

# NOTICE OF THE ORDINARY MEETING OF IBSTONE PARISH COUNCIL

To be held on Tuesday 30<sup>th</sup> May 2023

The Breakfast Room at The Chilterns Fox, Ibstone following the Annual Parish and Annual Parish Council meetings

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 apologies for absence**
2. **Declaration of interest in any agenda items**
3. **To confirm the minutes of the ordinary meeting of 20<sup>th</sup> March 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) Kings Coronation debrief
  - f) Chairman
6. **Meetings/training attended:**

22/04/23 – BC Planning Liaison meeting (Clerk)  
16/05/23 – Canva training (Clerk)
7. **WW I memorial – update**
8. **Planning:**
  - a. Buckinghamshire Council decisions:
    - [22/07630/VCDN - Litmore Shaw Grays Lane Ibstone](#) - Variation of condition 3 (plans) – **Application Permitted**
    - [23/05389/FUL – Sevenoaks Grays Lane Ibstone](#) – Householder application for construction of an outbuilding for use as a garage and storage space – **Application permitted**
    - [23/05473/FUL – Netherwood Ibstone Road Ibstone](#) – Householder application for re-positioning of front door and porch, construction of two storey side and rear extensions, single storey side extension with 1 x dormer window to front forming attached garage with room over, fenestration and external alterations (alternative scheme to pp 22/07532/FUL) – **Application permitted**
    - [23/05106/ADRC – Sevenoaks Grays Lane Ibstone](#) – Application for approval of details subject to conditions 5 (arboricultural method statement and tree protection plan), 8 (impact on bats) and 9 (impact on ecology) of planning approval ref: 22/06711/FUL – **Permit - detail Reserved by Condition** (PC not consulted)
    - [23/05639/FUL – Land Adjacent Litmore Shaw Annexe Grays Lane Ibstone](#) – Installation of hardstanding (reclaimed cobbles) to provide safe access to underground store – **Awaiting decision**
  - 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:  
None at this time.

**9. To note and discuss the annual RoSPA inspection of the play area**

**10. Discuss a street sign on the highway to alert motorists of animals by the Common**

This is currently back sitting with Buckinghamshire Council, following the change from Transport for Bucks to Buckinghamshire Highways. Clerk has asked Buckinghamshire Highways if there is a price increase, and they have responded saying that they are evaluating “wild animal” signs across the county and will respond at a future date. Clerk to provide an update if possible.

**11. Financial matters:**

- a) The Parish Council to certify itself as exempt from limited assurance review and sign the Certificate of Exemption AGAR 2022-23. We do this as a smaller authority where the higher of gross income or gross expenditure was £25,000 or less and that meet the qualifying criteria (the annual return is published on the web site)
- b) To note the internal auditor’s report
- c) To approve the asset register as at 31/03/23
- d) To approve and adopt the accounts for 2022-23 in the receipts and payments format.
- e) To note the year end bank reconciliation for 2022-2023
- f) Agree and sign Section 1 of the AGAR: Annual Governance Statement for 2022-23
- g) Agree and sign Section 2 of the AGAR: Accounting Statements for 2022-23
- h) To confirm the dates for the Notice of the Period for the Exercise of Public Rights – Clerk suggests 05/06/23 – 14/07/23
- i) Check and approve bank reconciliation

**Bank Balance as of 01/03/23:**

|                                     |                 |
|-------------------------------------|-----------------|
| <b>Total:</b>                       | <b>15492.30</b> |
| Current account                     | 10439.66        |
| Savings account                     | 5052.64         |
| Less unpresented cheque 618         | (20.00)         |
| Less March Payments (current A/C)   | (705.23)        |
| <b>Bank Balance as of 31/03/23:</b> | <b>14767.07</b> |
| Current account                     | 9712.05         |
| Savings account                     | 5055.22         |

|                                  |          |
|----------------------------------|----------|
| Less April payments              | (345.55) |
| Income – ½ precept Bucks Council | 4900.00  |
| Interest April                   | 3.20     |

**Bank Balance as of 30/04/23**

|                 |          |
|-----------------|----------|
| <b>19324.72</b> |          |
| Current account | 14266.50 |
| Savings account | 5058.22  |

j) Clerk’s working time:

Contracted hours per week=5.5 hrs (month 23.8)

Jan – end Apr 2023 – total contracted hours 96h, worked 100h10m

k) Approve clerk salary for May/June 2023 @ £315.55 per month by S/O

l) Approve the payments as listed below:

| To Whom            | Description  | £             |
|--------------------|--|---------------|
| Mrs L Coldwell     | Clerk expenses Apr/May (includes annual WFH allowance) | 506.00        |
| RoSPA              | Playground inspection                                  | 90.00         |
| <b>Total value</b> |  | <b>596.00</b> |

- m) Review accounts year to date against budget:  
Summary of accounts to date: 17/05/23

**Accounts:**

| <b>Expenditure</b>            | <b>Year to date spend<br/>£</b> | <b>Budget<br/>2023/2024<br/>£</b> | <b>Income<br/>£</b> | <b>Year to date<br/>£</b> |
|-------------------------------|---------------------------------|-----------------------------------|---------------------|---------------------------|
| Clerk salary                  | 631.10                          | 4050.00                           | Precept             | 4900.00                   |
| Admin expenses                |                                 | 400                               |                     |                           |
| Working from home allowance   |                                 | 500.00                            |                     |                           |
| Web site/email                | 33.60                           | 150.00                            |                     |                           |
| Subscriptions                 | 42.27                           | 190.00                            |                     |                           |
| Audit                         |                                 | 75.00                             |                     |                           |
| Insurance                     |                                 | 520.00                            |                     |                           |
| Playground inspection         |                                 | 70.00                             |                     |                           |
| Training                      |                                 | 100.00                            |                     |                           |
| Maintenance                   |                                 | 750.00                            |                     |                           |
| Planning advice               |                                 | 500.00                            |                     |                           |
| Sundry                        |                                 | 200.00                            |                     |                           |
| Defib replacement             |                                 | 175 (reserve)                     |                     |                           |
| Kings Coronation celebrations | 2157.50                         | 1000.00                           |                     |                           |
| Common/Pond maintenance       |                                 | 500.00                            |                     |                           |
| Highway "Warning Animal" post |                                 | 700.00                            |                     |                           |
| VAT Spent                     |                                 | 0                                 |                     |                           |
| <b>Total EXP.</b>             | <b>2864.47</b>                  |                                   | <b>Total INC</b>    | <b>10732.18</b>           |

**12. Members questions**

13. **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 Coldwell*

23/05/23

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