

**Minutes of the Ipsden Parish Council meeting held via Zoom due to Covid-19 restrictions  
on Thursday 6<sup>th</sup> May 2021 at 6.42pm**

Please check the village website regularly for Covid-19 updates – [www.ipsdenvillage.co.uk](http://www.ipsdenvillage.co.uk)

A village support group is available to contact at [ipsden\\_support@btinternet.com](mailto:ipsden_support@btinternet.com) or 01491 681857

		<b>Action</b>
1	<b>Present online:</b> Members: Nick Miller (Chair) – NM, John Jeffery – JJ, David Coldwell – DC, Heather Llewellyn – HL, Robert Booth – RB Clerk: Moira Holloway – MH	
2	<b>Apologies:</b> Lorraine Hillier SODC	
3	<b>Minutes of Previous Meeting:</b>  The minutes of the previous meeting of 30 March 2021 were approved by council.	
4	<b>SODC Report:</b>  The SODC report of 4 <sup>th</sup> May from Cllrs Jo Robb and Lorraine Hillier included details of forthcoming events for Town and Parish councils. These online events include community engagement activities across South Oxfordshire and the Vale of White Horse, and online forums, the first of which will focus on climate change at Town and Parish council level on 27 <sup>th</sup> May.  <b>OCC Report:</b>  No report given.	
5	<b>Matters Arising:</b>	
5.1	<b>SODC Councillor Community Fund Grant:</b>  Clerk advised payment of £1,500 from SODC has been received in respect of Councillor Community Fund grants towards the purchase of playground equipment. Mr Booth queried whether other grants may be available (see 5.2.1 and 5.5)	MH
5.2	<b>Playground:</b>  Mr Coldwell has submitted an inspection report for April. Mr Coldwell has met with Mr Cassels who has kindly agreed to undertake the mowing of the area around the play equipment. Following a trial cut, the suggested frequency is a 1 hour cut every three weeks at £12 per hour. Councillors agreed to proceed on this basis. Mr Booth has undertaken a trial cut of the larger playing field area and is able to continue with progressively shorter cuts. Councillors thanked Mr Booth and agreed that he be reimbursed for fuel and expenses. Mr Jeffery queried whether it was intended that football be played on the playing field as there was only one goalpost at present. Mr Coldwell is not aware of a strong interest in playing football but that replacement goalposts might be considered in the next phase playground renewals.	
5.2.1	Mr Coldwell advised that the order for the new roundabout has been placed with Yates Playground Ltd and that delivery and installation is due to take place in mid-June. Mrs Llewellyn asked whether there were likely to be additional costs associated with installation. Mr Coldwell confirmed that the quoted price of £5,945 (£7,134 incl. VAT) included installation and that payment would be due as one payment towards the end of June. Clerk to investigate the availability of grants from other sources.	DC/MH
5.3	<b>A4074:</b>  Chair referred to recent e-mail correspondence from Mr Beale of OCC acknowledging that the red strip needs to be re-instated, but that this would be included in other future works required on the road to avoid having to repeat again. Councillors expressed concern that this response suggests cost is a factor in the delay and fails to address the urgent requirement to reinstate essential road safety markings as part of the A4074 White Gates project, as previously agreed. Chair to send a robust response asking for work to be completed without delay.	NM
5.4	<b>Highway maintenance:</b>  Clerk advised councillors that she has not been able to contact the Clerk at Cholsey with regard to the OxTog arrangement for verge cutting and outstanding requests for invoices for previous cuts. Clerk understands that BGG has retained the contract to undertake the work and will pursue this further with both BGG and Cholsey.  Mr Jeffery has noted the poor state of repair of some lay-bys, exacerbated by an increase in visitors walking in the parish and parking in these areas. Mr Jackson undertook repairs in 2018 and Councillors agreed that Chair should approach him again. Clerk subsequently advised Councillors that Mr Jackson had quoted for similar repairs in 2017 at a cost of £800 plus VAT and had completed the work in two stages throughout 2018.	MH  NM

<p>5.5</p> <p>5.6</p> <p>5.7</p>	<p>As ever, residents are encouraged to report highway maintenance issues at <a href="https://fixmystreet.oxfordshire.gov.uk/my">https://fixmystreet.oxfordshire.gov.uk/my</a></p> <p><b>Faster broadband for Ipsden</b></p> <p>Mr Booth reported that he has extended the plan for bringing FTTP to Well Place to include the whole of Ipsden with the Oxfordshire Infrastructure Team which potentially increases the viability of the project for OpenReach if there is sufficient interest from residents. Mr Booth's article in the May edition of The Window is due to be delivered in print throughout the village, and will serve as a good introduction to approaching residents directly to gauge interest and explain the availability of funding from OpenReach and OCC. Mr Booth also suggested that grants for a wide-scale community infrastructure project may be available. Clerk to investigate. Councillors thanked Mr Booth for his extensive research and efforts in progressing this project.</p> <p><b>Virtual meetings and Zoom subscription</b></p> <p>Clerk advised Councillors that current legislation allowing Town and Parish Councils to conduct meetings virtually would expire at midnight on 6<sup>th</sup> May and that a paid Zoom subscription at £119 will no longer be required. Councillors agreed not to renew a paid subscription with Zoom on the basis that the basic Zoom facility was still available for use if required.</p> <p><b>Correspondence:</b></p> <p>Chair has received an email from Mrs Susie Williams regarding the possibility of a memorial to HRH The Duke of Edinburgh, with suggestions such as a tree or avenue of trees. Ideas for a location, type of tree or some other forms of tribute were invited. IPC supports the idea but agreed that IPC would not be able to undertake the ongoing maintenance. Mrs Lewellyn to draft a response for Clerk to send to Mrs Williams.</p> <p>"Walkers are Welcome Henley" have asked to place two A2 posters in the village. Councillors agreed that one poster could be placed in the Telephone Box to be removed after the event, and that this should be the general policy for requests going forward with regard to placing posters. Clerk has responded to "Walkers are Welcome."</p> <p>Clerk has received details from SODC's Community Enablement Team online event on 12<sup>th</sup> May introducing the statutory process in registering a building or land as an Asset of Community Value (ACV). CAMRA have also sent briefing notes with a particular interest in registering public houses as an ACV. Clerk has registered for the event.</p> <p>Clerk has learnt via a recent OALC newsletter that Parish Councils are required to be registered as an employer with HMRC with regard to payment of Officers (Clerks/RFO's). Councillors agreed that Clerk should register IPC with HMRC accordingly.</p>	<p>RB</p> <p>MH</p> <p>MH</p> <p>NM</p> <p>HL/MH</p> <p>MH</p> <p>MH</p>						
<p>6</p> <p>6.1.</p>	<p><b>Finance:</b></p> <p><b>Payments for approval:</b></p> <p>Council members approved payment of the following:</p> <table border="1" data-bbox="199 1444 943 1534"> <thead> <tr> <th>Item</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Litter picking – April</td> <td>80.00</td> </tr> <tr> <td>Dog bin emptying – February and March</td> <td>21.00</td> </tr> </tbody> </table> <p>Receipts to the current account are £1,500 received from SODC Councillor Community Fund and SODC 2021-22 Precept (50%) £4504.50. The reconciled current account balance is £11874.98. The deposit account balance is £3600.90</p>	Item	£	Litter picking – April	80.00	Dog bin emptying – February and March	21.00	
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<p>6.2</p> <p>6.3</p> <p>6.4</p>	<p><b>Clerk's invoice:</b></p> <p>Council approved Clerk's services invoice for the period 30 March 2021 to 3 May 2021 (5 weeks) - £300, office service charge for April 2021 (1 month) - £20.</p> <p><b>Banking – Online and Mandate update:</b></p> <p>Chair advised that he had not received a response to the letter and mandate form returned to Barclays at the beginning of April and that this will require further calls to Barclays Mandate Team. Clerk to investigate directly at Henley Branch also.</p> <p><b>Approval of AGAR (Annual Governance and Accountability Return)</b></p> <p>The auditing system in practice states that parish councils with an annual turnover of less than £25,000 are required to submit only a Certificate of Exemption to the external auditor, Moore. 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>MH</p>						

	<p>The Clerk reported that Mr Jeffery had completed the Internal Audit and that the rest of the AGAR documents had been sent to parish council members for their perusal prior to the meeting. Council members approved the Annual Governance Statement and then the Accounting Statements 2020/21 for signature by the Chair (NM) along with the Certificate of Exemption.</p> <p>Clerk to submit the Certificate of Exemption to Moore and to display the Notice of Public Rights on the website and noticeboard.</p>	
7	<p><b>Planning:</b></p> <p>Chair removed temporarily removed himself from the meeting whilst the following planning applications were discussed.</p> <p><b>P21/S1251/HH</b> – Installation of Oak frame 3 bay garage in grounds of house. Ipsden House, Ipsden, OX10 6AJ. IPC has submitted a response - Support</p> <p><b>P21/S3135/HH</b> - Construction of outdoor swimming pool in garden. Ipsden House, Ipsden OX10 6AJ. IPC has submitted a response - Support</p>	
8	<p><b>Any Other Business:</b></p> <p>None</p>	
9	<p><b>Date of next meeting:</b></p> <p>At present, Covid-19 outbreak restrictions are due to be lifted from 21<sup>st</sup> June 2021 and in person meetings can resume.</p> <p>The next meeting of the Ipsden Parish Council will be held on Wednesday 28th July 2021 at 6.00pm in the Ipsden Memorial Hall.</p>	
	The meeting closed at 19.42	

Approved by:

(Chairman)

Date: