire/police etc. in the event of an emergency.

JJ – requested that an item should be on Agendas for Matters Arising, as after the Agenda is published it cannot be added to should matters or issues come up following publication. Clerk will add an Agenda item “Matters Arising following Agenda being published.”

Verge cutting in village aresident has complained about the growth. Clerk to contact contractor to get dates when they will be coming to cut. As soon as known, will advise the resident.

20mph plan IPC do not need to do anything it is on OCC highways list to go ahead date is awaited.

Braziers Park license SODC replied stating that the license is agreed and it is not required to apply annually. There is issue from IPC as times for music to be played need to be endorsed to put some restrictions as usually music continues to 2am.

JJ would like to issue a strong objection. Are IPC going to act in regard to the time that the music can be played, the volume, and that Braziers park are never contactable and do not answer their phone. Agree JJ to draft a letter to SODC licensing.

10. Date of next meeting. Next meeting. June 27th 2023.

Meeting closed 20.20.