

Notice of the ORDINARY MEETING OF IBSTONE PARISH COUNCIL
Monday 15th January 2018 at Ibstone C of E School Hall commencing at 7.30pm

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 14th November 2017
4. Matters arising not on the agenda (for information only)
5. Meetings attended:
07/12/17- WDALC- Chairman
08/12/17- SLCC - Clerk
13/12/17- SLCC webinar on GDPR- Clerk
09/01/18-M40CEG- Chairman
6. Speed Watch update
7. Parking on the Common- update
8. WW I memorial – update
9. General Data Protection Regulation(GDPR)
The GDPR will come 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.
 - The clerk was appointed as Data Protection Officer. The clerk is already registered with the ICO as the data controller. NALC has advised that the clerk/RFO cannot be designated as the council's DPO because:
 - i. Conflict of interest
 - ii. Independence
 - iii. Lack of expert knowledge of data protection law and practices and related professional ethics to effectively advise and influence full council
 - iv. Adequate time to perform DPO role.

The SLCC and BMKALC are considering how best to accommodate in particular small councils to satisfy the DPO requirement. There is potential that this will add considerable cost to a council.

- The following policies to be agreed by council:
 - i. Child protection policy
 - ii. Community engagement policy
 - iii. Complaints procedure
 - iv. Computer and telephone misuse policy
 - v. Data protection policy
 - vi. Document retention policy
 - vii. Grants and donations policy
 - viii. Information Protection Policy
 - ix. Information Security Incident policy
 - x. Social media policy
 - xi. Street lighting policy
 - xii. Training policy
 - xiii. Plus FYI: contact consent form and contact privacy statement.

10. The PC has received a transparency grant of £614 to buy a laptop, in light of GDPR it is advisable to purchase a laptop asap.
11. To note Cllrs C. Hussey and C Thomas have been elected by the Bucks Parish Councils to the Chilterns Conservation Board.
12. Donate a Gate scheme.
- To make a request to replace the unstable stile on footpath I2 (footpath towards Twigsid) with a gate @ £250.
13. Planning:
- a. WDC decisions:
 - 17/07816/FUL Ibstone Church of England Primary School. Erection of detached 'Early Years' classroom building. PC objected on the grounds of an insufficient traffic plan. WDC refused
 - 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. WDC permitted.
 - 17/07832/FUL. Turville wood, Holloway Lane. Conversion of existing stable building into 2 x 1 bed and 1 x 2 bed staff flats. PC no objection. WDC permitted.
 - b. New applications: none
 - c. Outstanding applications:
 - 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. PC objected.
 - Proposed development 17/05663/OUT- Little Studdridge, Ibstone Rd, Stokenchurch (outside the parish) with additional surveys. PC objected.
 - d. Other applications:
 - Applications under the Environmental Permitting (England and Wales) Regulation 2010. Lower Studdridge Farm for a permit to operate an installation of two new air curtain incinerators.
This application is not a planning application and it is not available for inspection. The Chairman and Cllr Wright have compiled a response raising objections to the application, which was submitted.

14. Budget 2018/19.
The budget 2018/2019 has to be set and the precept agreed.

15. Financial matters:

- a) Receipts:
 - 33p bank interest.
- b) Bank balances 28/11/17:

Current account	£ 6,659.45
Savings account	£ <u>4,039.47</u>
Total:	£ 10,698.92
Less Dec/Jan payments	£ 766.08
Balance carried forward	£ 9,932.84

Clerk's working time:
 Contracted hours 08/11/17-31/12/17- 29.2hrs.
 Hours worked 08/11/17 to 31/12/17 29 hrs.
 No Overtime

Overtime cumulative for 2017 34 hrs

- c) Approve the clerk's overtime for 2017 34 hrs @ £12.564/hr= £427.18
- d) Approve clerk salary for Dec/Jan. 2017/18 by S/O @ £245.01 per month
- e) Approve the payments and sign cheques as listed below:

To Whom	Description	£
Chilterns Conservation Board	Donation S137	50.00
S Pullen and D Allnutt	Domain renewal and hosting	165.60
Mrs D Hansen	Clerk's over time	427.18
Mrs. D Hansen	Clerks exp. Dec/Jan	123.30
Total value		766.08

- f) Review accounts year to date:
 Summary of accounts to date: 15/01/18

Expenditure	Year to date 15/01/18 £	Budget 2017/18 £	Income £	Year to date £ 15/01/18	Budget £ 2017/18
<i>Clerks salary</i>	2629.84	3000	<i>Precept</i>	7,000.00	7000
<i>Admin expenses</i>	402.87	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>	444.76	100	<i>Bank interest</i>	1.53	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>	333.00	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>	130.74	0			
Total EXP.	4725.00	7528	Total INC	8607.23	7746

16. Any urgent business

17. Date of next meeting to be confirmed as Monday 12th March 2018 at 7.30pm

18. Date of future meetings: Monday 21st May, 2nd July, 10th September, 12th November 2018.

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

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)