

**Minutes of the Ipsden Annual Parish Council meeting held at Ipsden Church  
on Wednesday 3<sup>rd</sup> May 2022 at 6.30 pm**

		<b>Action</b>										
1.	<p>Present - Members: Nick Miller (Chair) – NM, John Jeffery – JJ, David Coldwell – DC, Heather Lewellyn HL, Clerk: Jenny Welham – JW</p> <p><b>To Elect Chairman:</b> Nick Miller proposed and seconded, duly elected as Chairman.</p>											
2.	<b>Apologies: None</b>											
3.	<b>To Receive Declarations of interest</b> - None.											
4.	<b>Public Form</b> – No MOP present											
5.	<p><b>Jubilee Lunch</b> – David Kelly joined the meeting to outline the plan for this event. To take place on field opposite Church, free for Ipsden residents. Request to PC to contribute towards some of the food. Members agreed to contribute the same amount as already committed to Village Hall Treasurer for fireworks for Jubilee Beacon celebration.</p>	JW										
6.	<p><b>Resolved</b> IPC to contribute £132.50 to Jubilee Fireworks and £132.50 to Jubilee Lunch.</p> <p><b>Minutes of Previous Meeting:</b> The minutes of the previous meetings 9 March 2022 &amp; 6 May (APM) 2021 were approved as a true record.</p>											
7.	<p><b>Planning</b> <b>P22/S0584/FUL</b> Amendment No 1. Dated 14/4/2022 Proposal Agricultural Barn as amended plan received 14 April to reposition the building further from protected trees. Address Land south of Well Place Road, Ipsden.</p> <p><b>Resolved</b> – Minimal difference from the original application, response to be drafted and sent to Clerk for submission. .</p>	DC										
8.	<p><b>Play Ground</b> DC update</p> <p>Cutting the main field one cut already done Contractor been sourced via Hamish. Top Beam of swing set needs examination but is currently safe. Gate Post is moving making it difficult to open.</p>	DC										
9.	<p><b>Defibrillator Relocation</b> Cabinet needs to be procured, supplier found. D.J. Scott Electrical will come and fit when cabinet arrives. All cost covered by grant received from SODC.</p>	DC										
10.	<p><b>Finance</b></p> <p><b>Payments</b> List of payments 11/3 to 30/3/2022 Approved</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: right;">£</th> </tr> </thead> <tbody> <tr> <td>11/3/22 M. Holloway Clerk Salary, reimburse litter picker Sal</td> <td style="text-align: right;">642.00</td> </tr> <tr> <td>OALC Annua membership</td> <td style="text-align: right;">120.00</td> </tr> <tr> <td>J. Jeffery reimburse Annua Web hosting</td> <td style="text-align: right;">113.94</td> </tr> </tbody> </table>		£	11/3/22 M. Holloway Clerk Salary, reimburse litter picker Sal	642.00	OALC Annua membership	120.00	J. Jeffery reimburse Annua Web hosting	113.94	JJ/NM		
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12.	<p>List of Payments 1/4 to 3/5/2022 Approved</p> <p>29/4/22 T Vernon Litter picking £121.00</p> <p>29/4/22 J. Welham April Salary + allwn £260.00</p> <p>Receipts to Note £2329.81 VAT refund (2 years)</p>	JJ/NM										
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12.	<p><b>Annual Accounts FY 2021/2022</b> Annual Governance &amp; Accountability Return, Annual Accounts presented considered and approved. All. Certificate of Exemption signed JJ.</p> <p>Clerk advised that an Internal Auditor needs to be appointed for next year's audit and also that the Assets for Parish Councils do not need to be depreciated each year, all assets are recorded at purchase value.</p> <p><b>Outstanding Business</b> Domain change – the domain does need to be changed from existing for the website and emails, DC had looked into this following advice from the Clerk, .org.uk domain would be suitable and cheaper</p> <p><b>Resolved</b> Contact web host to discuss and obtain cost.</p> <p><b>Bank</b> – several unsuccessful attempts to contact Barclays to add signatories.</p> <p><b>Resolved</b> – Change bank account open an account with Lloyds.</p> <p>VAT – 2 years returns not processed, Clerk actioned 2019/20 &amp; 2020/2021 total £2329.81. Return for 2021/2022 to be processed within the next month.</p> <p>Accounting Software discussed, Clerk explained some of the functionality, agreed in principle NM to review some example reports, Clerk to email copies.</p> <p>Laptop may need to be purchased for the Clerk as her own is old and functions are very slow. Cost to be sought for consideration.</p> <p>The A4074 situation not finally resolved, Clerk to source last correspondence and circulate to members.</p> <p>Vacancy for a parish councillor still open. Election period for casual vacancy expired and notice removed. Co-option can now take place.</p> <p>.</p> <p>.</p>	<p>NM/JJ</p> <p>JW</p> <p>JJ/DC</p> <p>JW</p> <p>NM</p> <p>JW</p> <p>JW</p>

Signed..... Date.....