

**Draft Minutes of the Ipsden Parish Council meeting held at Ipsden Memorial Hall  
on Wednesday 23 May 2018 at 6.00pm**

1	<p><b>Present:</b> Members: Mr Nick Miller - NM (Chair), Mr John Jeffery - JJ, Mrs Wendy Clark – WC, Mrs Heather Llewellyn - HL Clerk: Mrs Amanda McCrea – AM SODC: Cllr David Nimmo-Smith - DNS Public: Mr David Coldwell, Mrs Sheena Coldwell, Mr Cliff Jordan (Braziers Park)</p>	<b>Action</b>
2	<b>Apologies:</b> None	
3	<p><b>Minutes of Previous Meeting</b> The minutes of the previous meeting of 10 April 2018 were agreed and signed by the Chair.</p>	
4	<p><b>SODC report:</b> NM referred the meeting to Cllr Nimmo-Smith's May report which includes news on the land supply figure, planning enforcement action and appeals, a Neighbourhood Plan update, waste and recycling, the community lottery, pet care enforcement, superfast broadband, Thames Valley Police advice and the South and Vale facebook page. (The full report can be found at the end of these minutes.)</p> <p>Cllr Nimmo-Smith was in attendance at the meeting and reported that the council now has a new leader, Jane Murphy, who has appointed a new cabinet. This has resulted in a reassessment of the Local Plan meaning that sites previously dismissed will now be reconsidered as potential sites for major housing development. There will be a public consultation later in the year prior to SODC being open to speculative developers next year. DNS stated that Ipsden, being in an Area of Outstanding Natural Beauty, will not be considered as a potential site however parish council members pointed out that they would be keen to see some infill of a few houses to maintain a sustainable community in Ipsden. DNS promised to bring this to the attention of the SODC planning department, who had been invited to attend the meeting but had not responded, but stated that the lack of services in Ipsden was not in its favour. It was pointed out that services couldn't thrive because of the lack of houses and new families.</p>	DNS
5	<p><b>Matters Arising</b></p> <p>5.1 <b>A4074:</b> Clerk reported that in order to obtain a quote from OCC for installation of white 'village' gates on the verges of the A4074, it was necessary for PC members to agree the locations and required wording. NM and JJ agreed to pace out the exact locations required and JJ will draw up a layout of the proposed wording for the gates. AM to submit to OCC Traffic Team.</p> <p>Once final quotes for installation of a solar junction/slow down sign and white gates have been obtained and approved, it is hoped that OCC will schedule the works without further delay.</p> <p>Clerk to request OCC to program the solar sign to switch on when drivers approach at over 40mph.</p> <p>5.2 <b>Playground:</b> Clerk reported that Mr David Coldwell had agreed to carry out necessary maintenance work and Mr Coldwell reported that this was well underway. A new picnic table has been purchased and Mr Coldwell has assembled this as well as making good progress on treating all the equipment with a wood protector and making the necessary repairs mentioned in the last playground inspection. He hopes to complete the work within the next couple of weeks, weather permitting.</p> <p>5.3 <b>Passing place maintenance:</b> Repair work has now been carried out in Church Lane.</p> <p>5.4 <b>New dog waste bin:</b> Clerk has purchased a new dog waste bin and obtained permissions for it to be installed on the edge of the large field up the lane to the east of the pub. Mr Coldwell has agreed to install the bin. Clerk to advice SODC of the need to empty this bin once it is in place.</p> <p>5.5 <b>District Councillor's Community Grant:</b> Applications for this grant are expected to open again in June. Clerk to obtain quote for installation of white gates on the verges of the A4074 in preparation for application for the grant.</p> <p>5.6 <b>Telephone Kiosk:</b> Mr Coldwell reported that refurbishment work will commence after the completion of the playground maintenance work.</p> <p>5.7 <b>Website:</b> Profiles of parish council members are being put together for display on the website.</p>	<p>NM/JJ AM</p> <p>AM</p> <p>AM</p> <p>AM</p> <p>AM</p> <p>AM</p>

5.8	<b>Correspondence:</b>																			
5.8i	<p>Clerk referred the meeting to a letter from Mr Cliff Jordan of Braziers Park who had written in order to notify IPC of the intention to apply for planning permission for an auxiliary building which will serve as a kitchen for the Braziers Park barn where numerous events are held throughout the year. Council members told Mr Jordan that they had no objection to this application which is currently with SODC.</p> <p>Council members also discussed the matter of noise emanating from the Supernormal event which takes place most years at Braziers Park. Mr Jordan said that this event would not be taking place this year but that the organisers have expressed their intention to apply for next year. Mr Jordan recommended that if parishioners and/or the parish council were not happy about this, they should communicate with Braziers Park to let them know. Any objections will be taken into consideration when Braziers Park staff meet to decide on event applications.</p>	AM																		
5.8ii	A cheque amounting to £598.36 had been received from OCC (Oxfordshire Together) as payment of grant for grass verge cutting. Clerk passed this to NM for banking.	NM																		
6	<b>Finance:</b>																			
6.1	<p><b>Payments for approval:</b></p> <p>Clerk reported that the following payments had been made since the last meeting:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Litter picking – April 2018</td> <td>40.00</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>Council approved payment of the following invoices:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Litter picking – May 2018</td> <td>50.00</td> </tr> <tr> <td>Dog waste bin and picnic table</td> <td>288.99</td> </tr> <tr> <td>Passing place maintenance – part payment</td> <td>485.00</td> </tr> <tr> <td>Materials advance for playground &amp; phone box</td> <td>250.00</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>The current account balance is £5709.97 as at 23 May 2018 and the deposit account balance is £5575.24.</p>	Item	£	Litter picking – April 2018	40.00			Item	£	Litter picking – May 2018	50.00	Dog waste bin and picnic table	288.99	Passing place maintenance – part payment	485.00	Materials advance for playground & phone box	250.00			
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6.2	Council approved <b>Clerk's invoice</b> for the period 6 April to 26 May 2018 (7 weeks) - £315, website maintenance for April/May (6 hours) - £90 and office service charge for April/May 2018 - £40.																			
6.3	<p><b>Annual Audit:</b> Clerk reminded Council that the new system is now in practice whereby parish councils with an annual turnover of less than £25,000 are required to submit only a Certificate of Exemption, stating this fact, to the external auditor, Moore Stephens. However, it is still a requirement to complete an Internal Audit, Annual Governance Statement and Summary Accounting Statement as usual for public display (website and noticeboard).</p> <p>The clerk reported that JJ had completed the Internal Audit and that he and the clerk had also completed a full parish council risk assessment. The Chair (NM) duly signed the Internal Audit and the Certificate of Exemption.</p> <p>Clerk to send the remaining completed documents to NM for his perusal before signing.</p>	AM																		
7	<p><b>Planning:</b></p> <p>P18/S0647/HH – 1 Fir Close: New ancillary garden building – application now approved by SODC.</p>																			
8	<b>Any Other Business:</b> None																			
9	<p><b>Date of next meeting:</b></p> <p>The next meeting of the Ipsden Parish Council will be held on Wednesday 1 August at 6.00pm in the Ipsden Memorial Hall.</p>																			
	The meeting closed at 19:05.																			

Approved by:

(Chairman)

Date:

## **SODC Report to Parish Councils - May 2018**

### **Planning**

#### **Land Supply Figure.**

Under government planning rules set out in the National Planning Policy Framework (NPPF), all local planning authorities should have an up-to-date deliverable five-year housing land supply. The SODC latest housing completion survey shows that 967 homes were built and finished in 2017/18, a third more than the previous year's figure of 722, when SODC was unable to demonstrate a five-year supply.

It is good news for South Oxfordshire that SODC can currently demonstrate a 5.4 year housing land supply. This will help SODC to fight speculative development on sites which are not the most suitable or preferred, whilst continuing to deliver on housing growth. While this is not a significant over-supply and there are outside forces that can affect supply, SODC is working hard to ensure that this can be sustained moving forward.

#### **Monitoring Progress March 2018**

- Majors: 65% decided within 13 weeks against local target of 70% (national target 60%)
- Minors: 83% decided within eight weeks against target 75% (national target 65%)
- Others: 91% decided within eight weeks against target 90% (national target 80%)
- Appeals dismissed: 63% against our local target 74% (national target 60%)

#### **Enforcement action March:**

- 29 new cases opened
- 36 cases closed
- 14 cases closed were more than six months old

The SODC six week performance improved significantly in April month rising to 91 per cent (target 80 per cent) which is great news.

13 cases were closed as no breach of planning control. Of the breaches identified 5 cases were closed after retrospective planning permission was granted and 9 cases were resolved through voluntary compliance. 7 investigations were found to be not expedient to pursue.

SODC currently has several cases with enforcement action pending - these include the re-service of an enforcement notice at Long Wittenham, and service of enforcement notices at Mounthill Farm, Tetsworth and Little Hill Cottage, Harpsden. SODC is also continuing to work with both OCC and Wokingham Borough Council to resolve the illegal display of lights on Henley Bridge

### **Appeals - Public Inquiries**

Results awaited

- Benson - an appeal relating to site known as BEN5 for 120 units (to the north of Blacklands Road) was heard at an Inquiry which opened on 20 February. The appeal has been recovered (called in by SoS).
- Crowmarsh - an appeal relating to a site off Benson Lane Crowmarsh Gifford for 150 units opened on 27 March and sat for 3 days. Following legal advice, we did not defend our reasons for refusal - however the Parish and a local action group appeared as Rule 6 parties. The appellants have submitted a costs claim for £225,000 and a revised planning application for the same development.
- Emmer Green - an appeal relating to a site off Kiln Lane for 245 units is scheduled to open on 27 March.
- Sonning Common - an appeal relating to a site off Kennylands Road for 90 units is scheduled to open on 10 April and will be held at Henley Rugby Club.

### **Forthcoming Inquiries**

- Tetsworth - an appeal for a traveller site comprising 12 pitches originally was deferred in November 2017 and is now scheduled for August 2018.
- Further inquiries are scheduled for sites in Didcot, Chinnor and Shiplake

### **Neighbourhood Plan updates**

Following the vote at Full SOD Council, SIDC adopted the Dorchester Neighbourhood Plan into the SODC Development Plan, and SODC will use it to help decide planning applications in the village.

An examiner has recommended that Benson and Watlington Neighbourhood Plans proceed to referendum on 28 June 2018, subject to modifications.

The public hearing for the Warborough and Shillingford Neighbourhood Plan was held on Monday 30 April and SODC is now awaiting the examiners report.

The publicity period on the Goring Neighbourhood Plan began last week and people have until 5pm on 7 June to submit their comments.

The Little Milton Neighbourhood Plan has been submitted and SODC is hoping to launch the publicity period next week for residents to comment on the Plan.

### **Neighbourhood Planning workshop**

The next workshop for neighbourhood planning groups takes place from 10am to 3pm on Tuesday 15 May. This session will help groups prepare, carry out and analyse surveys, as well ensuring they are aware of data protection and confidentiality issues. To book a place Neighbourhood Planning Groups should call 01235 422620 or email Jessica Wilmshurst.

### **Waste and Recycling**

Food waste trucks called Munching Molly and Trashosaurus made special stops to two primary schools to visit pupils who came up with their names. Children at Manor School in Didcot were delighted to see the trucks with their suggested names printed on the side and front. The trucks are part of a fleet of 12 that have been named by popular public vote after South Oxfordshire challenged primary school children in the District to come up with a list of suggestions.

The children who put forward these names each won a family swimming pass for the council's local leisure centre, courtesy of the councils' contractor GLL, and £150 of book tokens for their school. The naming challenge was set to celebrate the introduction of the new food waste trucks by the council's contractors Biffa. Local residents will get to see the trucks, with their names printed on, out and about collecting food waste across the District.

During 2017/18 the food waste trucks collected more than ten tonnes of food waste,

### **Cooking oil collected**

We are now collecting cooking oil alongside food waste. Residents just need to empty the oil into a plastic bottle (no bigger than 1 litre) then put it in inside their food waste caddy when they leave it out for collection. SODC will only collect from plastic bottles and will not accept oil in glass bottles/jars or any other container.

SODC will be promoting this new service to residents over the coming months.

### **First community lottery draw**

More than 800 tickets were sold prior to the first So Charitable Lottery draw last weekend.

The first draw saw 15 people win three free tickets each and raised £430 for local good causes and supporting the voluntary sector.

This is a great start for this initiative!

### **Enforcement.**

SODC has successfully prosecuted the owner of a boarding kennels in Cane End, following a number of complaints from pet owners including one about the death of a dog. Simon Herbert pleaded guilty at Oxford Magistrates' Court on Tuesday (1/5) to running an unlicensed animal boarding establishment and was fined £300 with a contribution to costs of £700 and a victim surcharge of £30.

Mr Herbert of Simon's Pet Services was first licensed by SODC to board dogs in 2012. During 2016 the Council investigated four complaints from dog owners whose dogs had boarded at Simon's Pets Services.

The complaints related to the death of a dog, the escape of two dogs from the premises, and the physical and emotional care of a puppy. Investigation of the complaints subsequently identified several breaches of the licence conditions. Mr Herbert applied to renew his animal boarding licence in early January 2017, but in the light of the concerns identified in 2016, the Council was satisfied that it would not be appropriate to renew the licence.

In September 2017, the council was contacted by a dog owner whose dog had boarded at Simon's Pet Services during August and September 2017. Mr Herbert later admitted to the Council that, although he was aware that he needed a

licence to board dogs overnight, he had cared for between four and six dogs overnight since the Council had refused his licence in January 2017.

Anybody looking after animals has a legal and moral duty to provide a decent level of care. SODC hopes that this case will act as a warning that SODC is not just here to process licence applications - they will prosecute anybody who doesn't maintain the levels of care expected by the Council and by the pets' owners."

### **Housing team win silver award**

Well done to the SODC housing needs team who have achieved a prestigious silver award from the National Practitioners Support Service for the work they do to help prevent the most vulnerable people becoming homeless.

SODC is only one of 24 Councils, out of the 326 Councils in the country, to achieve silver or gold and it builds on the SODC previous success of winning a bronze award last year.

The team will pick up their silver award in July.

### **Superfast broadband almost complete**

More than 95 per cent in South can now access superfast broadband. The latest communities to benefit from the upgrade have been Russells Water, Maidensgrove and Stonor..

Improving broadband has been a long-term priority for SODC and it has contributed £1 million to the second phase of the plan. The remaining funds have come from BT, County Council, government and local enterprise partnerships.

For further details on the partnership go to the BBfO website.

### **Thames Valley Police.**

#### **Doorstep crime**

Following a recent incident involving a suspicious door-to-door jewellery buyer, the SODC community safety team has sent out the following advice from the police. Please would you help spread the guidance to your communities:

- look through the door viewer or window to see who is outside
- if you decide to open the door keep the door-chain on
- check the caller's identity
- call the organisation's phone number (by independently looking up first) to confirm their identity - remember official visitors will wait while you check
- do not feel pressured into buying any items or services at the door
- do not let them into your house or give them access to any private rooms
- do not give them information on where valuables are kept
- for more information on how you can protect yourself and others, please visit the Thames Valley Police website.

#### **Action Counters Terrorism (ACT)**

Thames Valley Police has urged local communities to help tackle terrorism and has asked for SODC's help to spread the word.

There is a new quick and easy online form at [www.gov.uk/ACT](http://www.gov.uk/ACT) or people can phone 0800 789 321.

**Grants application dates confirmed**

REMINDER - SODC has confirmed the dates that groups can apply for community grants during 2018:

Capital grants - £811,000 available:

20 June to 30 July (round two - budget permitting)

15 October to 30 November (potential round three - budget permitting)

Councillor grants - £5,000 available per councillor: 30 May (estimated) to 3 January 2019

**Reaching thousands on Facebook**

REMINDER - Keep up to date with the latest news from both councils by following the Southoxon Facebook pages.

During the recent snow a post telling people about disruption to bin collections reached over 24,000 people and details about the emergency support available for those sleeping rough reached over 37,000 people.

SODC also had significant success for posts about fly-tipping, a food safety investigation (in South News), recycling advice, and announcements for major projects such as the Orchard Centre pool.

Please help to spread the news by sharing our posts with your Facebook friends.

Ipsden Parish Council

Annual Meeting of the Council 2018

Minutes of the Annual Meeting held at Ipsden Memorial Hall on Wednesday 23 May at 6.00pm

1	<b>Present:</b> Members: Mr Nick Miller (Chair), Mr John Jeffery, Mrs Heather Llewellyn, Mrs Wendy Clark Clerk: Mrs Amanda McCrea SODC: Cllr David Nimmo-Smith Public: Mr David Coldwell, Mrs Sheena Coldwell, Mr Cliff Jordan	<b>Action</b>
2	<b>Apologies:</b> None	
3	<b>Members' Acceptances and Declarations</b>  Council members confirmed that all are willing to continue in their posts. No changes to the declarations of interest were declared.	
4	<b>Minutes of previous AGM</b> The minutes of the previous AGM, held on 12 <sup>th</sup> May 2016, were approved by all present as a true record and were accordingly signed by the chairman.	
5	<b>Accounts for 2017-18</b>  The clerk referred the meeting to the presentation of the statement of accounts for the year 2017-18 which took place at the last parish council meeting on 10 April 2017 showing a total opening balance of £5913.77 with a net surplus of receipts over payments amounting to £3152.36 resulting in a closing balance of <b>£9066.13</b> . This closing balance is represented by the current account totalling £3490.89 and a deposit tracker account totalling £5575.24 at 31 March 2018.	
6	<b>Outstanding Business</b>  There was no outstanding business from the previous AGM of 2017.	
7	<b>Matters raised by Ipsden residents</b>  There were no matters requiring attention at the AGM.	
	The meeting closed at 18:07.	

Approved by:

Date:

(Chairman)