

# **MINUTES of the ORDINARY MEETING OF IBSTONE PARISH COUNCIL**

## **Tuesday 14<sup>th</sup> November 2017 at Ibstone C of E School Hall commencing at 7.30pm**

### **Councillors Present:**

Mr Richard Scott                      Chairman  
Mrs. Melanie Grimsdale  
Mr. Simon Hammond  
Mr. J Malkinson  
Mr. M. Wright

### And also present

Mrs. Deirdre Hansen                  Parish Clerk

2 Members of public present

56. No apologies were received.

57. No declarations of interest in any agenda items were made.

58. The minutes of the Ordinary Meeting of 14<sup>th</sup> September 2017 were confirmed as a true record after the date of the January 2018 meeting was changed from 16th to 15th and signed by the Chairman.

59. Matters arising not on the agenda

- a. The Chairman noted that the verge alongside the footpath towards the school by Twigsdale was overgrown impinging on the footpath. Cllr Malkinson has spoken to Twigsdale staff about cutting this, he will ask again.
- b. Best Kept Village Competition. Ibstone did not win, but had scored 73 out of 100 points. The clerk had made enquiries asking how IPC compared with other parishes, where it had come overall and had sought clarification as the judges' comments did not seem to correlate with the scoring. She had been informed that several parishes out of 55 entries had scored 73 and that this was the lowest score achieved. The administrator was seeking clarification from the judges and would come back to her.
- c. LAF funding for a 2<sup>nd</sup> MVAS. Applications for LAF funding 2018/19 closed in August 2017. In the new financial year applications for 2019/20 will open again. Item to be put on the March 2018 agenda.

*No public questions*

60. Meetings attended:

- 18/09/17- SLCC meeting on GDPR
- 13/10/17- NAG: Kevin Brown is the new Superintendent; the Force's current focus is Modern Day Slavery. A large animal trap had been found in Hambleton parish and shooting at night had been heard on Pheasants Hill Common, the public was asked to notify the police at once if anything unusual is seen or heard.
- 19/10/17- WDC clerks meeting
- 19/10/17 - Rural Forum
- 26/10/17-WDC meeting on the Local Plan
- Cllr Wright had attended a selection meeting at Turville PC to co-opt a new councillor.

61. Speed Watch update

- a. Cllr Grimsdale reported that PC Lee Turnham has been removed from the job, the PC could carry out speed watch with its own MVAS without police support. Cllr Grimsdale

felt that with the MVAS in place there was less requirement for Speedwatch without police support.

- b. An ANPR sign has now appeared in the village.
- c. Cllr Hammond distributed the traffic statistics from the MVAS and the meeting discussed them. The most effective locations of the MVAS were noted and it was agreed to stick to the approved positions.
- d. Cllr Hammond would like to purchase a 2<sup>nd</sup> padlock for the MVAS, this had been agreed.
- e. Cllr Hamond also mentioned that the Police take reports of speeding very seriously and follow it up. Please report any speeding cars to the police on the telephone number 101 giving the car registration number and any other details.
- f. "Floating zebra crossing": Cllr Hammond had distributed a video of examples of "a floating zebra crossing", this is an optical illusion, painted on the road surface. It was briefly discussed if the option would be suitable for Ibstone. Cllr Hamond was tasked with making enquiries from TfB.

#### 61. Parking on the Common

- a. The Wormsley Estate has placed parking signs on the common, these seem to be working. There has been a specific objection from 2 residents to the signs which request cars to park on the road. Support from the PC was sought for the objection to the signs. After discussion the meeting agreed not to support the objection. Most residents appeared not to object to the signs.
- b. Clerk was asked to find out if the legislation of parking on common land also applied to village greens ref s193 Law of Property Act 1925.
- c. The question was raised if the extension of the grass bunds along the common would impinge on the cricket club.

#### 62. WW I memorial

- a. Cllr Grimsdale was commended for the sterling work done on this project.
- b. A small sarsen stone has been identified as the ideal size and shape for the memorial to be placed on the corner of the common opposite the Fox. Location to be confirmed with Wormsley.
- c. The stone is currently owned by Natural England and is situated at the Nature Reserve near Christmas Common. Further negotiations with NE will need to be undertaken to ensure removal to Ibstone. NE support the proposed use of this stone as a WW I memorial. The PC is very grateful to NE.
- d. It was agreed that the stone should be in place by 11/11/18.
- e. Clerk to enquire if the agreed engraving (March 2017) can be done directly onto the stone and if not to ask the stone mason what type of stone for a plaque would be suitable to blend in with the sarsen stone.

#### 63. General Data Protection Regulation(GDPR)

- a. The GDPR comes into force 25/05/18. It relates to personal data. The parish council already implements the Data Protection Act 1988 and the Freedom of Information Act 2000. The GDPR will repeal the 1988 Act.  
Actions to be taken:
  - The clerk was appointed as the Data Protection Officer. The clerk is already registered with the ICO as the data controller.
  - An "Asset Register" of data to be compiled, action clerk
  - Clerk to compile a draft data retention policy based on current practices to be reviewed at the next meeting.
  - In due course clerk to write to all persons we hold data on providing them with their rights.

- b. Councillors to use their dedicated parish council email address, those that are having problems with this address to get help from SKP Solutions. Sarah Pullen has been contacted and Cllr Malkinson to follow up.
64. The Council agreed to cast votes for Cllrs W.S Jones and C. Thomas as Bucks parish councils' representatives to the Chilterns Conservation Board.
65. Resilience Planning for Local Councils.
- a. There is a course 12/12/17 10.00-14.30 at Green Park, Aston Clinton.
  - b. The meeting discussed current arrangements for resilience planning and as they are satisfactory for our community it was agreed to maintain the status quo.
66. WDC Local Plan: Final consultation till 27/11/17.  
It was agreed that the PC had made its views clear with their submission in summer 2016 and there was nothing more to add.
67. Planning:
- a. WDC decisions noted:
    - 17/07262/FUL and 17/07263/LBC Manor Farm. Householder application for construction of part two storey, part single storey infill extension following demolition of two storey element to main house, orangery to east elevation and single storey glazed walkway extension linking service range to main house. Alterations to existing service range involving dismantling and rebuilding. Alterations to glazing on upper south landing on second floor, removal of chimney, construction of porch to West elevation and insertion of rooflights to East elevation and associated internal and external alterations (alternative scheme to pp 16/08515/FUL). PC no objection. WDC permitted.
    - 17/06411/FUL Litmore Shaw, Grays Lane. Householder application for construction of replacement single storey garage/workshop with the erection of a detached oak framed garage/workshop. In general PC no objection, but it would object if ridge height of proposed building were any greater than existing building. WDC permitted.
  - b. New applications:
    - 17/07832/FUL. Turville wood, Holloway Lane. Conversion of existing stable building into 2 x 1 bed and 1 x 2 bed staff flats. No objection.
    - 17/07816/FUL Ibstone Church of England Primary School. Erection of detached 'Early Years' classroom building.  
The meeting discussed the proposal and agreed that traffic was the main problem. In principle there was no objection to the location and design of the proposed building, but the increase in pupils would bring more traffic and its associated problems to the village. The school's travel plan had not yet been seen. It was agreed that the PC would look at the travel plan now available with the planning application and respond by email before 24/11/17. The Headteacher and Mr Green were thanked for their comment and contributions.
  - c. Outstanding applications noted:
    - 17/07264/FUL Land between Crown Cottage and Flint House. erection of 4 bed detached dwelling with detached double carport/garage, formation of new vehicular access and erection of detached double garage to serve existing dwelling.
    - 17/07326/FUL. Abbattsfield. Demolition of existing dwelling and outbuildings and construction of replacement 5-bed dwelling and detached garage (amended scheme to pp 01/07470/FUL) (part retrospective). PC no objections, but comments made re wildlife.

- Proposed development 17/05663/OUT- Little Studddridge, Ibstone Rd, Stokenchurch (outside the parish) with additional surveys. PC objected.

68. Licensing:

It was noted that the police have asked WDC to review the licence for the Fox, no outcome yet.

69. Applications under the Environmental Permitting (England and Wales) Regulation 2010. Lower Studddridge Farm for a permit to operate an installation of two new air curtain incinerators.

The Chairman had had discussions with Chiltern District Council, who deal with environmental matters on behalf of WDC. This application is not a planning application and it is not available for inspection.

Air quality is the main concern in this application, WDC make no reference to air quality in the Draft Local Plan, therefore the National Air Quality Management Policies should be applied. Cllrs are encouraged to look for these on the Defra web site.

This application is the 1<sup>st</sup> of its kind in Buckinghamshire. Comments due by 05/12/17

70. Budget 2018/19.

Cllr were alerted that at the January meeting the precept and budget for 2018/19 has to be set and were asked to consider any major/exceptional expenditure for the next year.

71. Financial matters:

a. CPRE- Buckinghamshire had asked for additional donations, it was agreed not to make any.

b. The Chiltern's Conservation Board had asked for £500 donation to unlock Lottery, Leader and DEFRA funding. It was agreed to make a £50 donation, which reflects the small size of our parish.

c. Receipts:

- 33p bank interest.

d. Bank balances 11/10/17:

Current account	£ 7,222.57
Savings account	£ <u>4,039.12</u>
Total:	£11,261.69
Less Oct/Nov payments	£ 318.11
Balance carried forward	<u>£10,943.58</u>

e. Clerk's working time noted:

Contracted hours since last meeting 32.9hrs.

Hours worked 09/09/17 to 07/11/17 34 hrs.

Overtime this period 1 hr

Overtime cumulative 34.2hrs

It was agreed to investigate PAYE and NI issues which may arise and report.

f. Clerk salary for Oct/Nov. 2017 by S/O @ £245.01 per month approved.

g. The payments were approved and the cheque signed as listed below:

To Whom	Description	£
Mrs. D Hansen	Clerks exp. Oct/Nov	73.10
Total value		73.10

h. The accounts year to date were reviewed:

Summary of accounts to date: 14/11/17

<b>Expenditure</b>	<b>Year to date 14/11/17 £</b>	<b>Budget 2017/18 £</b>	<b>Income £</b>	<b>Year to date £ 14/11/17</b>	<b>Budget £ 2017/18</b>
<i>Clerks salary</i>	1712.64	3000	<i>Precept</i>	7,000.00	7000
<i>Admin expenses</i>	282.70	575	<i>LCTS</i>	75.30	74
<i>Working from home all.</i>	0	500	<i>VAT repayment</i>	682.43	670
<i>Office equipment</i>	0	390	<i>Donation</i>		
<i>Web site *</i>	306.76	100	<i>Bank interest</i>	1.18	2
<i>Insurance</i>	380.45	388	<i>NALC grant</i>	614.97	
<i>Subscriptions</i>	165.89	200	<i>WD Cllr C Whitehead grant**</i>	233.00	
<i>Donations **</i>	283.00	150			
<i>Audit</i>	20.00	150			
<i>Playgrnd inspection</i>	66.50	75			
<i>Training</i>	31.55	100			
<i>Maintenance</i>	0	150			
<i>Sundry</i>	119.40	250			
<i>Road Safety</i>	0	1500			
<i>Vat</i>	100.01	0			
<b>Total EXP.</b>	<b>3468.90</b>	<b>7528</b>	<b>Total INC</b>	<b>8606.88</b>	<b>7746</b>

72. Any urgent business; none

73. Date of next meeting was confirmed as Monday 15<sup>th</sup> January 2018 at 7.30pm

74. Dates of future meetings: Monday 12<sup>th</sup> March, 21<sup>st</sup> May, 2<sup>nd</sup> July, 10<sup>th</sup> September, 12<sup>th</sup> November 2018.

The Chairman..... Date.....