

Notice of the ORDINARY MEETING OF IBSTONE PARISH COUNCIL
Held remotely Monday 3rd August 2020 at <https://us02web.zoom.us/j/83408825390>
commencing at 7.30pm

Held under 2020 Regulation no 392 which came into force 4th April 2020 allowing remote attendance and modification of meetings and public attendance.

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 8th June 2020
4. Update on actions:
 - a. Play area checked
 - b. Defibrillator checked.
 - c. HMRC monthly requirements fulfilled.
 - d. Cllr Hamond update on the 3rd party donation to the school for the hearing loop
5. Meetings/training attended:
 - 23/06/20 BMKALC meeting
 - 18/06/20 WDALC meeting
 - 14/07/20 SW Chilterns Community Board
6. Agree to apply for on-line banking facilities and on-line banking controls and arrangements as permitted by the repeal of s150(5) LGA 1972 in 2014. The following financial systems, procedures and controls were agreed and adopted by the PC. It is a general principal that more than 1 person should be involved in any payment, whether that is before, at or after the point at which the payment is made.
the bank
 - One councillor (signatory) authorises the payments using electronic banking/on line system
 - Signatories are sent an email/ text alert to notify them of payments being authorised; and
 - Signatories able to view all transactions electronically.
internal controls
 - The clerk sets up the schedule of payments, the list of payments is sent to all councillors as part of the agenda.
 - The list of payments is approved at a council meeting.
 - Once the payments have been approved, the clerk to put them on the banking system asking by email/text one of the signatories to check and authorise the payments.
 - Clerk to bring bank statements to the meetings and bank reconciliations to be verified by a councillor.
7. Parking/speed stats/traffic issues.
 - a. Request for speed data received.
 - b. Request by resident to have a reflective post replaced outside Skomer/ Merton Mead. This is a BC matter.

8. WW I memorial- update

9. Planning:

a. BC decisions:

- 20/05207/FUL Cherry Tree. Householder application for construction of two storey rear extension following alterations to existing conservatory. PC no objections. BC permitted.

b. Appeals to the Secretary of State: awaiting the appeal to be validated on 19/00086/ENFOT Litmore Shaw.

c. New applications:

- 20/06168/FUL 6 Merton Cottages. Householder application for construction of two storey side/rear extension and single storey rear extension following demolition of existing rear single storey extension and front porch extension.
- 20/06617/FUL One Acre, Grays Lane. Householder application construction of first floor side and rear extension to existing double garage (alternative scheme to 19/05245/FUL)

10. Financial matters:

a. Receipts:

- 16p bank interest.

b. Bank balances 02/07/20:

Current account	£ 6,824.63
Savings account (09/06/20)	£ <u>4,044.71</u>
Total:	£10,869.34

Less August payments	£ 28.74
Less July salary S/O	£ 313.41
Balance carried forward	£ 10,527.19

c. Clerk's working time:

Contracted hours per month 23.8

Holiday hours per month 2.6. (net hrs 21.2)

Hours worked 31/05/20-27/07/20 (8 weeks=44hrs, net 38.8)- 44.5hrs

Overtime bfw 10.9 hrs + 5.7= 16.6 hrs cfw

d. Approve clerk salary for July 2020 @ £313.41 per month by S/O

e. Approve the payments and sign cheques as listed below:

To Whom	Description	£
Chiltern Society (01/07/20)	Subscription 2020/21 by DD	30.00
D Hansen	Clerks exp. June/July 2020	28.74
Total value		58.74

f. Review accounts year to date:

Summary of accounts to date: 03/08/20

Accounts:

<i>Expenditure</i>	Year to date	Budget 2020/21	<i>Income</i>	Year to date
	£	£	£	£
<i>Clerks salary</i>	1253.64	3836	<i>Precept</i>	4625.00
<i>Admin expenses</i>	81.97	525	<i>VAT repayment</i>	279.65
<i>Working from home all.</i>	0	500	<i>Bank interest</i>	0.51
<i>Donations</i>	0	250	<i>VE Day grant</i>	125.00

Web site	0	500		
Subscriptions	169.35	190		
Audit	50.00	50		
Insurance	437.17	437		
Playgrnd inspection	68.50	70		
Training	0	250		
Maintenance	0	250		
Sundry	25.00	250		
Election NOT NEEDED	0	1000		
VE day party	0	500		
Vat	28.89	0		
Total EXP.	2114.52	8608	Total INC	4905.16

In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of this item due to the confidential nature of this item.

11. Web site has to be made WCAG 2.1 compatible. Discuss quotes and decide.
- £350 new website plus £95 domain plus £350 p.a. maintenance.
 - £1000 for new website plus £360 p.a. maintenance
 - £1008 for new website, maintenance TBC
 - £700 for starters for new website, maintenance TBC

12. Any urgent business

13. Date of next meeting to be confirmed as Monday 21 September 2020
Future dates: Monday 9 November 2020.

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

D Hansen

27/07/20

D. Hansen Clerk to the Council,
Riva, Naphill Common, Naphill, Bucks. HP14 4SZ Tel: 01494-562256, clerk@ibstone.org

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