

NOTICE OF THE ORDINARY MEETING OF IBSTONE PARISH COUNCIL
To be held on Tuesday 23rd January 2024
Ibstone CE Primary School, Ibstone at 7.30pm

Dear Councillors,

In accordance with the provisions of the Local government Act 1972, you are hereby summoned to the above meeting when the business to be discussed will be as follows:

AGENDA

1. **Receive and accept any apologies for absence**
2. **Declaration of interest in any agenda items**
3. **To confirm the minutes of the ordinary meeting of 20th November 2023**
4. **Buckinghamshire Councillors**
5. **Update on actions:**
 - a) Play area checked
 - b) Defibrillator checked
 - c) HMRC monthly requirements fulfilled
 - d) BC news emails distributed
 - e) Chairman

6. **Meetings/training attended:**

14/12/2023 – Chat GPT webinar training (Clerk)

15/12/2023 – SLCC Branch Meeting (Clerk)

22/01/2024 – Buckinghamshire Council Clerks Forum (Clerk)

7. **WW I memorial – update if available**

8. **Ibstone Common**

- a) Parking erosion
- b) Other matters

9. **To consider the proposal from Buckinghamshire Council for proposed diversion of Public Bridleway No. 95 (part) Stokenchurch and Public Bridleway No. 16 Ibstone (Part)**

The Buckinghamshire Council has received an application to divert part of Public Bridleway No.95 Stokenchurch and Public Bridleway No.16 Ibstone as shown on the attached plan.

The route to be extinguished is shown as a solid black line between points A-B, and the proposed new route is shown as a dashed black line between points A-C-D-B

The aim of this diversion is reroute the Bridleway in the interest of the landowner and the public, to improve safety for users of the Bridleway.

The improvements that are to be made to the Proposed route are as follows:

- Scarifying of Surface, add type 1 crushed stone and repack this. This will be topped with a 3mm to dust wearing course on top and consolidate.
- Existing concrete channels to be removed, with a drainage ditch to be installed east/higher side to catch some of the water, which can be taken across the Bridleway with some interceptor channels, and then into some soakaways on the west/lower side.

The proposed Bridleway will have a width of 4m throughout, with various passing points for when vehicles are used on the private drive. There will be no structures on this route.

10. **Planning:**

- a. Buckinghamshire Council decisions:

[23/07695/MINAMD – Timbers Ibstone Road Ibstone](#) – Proposed non-material amendment to permission Householder application for construction of single storey rear extension, alterations

to and enlargement of rear dormers, external material, fenestration and landscaping alteration including proposed pedestrian access and removal of adjoined outbuilding granted under planning ref: 22/05152/FUL – **Application Permitted** (PC not consulted)

b. Appeals to the Secretary of State:
None at this time.

c. New Applications in the parish to be commented on, including any loaded on the Buckinghamshire Council planning website between the distribution of this agenda and the meeting:

[23/08122/VCDN – Cholsey Grange Ibstone Road Ibstone](#) – Variation of condition 2 (plan numbers) attached to pp 19/07695/FUL (Erection 4 x 3-bed, 2-storey, traditional dwellings comprising a terrace of 3 cottage style properties and a single detached dwelling, associated soft and hard landscaping) allowed at appeal) in order to allow for changes to internal layouts

11. To review the following policies implemented in 2018:

- a) [Child Protection Policy](#) – or see [Appendix 1](#)
- b) [Community Engagement Policy](#) – or see [Appendix 2](#)
- c) [Complaints Procedure](#) – or see [Appendix 3](#)
- d) [Data Protection Policy](#) or see [Appendix 4](#)

12. Financial matters:

- a) To set the budget for 2024/2025
- b) To set the precept demand to Buckinghamshire Council for 2024/2025
- c) Check and approve bank reconciliation

Bank Balances as of 08/11/23:

Total Funds:	19016.74
Current account	13955.82
Less unpresented cheque 618	(20.00)
Less November payments	(344.67)
Less December payments	(643.87)
Income – BMKALC refund	26.82
Total as of 11/01/24	12974.10

Savings account	5080.92
Interest Nov	5.61
Interest Dec	5.80
Interest Jan	5.26
Total as of 11/01/24	5097.59

Combined Total as of 11/01/24 18071.69

Earmarked for road sign	400.00
AED Reserve	175.00
Unreserved funds as of 11/01/24	17496.69

d) Clerk’s working time:

Contracted hours per week = 5.5 hrs (month 23.8)

Jan – Dec 2023 – total contracted hours 288h, worked 287h30m

Jan 2024 – total contracted hours 23.8h, 12h worked up to 11/01/24

e) Approve clerk salary for Jan/Feb 2023 @ £315.55 per month by S/O

f) Approve the payments as listed below:

To Whom	Description	£
Mrs L Coldwell	Clerk expenses Nov/Dec	3.00
Total value		3.00

g) Review accounts year to date against budget:
Summary of accounts to date: 11/01/24

Accounts:

Expenditure	Year to date spend £	Budget 2023/2024 £	Income £	Year to date £
Clerk salary	2839.95	4050.00	Precept	9800.00
Admin expenses	65.61	400	Bank Interest	42.57
Working from home allowance	500.00	500.00	Ibstone Horticultural Society donation	200.00
Web site/email	414.72	150.00	BMKALC Refund	26.82
Subscriptions	117.27	190.00		
Audit		75.00		
Insurance	495.00	520.00		
Playground inspection	75.00	70.00		
Training		100.00		
Maintenance		750.00		
Planning advice		500.00		
Sundry		200.00		
Defib replacement		175 (reserve)		
Kings Coronation celebrations	1898.00	1000.00		
Common/Pond maintenance		500.00		
Highway "Warning Animal" post		700.00		
VAT Spent	329.22	0		
Total EXP.	6734.77	9680.00	Total INC	10069.39

13. **Members questions including any items for the next agenda**

14. **Date of next meeting:** To Be Confirmed

Once the meeting has been closed there will be an opportunity for the public to speak on parish matters.

L M Coldwell

17/01/24

The meeting is open to the Public and the Press (Unless otherwise decided)

Appendix 1 Child Protection Policy – DRAFT AMENDMENTS

Ibstone Parish Council Child Protection Policy

Introduction

We believe that children and young people have the right to have fun and be safe in the services provided for them and the activities they choose to participate in.

We believe all children and young people have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity and to be treated with dignity and respect.

We believe that all children and young people irrespective of their age, class, religion, culture, disability, gender, ethnicity or sexual preference have the right to protection.

Child Protection Statement

This Council is committed to ensuring that all children and young people are protected and kept safe from harm whilst engaged in services organised and provided by the Council. This Council will also safeguard the welfare of children and young people who use the Council's services or who attend activities within its venues, by protecting them from abuse.

This Council recognises its responsibilities under the terms of the Children Act 2004, earlier Children's Acts and other relevant legislation to make arrangements for ensuring that its functions are discharged having regard to the need to safeguard and promote the welfare of children and young people. This policy has been guided by Wycombe District Council's Child Protection Procedure which is derived from Buckinghamshire Safeguarding Board's Code of Practice.

This policy applies to all situations within the Council's operation, which could potentially involve children or young people. Good practice guidelines are provided in this policy to guide staff in the protection of children and young people and to protect staff from allegations of abuse and reassure parents.

The policy affects every elected member, staff member, volunteer and anyone working on behalf of and/or representing the Council.

Definitions

- The term children or young person is used to refer to anyone under the age of 18 years.
- The term parent is used as a generic term to represent anyone with legal parental responsibility.
- The terms elected members, staff and volunteers is used to refer to employees, councillors, volunteers and anyone working on behalf of and/or representing the Council, including temporary and agency staff and contractors.

Aims of the Policy

This Council accepts the moral and legal responsibility to implement procedures, provide a duty of care for children and young people, safeguard their well being and protect them when they are engaged in services organised and provided by the Council or when they come into contact with Council staff, those on work experience, elected members and volunteers.

The Council aims to do this by:

- Raising an awareness throughout the Council and beyond of the statutory “duty of care” relating to children and young people and actively encourage good practice amongst all staff, elected members and volunteers.
- Creating a safe and healthy environment within all its services, avoiding situations where abuse or allegations of abuse may occur.
- Respecting and promoting the rights, wishes and feelings of children and young people. Listening to children and young people, minimising dangers and working closely with other agencies.
- Recruiting, training, supervising and supporting staff, elected members and volunteers who work with children and young people to adopt best practice to safeguard and protect children and young people from abuse, and themselves against false allegations. Staff and volunteers who work with children and young people will be subject to the appropriate level Criminal Records Bureau check.
- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.
- Requiring staff, elected members and volunteers to adopt and abide by this policy and guidelines.

Use of Contractors

This Council and its staff, elected members and volunteers should take care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children and young people, should have a similarly robust Child Protection Policy, or failing this, must comply with the terms of this policy. Contractors will be monitored by the Officer responsible for the contract.

Procedures

These procedures inform staff, elected members and volunteers of what actions they should take if they have concerns or encounter a case of alleged or suspected child abuse.

Responding to Concerns and Allegations:

It is important that all staff, elected members and volunteers are aware that the first person that has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. It is not the place of any Officer of the Council to investigate allegations. However, staff, elected members and volunteers do have a duty of care to the child or young person which means they must report any suspicions they may have.

It is the duty of any member, or council employee or volunteer to report any concerns about a child being subject to abuse, receive a disclosure or are aware of Members, or colleagues behaving in an inappropriate manner. All reports should be treated as confidential and with respect to the person raising the concern regardless of the outcome.

In general there are 3 situations that staff, elected members and volunteers may need to respond to a concern or case of alleged or suspected abuse:

1. Responding to a child or young person disclosing abuse, i.e. they make an allegation of abuse
2. Responding to allegations or concerns about a member of staff, elected member or

volunteer from your own observation or due to a complaint.

3. Responding to allegations or concerns about any other person, i.e. parent, carer, other service user.

In the case of an emergency where a child is in danger phone 999 immediately.

Record in writing all the details that you are aware of and what was said using the child or young person's own words, immediately. In your record you should include the following:

- a) The date and time
- b) The child or young persons name, address and date of birth
- c) The nature of the allegation
- d) Your observations – a description of the child or young persons behaviour, physical and emotional state and any visible injuries.
- e) Exactly what the child or young person said and what you said. Record the child or young persons account of what has happened as closely as possible.
- f) Sign and date what you have recorded.

Do not ask questions, other than the child or young persons name, address and date of birth. Reassure the child or young person that they have done the right thing in telling you.

Contact local Social Services or the Police without delay and follow their guidance.

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only this is usually Social Services or the Police. It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child or young person, their family, those who are the subject of allegations and any child protection investigations that may follow.

Informing the parents of a child or young person of concerns you may have should be dealt with by Social Services. Parents will not be informed if they are the subject of the allegation. Any individual against whom an allegation has been made has the right to be notified about the cause for concern. This should be done by Social Services and the Police. It is important that the timing of this does not prejudice the investigation; therefore, confidentiality is of the utmost importance.

Recorded information should be handed over to Social Services or the Police and any copies stored in a secure place with limited access in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure). If enquiries arise from the public or any branch of the media, it is vital that all staff, elected members and volunteers are briefed to not make any comments regarding the situation.

Photography

Staff, elected members and volunteers should be vigilant at all times regarding people using cameras or videos within Council services and at events or activities which involve children and young people. Consent must be sought from parents when cameras and other image recorders are used to picture children and young people.

- Do not allow unsupervised access to children or young people or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child's or young person's home.

- The child or young person should be happy with having their picture taken
- Parents must be informed that photographs of their child or young person may be taken during Council services, activities or events, and signed parental consent needs to be obtained agreeing to this. This must include information about how and where these photographs will be used.
- The names of children or young people should not be used in photographs or video footage, unless with the express permission of the child or young person's parent.

Sources of Information / Support

Buckinghamshire Council
T: 01296 383 962

ChildLine
Free helpline for children and young people in the UK. children and young people can call to talk about any problem www.childline.org.uk
T: 0800 1111

NSPCC
Information for children and adults www.nspcc.org.uk/html/home/needadvice/needadvice.htm
T: 0808 800 5000

Samaritans
www.samaritans.org
T: 08457 909090

Domestic Violence
T: 08457 909090

Adopted: January 2018
Amended Draft: January 2023

Appendix 2 – Community Engagement Policy DRAFT AMENDMENTS

Ibstone Parish Council

Community Engagement Policy

Ibstone Parish Council aims to be responsive to the needs of the local community and to involve its parishioners in the Council's decision-making about the issues which affect them including planning, delivery of services and the future of the area. To achieve this, the Council will provide its parishioners with

- relevant information about services, policies and decisions that might affect or interest them;
- opportunities for them to have their say about decisions, services and plans through consultations, surveys and conversation;
- opportunities to get involved, over and above informing and consulting, to give them a greater influence over decisions and delivery.

In doing so, the Council will follow the principles set out below and will:

Honesty and openness

- Make clear the purpose of any engagement activity and use the right methods (proportionate to the significance of the issues) to engage the local community
- Be clear about what can be influenced
- Use honest, accurate and unbiased information

Listening

- Listen and respond to individuals and communities, enabling and empowering parishioners to play an effective role in setting priorities, designing services and influencing decisions to shape their local area.

Inclusion

- Undertake fair and impartial engagement to a high standard to ensure that all parishioners are offered equal opportunities to participate in issues that may affect them and make a difference.

Working together

- Act together when appropriate with a consistent approach to community engagement.
- Share knowledge and information openly with parishioners and partner organisations, whilst respecting confidentiality.
- Use what has been learnt from contact with local people to better understand and engage with the community, and to improve the services it delivers.

Keeping in touch

- Provide feedback and demonstrate the changes that are made as a result of engagement.

The Council will use the following tools as appropriate to:

a) inform

- posters, fliers and publications including Contact and the Annual Report
- Public and specific meetings including Parish Council meetings, Annual Parish Meeting
- Presentations, briefings.

- Website updates, Email, Twitter

b) consult

- Questionnaires and surveys
- Online surveys and e-consultation (via the internet).
- community groups.
- Discussion/focus groups/forums/e-forum.
- Written consultation through letter or email.
- Consultation events/workshops/ /exhibitions/general events
- Public, neighbourhood or specific meetings
- Documents or information available in offices, public buildings or online.
- Verbal consultation with community representative acting as a scribe.

c) involve

- Working parties
- Public or specific targeted discussion meetings with interested parties
- Public or stakeholder workshops to identify issues and shape options,
- Public visioning events, ideas competitions, interactive displays.
- Online discussion forums.
- Community led plans (e.g. parish plans/neighbourhood plans)/community action plans.
- Comments and complaints.

Adopted: January 2018

Amended Draft: January 2024

Appendix 3 – Complaints Procedure DRAFT AMENDMENTS

IBSTONE PARISH COUNCIL

COMPLAINTS PROCEDURE

The Clerk (proper officer) must advise the Chairman on receipt of any complaints. If together they agree that a simple letter of explanation or apology, if appropriate, from the Clerk will answer the complaint, then this shall be the first course of action. However, if the complaint is of a more serious nature and could bring into question the conduct of the Council or Clerk, then the following procedure should be followed. Complaints about an individual Councillor should be referred to the Monitoring Officer at Wycombe District Council

1. The complainant will be asked and encouraged to put the complaint of the council's procedures or administration in writing to the Clerk (the proper officer).
2. If the complainant does not wish to put the complaint to the Clerk, they will be asked to put it to the Chairman.
3. The Clerk will acknowledge receipt of the complaint and advise the complainant as to when the matter will be considered by the council.
4. The complainant will be invited to attend the relevant meeting (they may bring a representative with them).
5. 7 clear days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Council shall provide the complainant with copies of any documentation to which they will refer at the meeting.
6. At the meeting the Council will consider whether it would be appropriate to exclude the press and public when dealing with the complaint. Any decision on a complaint will be announced at the council meeting with the public/press present.
7. The Chairman will introduce everyone and explain the procedure.
8. The complainant or their representative will outline the grounds for their complaint.
9. Members to ask any question of the complaint.
10. If appropriate, the Clerk will explain the Council's position.
11. Members to be given the opportunity to question the Clerk.
12. Clerk and complainant, in that order, to be offered the opportunity for a final word.
13. Clerk and complainant to be asked to leave the room while Members decide whether or not there are grounds for the complaint. If further clarification becomes necessary, both parties are to be invited back into the room.
14. Clerk and complainant return to the room to hear decision or to be advised when decision will be made.

15. The Clerk will write to confirm the decision within 7 working days together with details of any action to be taken.

Adopted: January 2018

Draft Amendment: January 2024

Appendix 4 – Data Protection Policy DRAFT AMENDMENTS

Ibstone Parish Council Data Protection Policy

Introduction

The Parish Council is fully committed to compliance with the requirements of the Data Protection Act 1998 (“the Act”), which came into force on the 1st March 2000.

The council will therefore follow procedures that aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the council who have access to any personal data held by or on behalf of the council, are fully aware of and abide by their duties and responsibilities under the Act.

Statement of policy

In order to operate efficiently, The Parish Council has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition, it may be required by law to collect and use information in order to comply with the requirements of central government. This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means there are safeguards within the Act to ensure this.

The Parish Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the council and those with whom it carries out business. The council will ensure that it treats personal information lawfully and correctly. To this end the council fully endorses and adheres to the Principles of Data Protection as set out in the Data Protection Act 1998.

The principles of data protection

The Act stipulates that anyone processing personal data must comply with **Eight Principles** of good practice. These Principles are legally enforceable.

The Principles require that personal information:

1. Shall be processed fairly and lawfully and in particular, shall not be processed unless specific conditions are met;
2. Shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
3. Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
4. Shall be accurate and where necessary, kept up to date;
5. Shall not be kept for longer than is necessary for that purpose or those

purposes;

6. Shall be processed in accordance with the rights of data subjects under the Act;
7. Shall be kept secure i.e. protected by an appropriate degree of security;
8. Shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

The Act provides conditions for the processing of any personal data. It also makes a distinction between **personal data** and “**sensitive**” **personal data**.

Personal data is defined as, data relating to a living individual who can be identified from:

- That data;
- That data and other information which is in the possession of, or is likely to come into the possession of the data controller and includes an expression of opinion about the individual and any indication of the intentions of the data controller, or any other person in respect of the individual.

Sensitive personal data is defined as personal data consisting of information as to:

- Racial or ethnic origin;
- Political opinion;
- Religious or other beliefs;
- Trade union membership;
- Physical or mental health or condition;
- Sexual life;
- Criminal proceedings or convictions.

Handling of personal/sensitive information

The Parish Council will, through appropriate management and the use of strict criteria and controls:

- Observe fully conditions regarding the fair collection and use of personal information;
- Meet its legal obligations to specify the purpose for which information is used;
- Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- Ensure the quality of information used;
- Apply strict checks to determine the length of time information is held;
- Take appropriate technical and organisational security measures to safeguard personal information;
- Ensure that personal information is not transferred abroad without suitable safeguards;
- Ensure that the rights of people about whom the information is held can be fully exercised under the Act.

These include:

Lorna Coldwell Clerk to the Council

clerk@ibstone.org

01494 881 483

www.ibstone.org

- The right to be informed that processing is being undertaken;
- The right of access to one's personal information within the statutory 40 days;
- The right to prevent processing in certain circumstances;
- The right to correct, rectify, block or erase information regarded as wrong information.

In addition, The Parish Council will ensure that:

- There is someone with specific responsibility for data protection in the organisation;
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- Everyone managing and handling personal information is appropriately trained to do so;
- Everyone managing and handling personal information is appropriately supervised;
- Anyone wanting to make enquiries about handling personal information, whether a member of staff or a member of the public, knows what to do;
- Queries about handling personal information are promptly and courteously dealt with;
- Methods of handling personal information are regularly assessed and evaluated;
- Performance with handling personal information is regularly assessed and evaluated;
- Data sharing is carried out under a written agreement, setting out the scope and limits of the sharing. Any disclosure of personal data will be in compliance with approved procedures.

All elected members are to be made fully aware of this policy and of their duties and responsibilities under the Act.

All managers and staff within the council's directorates will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and in particular will ensure that:

- Paper files and other records or documents containing personal/sensitive data are kept in a secure environment;
- Personal data held on computers and computer systems is protected by the use of secure passwords, which where possible have forced changes periodically;
- Individual passwords should be such that they are not easily compromised.

All contractors, consultants, partners or other servants or agents of the Council must:

- Ensure that they and all of their staff who have access to personal data held or processed for or on behalf of the council, are aware of this policy and are fully trained in and are aware of their duties and responsibilities under the Act. Any breach of any provision of the Act will be deemed as being a breach of any contract between the council and that individual, company, partner or firm;

- Allow data protection audits by the council of data held on its behalf (if requested);
- Indemnify the council against any prosecutions, claims, proceedings, actions or payments of compensation or damages, without limitation.

All contractors who are users of personal information supplied by the council will be required to confirm that they will abide by the requirements of the Act with regard to information supplied by the council.

Implementation

The council has appointed an Information Officer who will be responsible for ensuring that the Policy is implemented. Implementation will be led and monitored by the Information Officer. The Information Officer will also have overall responsibility for:

- The provision of cascade data protection training, for staff within the council.
- For the development of best practice guidelines.
- For carrying out compliance checks to ensure adherence, throughout the Council, with the Data Protection Act.

Notification to the Information Commissioner

The Information Commissioner maintains a public register of data controllers. The Parish Council is registered as such.

The Data Protection Act 1998 requires every data controller who is processing personal data, to notify and renew their notification, on an annual basis. Failure to do so is a criminal offence.

The Information Officer will review the Data Protection Register annually, prior to notification to the Information Commissioner.

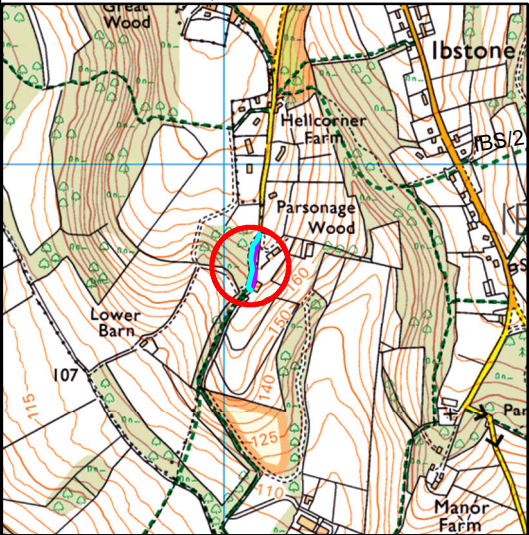
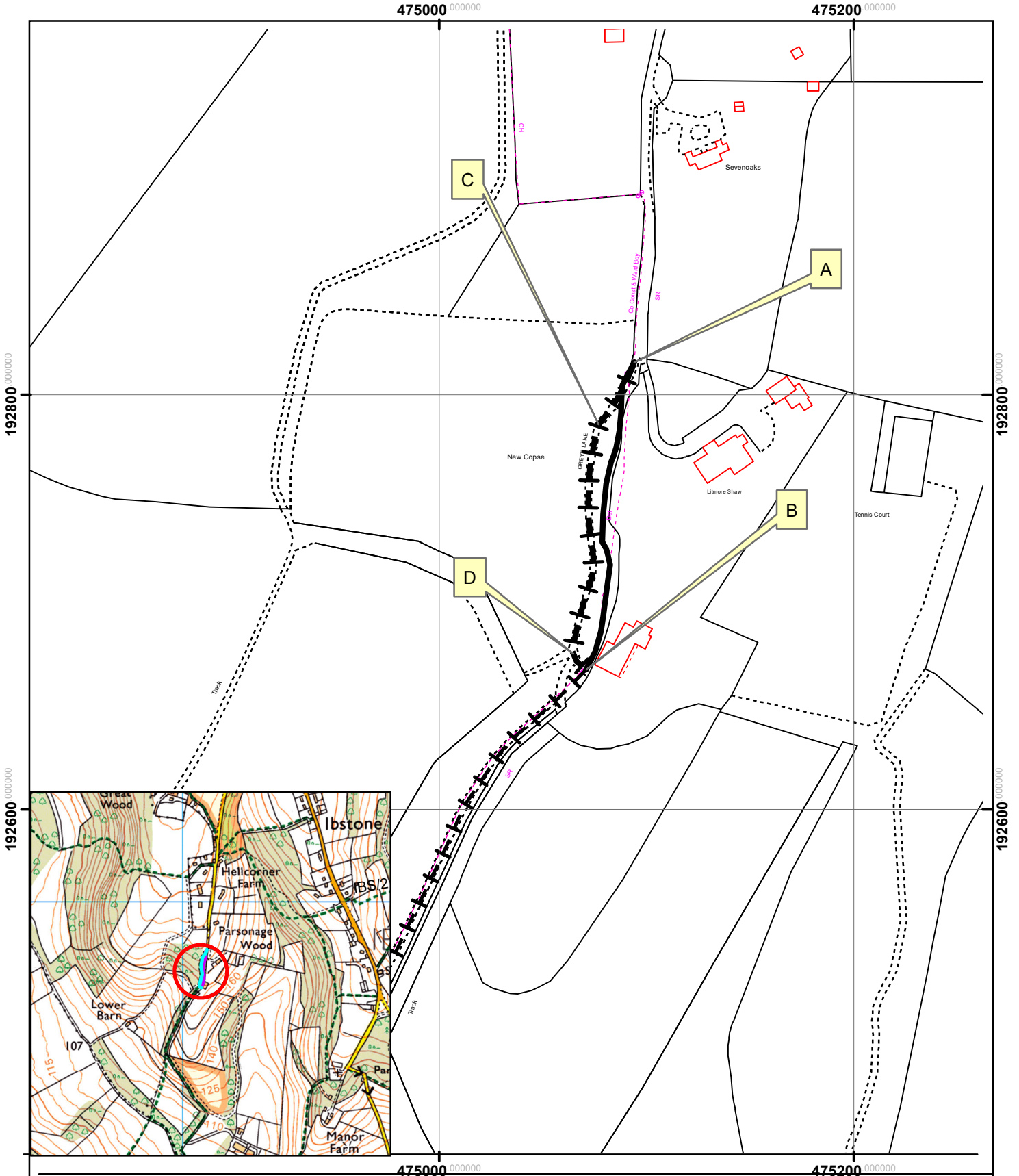
Any changes to the register must be notified to the Information Commissioner, within 28 days.

To this end, any changes made between reviews will be brought to the attention of the Information Officer immediately.

Adopted January 2018
Draft Amendments: January 2024

Highways Act 1980 Section 119

Diversion of Public Bridleway No.95 (Part) Stokenchurch and Public Bridleway No.16 Ibstone



- Public Rights of Way**
- Route to be deleted: A-B
 - Route to be added: A-C-D-B
 - PARISH BOUNDARY

Grid references

Point A: SU75094-92815 Point B: SU75070-92667
 Point C: SU75077-92785 Point D: SU75064-92675

- other FP
- BRIDLEWAY



1:2,500

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