

**Draft Minutes of the Ipsden Parish Council meeting held at Ipsden Memorial Hall
on Tuesday 10 October 2017 at 6.30pm**

1	Present: Members: Mr Nick Miller - NM (Chair), Mr John Jeffery - JJ, Mrs Wendy Clark – WC, Clerk: Mrs Amanda McCrea – AM Public: Mr Terry Vernon	Action
2	Apologies: Mrs Heather Llewellyn – HL Cllr Nimmo-Smith – DNS Cllr Mark Gray - MG	
3	Minutes of Previous Meeting The minutes of the previous meeting of 31 July 2017 were agreed and signed by the Chair.	
4	OCC/SODC report: Both County and District Councillors were unable to attend the meeting.	
5	Matters Arising	
5.1	A4074: Clerk reported that she has requested that IPC's wish for a reduction in speed to 50mph is submitted for cabinet consultation (at a cost of £2600) and that traffic management staff have explained that a further speed survey (£100) will be necessary beforehand since the last one was placed at the Church Lane end of the A4074 only. This second survey will take place around The Street junction and will provide the final necessary data for the consultation. It was expected that the second speed survey would have taken place by now but council members reported that they had seen no evidence of this so clerk agreed to chase.	AM
5.2	Playground: JJ reported that he and the clerk had attended the playground inspection that morning. The play equipment is basically in good shape with only a few remedial actions required however one of the picnic tables is rotting and probably needs replacing. Council agreed to replace the picnic table next spring and in the meantime, JJ will brief Mr Hemming re the required actions. JJ also reported that he had not been able to find someone to complete the required monthly checklist so he kindly agreed to do this himself.	JJ
	NM reported that Mr Jackson had recently top-cut the outer field and the clerk requested an invoice for this work.	NM
5.3	Passing place maintenance: OCC have not yet completed their intended passing place repairs so Mr Jackson is still waiting to carry out work on the remaining areas of concern.	
5.4	Oxfordshire Together: Clerk reported that urban and rural verge cutting took place in August at a cost of £240 +VAT. She has now received an Oxfordshire Together – Section 101 Legal Agreement from OCC for signing by the parish council in order to claim the available grant for grass cutting. Clerk to forward the contract to council members for their perusal and signature.	AM
5.5	District Councillor's Community Grant: Clerk reported that she is awaiting a response from Cllr Nimmo-Smith regarding how to apply for this grant having found that the online application form is not functioning. Clerk to chase again.	
5.6	Telephone Box: Council members discussed again the best use of the phone box but decided to return to the discussion at the next meeting since Mrs Llewellyn, who is responsible for it with Mrs Clark, could not be present this evening.	
5.7	Website: JJ advised that, as agreed previously, external funding had enabled council to employ the services of Mr Ken McCrea to design and build the new parish council website. The new site is now up and running and all future website administration has been handed over to the clerk. Council members agreed that the new site looks good and is functioning well. Clerk reminded council that funding amounting to £1700 had been obtained and that this covered the initial design and start-up costs of £1125 plus £45 per month for maintenance for the next year.	
5.8	Correspondence: Clerk has received a request that the hedgerow along the Quickset path be cut back to allow for easier access. Clerk to contact the landowner.	AM

6	Finance:											
6.1	<p>Payments for approval: Council approved the following invoices:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Litter picking – August/September 2017</td> <td>80.00</td> </tr> <tr> <td>Dog bin emptying- Jul to Sept 2017</td> <td>50.23</td> </tr> <tr> <td>Verge grass cutting – August 2017</td> <td>288.00</td> </tr> <tr> <td>Website design, data transfer and update</td> <td>1125.00</td> </tr> </tbody> </table> <p>Mr Vernon, the litter-picker, was present at the meeting and was requested to undertake to clear the ditch in the dip in Church Lane and to review the remaining ditches in December after the leaves have fallen. It was also agreed that he would do an extra, one-off litter-pick on the route beyond the pub.</p> <p>The current account balance is £5841.90 as at 10 October 2017 which includes the second half of the precept (£3780) transferred from SODC in September. The deposit account balance is £5574.26.</p>	Item	£	Litter picking – August/September 2017	80.00	Dog bin emptying- Jul to Sept 2017	50.23	Verge grass cutting – August 2017	288.00	Website design, data transfer and update	1125.00	
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6.2	Council approved Clerk's invoice for the period 24 Jul – 9 Oct 2017 (11 weeks) - £495, website maintenance (3 hours) - £45 and office service charge for Jul/Aug/Sept 2017 - £60.											
6.3	Audit: Clerk reported that the annual return has been approved by BDO, the external auditor, and that the notification of the end of audit and the public right to view the accounts has been displayed in the village shop and on the website as required.											
7	<p>Planning: Clerk reported that the following planning application has been approved by SODC: P17/S1554/FUL: Larkstoke Farm, Church Lane – Conversion to 3 bed dwelling</p> <p>Council discussed and recommended the following application for approval by SODC: P17/S3268/O: Land between 6&8 The Street – Erection of a pair of dwellings and gardens</p>											
8	Any Other Business: None											
9	<p>Date of next meeting: The next meeting of the Ipsden Parish Council will be held on Wednesday 6 December 2017 at the earlier time of 6.00pm in the Ipsden Memorial Hall.</p>											
	The meeting closed at 19:30.											

Approved by:

Date:

(Chairman)