

**Minutes of the ORDINARY MEETING OF IBSTONE PARISH COUNCIL  
Thursday 31<sup>st</sup> May 2018 at Ibstone C of E School Hall following the Annual Parish  
meeting and the Annual Parish Council meeting commencing at 7.30pm**

**Present:**

Cllr. Richard Scott	Chairman
Cllr. Jeremy Malkinson	Vice-Chairman
Cllr. Melanie Grimsdale	Councillor
Cllr. Simon Hammond	Councillor

And also present

Mrs. Deirdre Hansen Parish Clerk

1 member of the public present.

1. Apologies were received and accepted from Cllr M Wright.
2. No declarations of interest in any agenda items were made.
3. The minutes of the Ordinary Meeting of 12<sup>th</sup> March 2018 were confirmed as a true record and signed by the Chairman.
4. Matters arising not on the agenda.
  - i. MVAS:
    - a. Cllr Hammond distributes the statistics from the Mvas on a regular basis and the meeting discussed the distribution of these. The statistics and the interpretation of these was discussed. It was agreed to exclude the traffic (e.g. horses, pedestrians) that skews the statistics to reflect a more realistic picture.
    - b. The locations of the Mvas were discussed and it was obvious which locations had the biggest problem with speeding traffic.
    - c. Cllr Hammond will place the Mvas in the next location.
  - ii. The complaint about loud noise in the village after a mid-night party was reported as a private party, the neighbours had not been informed.
5. Update on actions:
  - i. GDPR: NHW had issued their own form to comply with GDPR, the Chairman stated that the PC email sent out asking people to opt in to village information, news etc also covered NHW. He will remind people in the next newsletter that their permission covers general news and NHW.
  - ii. The PC noted that it does not need to appoint a Data Protection Officer.
6. Meetings/training attended:
  - 14/03/18 GDPR course-Clerk
  - 15/03/18 Rural Forum -clerk
  - 19/03/18 HMRC- year end webinar-clerk
  - 20/03/18-SLCC meeting
  - 22/03/18-WDC clerk's meeting
  - 22/03/18- WDALC meeting
  - 19/04/18- WDC Mayor's reception. The Chairman had attended and it had been a good event
  - 20/04/18- NAG-clerk
  - 24/05/18-BALC planning training
7. Parking on the Common:

This had been covered at the Annual Parish Meeting. It was noted that the bays on Grays Lane were being used.

8. Risk Review:  
The PC reviewed and adopted the council's updated risk register.
9. WW I memorial and commemorating the end of WW I:
  - a. Cllr Grimsdale had found a contractor who would move the sarsen stone to the village free of charge.
  - b. Cllrs Grimsdale and Wright had met with Patrick Maxwell (Wormsley) and agreed the location of the stone. A stake had been placed to mark the location.
  - c. The timing of the placing of the stone was agreed as near the date of the show, this off course is weather dependant. The Chairman will confirm with Wormsley.
  - d. The village fireworks party will not be moved from the 3<sup>rd</sup> to the 11<sup>th</sup> November.
  - e. It was agreed that the PC needs to organise a ceremony for the unveiling of the commemoration stone on 11-11-18 probably @ 11.00am.
  - f. The stone will be visible from the road and people will walk past it on a regular basis.
  - g. Plaque for the stone. The PC agreed that the plaque should be of lime stone and the inscription painted black. Cllr Malkinson and clerk to get quotes for this.
  - h. The wording on the plaque was now agreed as "This stone commemorates the 100<sup>th</sup> anniversary of the end of the Great War 1914-1918 and the lives of those from this village who fell in the service of their country"
10. Modernising Local Government- one or two Unitary Authorities.  
The PC had agreed support for a two unitary authority and a letter of this support had been sent to James Brokenshire, Secretary of State for Housing, Communities and Local Government with copies to WDC, Steve Baker MP and WD Cllr Chris Whitehead.
11. Review annual playground inspection report.  
The PC discussed the report and noted that it still covered the bin and the bench that are not owned by the PC, clerk to inform the company of this. The report indicated that there were no significant failings. The Chairman had tightened the loose bolts on the climbing net and no further action was needed.
12. Web site:
  - a. It was noted that a complaint had been received from a resident that information on the web site could not be found and that navigating the website was difficult.
  - b. Cllr Malkinson had been in touch with SKP and certain improvements had been made. Most information could be found, but the set up was not what we would expect.
  - c. Web site addresses:  
There are still set up problems with some of the email addresses and SKP have agreed to help, but so far it has not been possible to arrange this satisfactorily. As an interim measure two Cllrs have set up separate gmail addresses. SKP is currently not providing the service expected and the planning link does not work either.
  - d. It was agreed that we need a better structure and the site needs more content.
  - e. Cllr Malkinson offered his IT managers' voluntary contributions to help with the web site, which was accepted.
  - f. Cllr Malkinson will review the website and report back to the next meeting on the website and what needs to be done to achieve our objectives bringing it up to specification.
13. Silent Soldier:  
It had been agreed to buy a Silent Soldier at a previous meeting. The PC agreed that it should be placed by the commemorative sarsen stone. The Chairman will speak to Wormsley to get permission to have it placed there. Once agreed clerk to order.

14. Planning:

- a. WDC decisions noted.
  - 18/05206/FUL. Twigsides Farm. Householder application for replacement front porch, remodelling of bay windows to ground and first floor rear with re-surfacing. Remodelling of bay windows to ground floor with pitched roof over & re-surfacing, widening & re-surfacing of six existing dormer windows, replacement of external cornicing & parapets to building front and both sides. PC no objection. WDC permitted.
  - 18/05264/FUL Cholsey Grange. Change of use of site to D2 (assembly and leisure) use to allow creation of 1000 m<sup>2</sup> of hardstanding parking areas for horseboxes and 5x motorhomes. PC no objection. WDC part permitted.
  - 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. WDC permitted.
  - 18/05558/FUL Ibstone C of E School. Erection of detached 'Early Years' building. PC objected on parking grounds. WDC permitted.
- b. New applications: none

15. Clerk's pay increase.

The PC approved the NALC negotiated pay agreement 2018-19 of 2% taking effect 01/04/18.

16. Garsington dress rehearsal tickets.

Complaints have been noted that residents have not been able to obtain tickets for the dress rehearsals.

Clerk has sought advice from the box office. The Chairman read out their reply. There is an ever-increasing demand from local residents (Ibstone, Turville and Stokenchurch) for these tickets, hosts, volunteers, staff and cast of the opera get preference. It was noted that there was no formal agreement of guaranteed "free dress rehearsal tickets", this had been a verbal statement in 2010 by Garsington Opera. The clerk was asked to thank Garsington Opera for their response and to enquire how many Ibstone residents did receive free dress rehearsal tickets this year.

17. Financial matters:

- a) The Parish Council agreed to certify itself as exempt from limited assurance review, as a smaller authority where the higher of gross income or gross expenditure was £25,000 or less and that it meets the qualifying criteria (we publish our annual return on our web site.)
- b) The internal auditor's report was noted. Clerk to obtain a copy of the bank mandate from the bank.
- c) The asset register as at 31/03/18 was approved.
- d) The accounts for 2017-18 in the receipts and payments format were approved and adopted.
- e) The year end bank reconciliation was noted
- f) The Governance Statement for 2017-18 was agreed and signed.
- g) The Statement of Accounts 2017-18 was agreed and signed.
- h) Receipts noted:
  - £3500 1<sup>st</sup> half 2018/19 precept from WDC
  - £65.13 Local Council Tax Support (LCTS) Grant from WDC
  - 34p bank interest.
- i) Bank balances 30/04/18 noted:

Current account	£ 6,919.71
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Savings account           £ 4,040.30  
 Total:                       £10,960.01  
 Less May payments -     £ 485.22  
 Less May salary S/O     £ 245.01  
 Balance carried forward   **£ 10,229.78**

- j) Clerk's working time noted:  
 Contracted hours per month 23.8  
 Holiday hours per month 2.1.  
 Hours worked 05/03/18-04/05/18-51.1 hrs  
 Overtime for the 2 months-7.7 hrs.
- k) Clerk salary for April & May 2018 @ £305.42 per month, £245.01 by S/O £60.41 per month by cheque was approved
- l) The PC decided not to make a for donation to the Open Spaces Society to help them realise their 50-year-old vision, as it was unclear what that was.
- m) The payments as listed below were approved and the cheques signed:

To Whom	Description	£
A.S Long	Internal audit 2017/18	40.00
BALC	Subscription 2018/19	53.35
CPRE	Subscription 2018/19	36.00
Playsafety Limited	Annual playground inspection	79.80
Mrs. D Hansen	Clerks exp. April/May 2018	135.25
D Hansen	Short payment clerk salary April&May	120.82
Bucks Playing Fields Association	Subscription 2018/19	20.00
Total value		485.22

- n) Accounts year to date were reviewed:  
 Summary of accounts to date: 31/05/18

**Accounts:**

<b>Expenditure</b>	<b>Year to date 31/05/18 £</b>	<b>Budget 2018/19 £</b>	<b>Income £</b>	<b>Year to date £ 31/05/18</b>	<b>Budget £ 2018/19</b>
<i>Clerks salary</i>	610.84	3629	<i>Precept</i>	3500.00	7000
<i>Admin expenses</i>	130.91	525	<i>LCTS</i>	65.13	65
<i>Working from home all.</i>	0	500	<i>VAT repayment</i>		140
<i>GDPR</i>	0	600	<i>Grants</i>		150
<i>Web site</i>	0	320	<i>Bank interest</i>	0.34	2
<i>Insurance</i>	0	400			
<i>Subscriptions</i>	109.34	190			
<i>Donations</i>	0	150			
<i>Audit</i>	40.00	100			
<i>WW I memorial</i>	0	500			
<i>Playgrnd inspection</i>	66.50	75			
<i>Training</i>	28.95	100			
<i>Maintenance</i>	0	150			
<i>Sundry</i>	0	250			
<i>Road Safety</i>	0	1500			
<i>Footpath stile</i>	0	250			
<i>Vat</i>	17.62	0			

<b>Total EXP.</b>	<b>1004.16</b>	<b>9239</b>	<b>Total INC</b>	<b>3565.47</b>	<b>7357</b>
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18. Any urgent business:

- It was noted that the village Facebook page is managed by Louise Long.

19. Date of next meeting was confirmed as Monday 2 July 2018 at 7.30pm

20. Date of future meetings: 10 September and 12 November 2018

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