

**Minutes of the ORDINARY MEETING OF IBSTONE PARISH COUNCIL**  
**held Monday 13<sup>th</sup> September 2021**  
**At Ibstone C of E School Hall commencing at 7.30pm**

**Present:**

Cllr Kendra Gittus  
Cllr Melanie Grimsdale      Vice-Chairman  
Cllr Holly Hammond  
Cllr Simon Hammond  
Cllr Richard Scott          Chairman

And also present:

Deirdre Hansen, Clerk  
BC Cllr Dominic Barnes in part

No public present

38. No apologies for absence were received. Clerk arrived late

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

40. The minutes of the Ordinary meeting of 12<sup>th</sup> July 2021 were confirmed as a true record and signed by the Chairman.

41. Buckinghamshire Councillors: Apologies received from BC Cllrs Zahir Mohammed and Mark Turner with Dominic Barnes giving apologies for arriving later. BC Cllr Dominic Barnes attended the second part of the meeting. No report.

42. Update on actions:

- a. It was noted that the play area had been checked and the grass strimmed by Cllr Simon Hammond. He had also strimmed around the phone box, noticeboards, and the memorial stone. He was thanked for his work.
- b. It was noted that the defibrillator had been checked.
- c. HMRC monthly and year end requirements fulfilled noted.
- d. BC news emails distributed.
- e. Play area safety repairs. A quote for £485 from James Glasgow was received and accepted. Clerk to check he has the correct public liability insurance. Action clerk.
- f. New bank account: following issues with Barclays bank it was agreed to retain the Lloyds account.
- g. Online banking has now been arranged. A new mandate for the bank account was agreed and signed. Action clerk.
- h. Accessibility problems with stiles: no update.
- i. Jubilee tree: Members discussed a suitable location and will take advice
- j. Chairman: The Chairman informed the PC that he had received correspondence from the clerk that she was retiring from the PC with the intention of finishing by the end of the year. He and the Cllrs expressed their thanks to the clerk for her years with the PC. Recruitment for a new clerk was discussed. The clerk to send the Cllrs the job description and to enquire the cost of advertising via BMKALC. The Chairman will advertise the vacancy in the village newsletter. Interest has been expressed in the vacancy. It was agreed that the closing date for applications will be 21 October. All enquires and applications to be sent to the clerk, who will provide a job description and answer any questions.

43. Meetings/training attended-

- 30/07/21-SLCC meeting-Clerk. The AGM had been held. Planning, devolution, the pandemic and post pandemic recovery had been discussed.
- 05/08/21-BALC Clerks Forum- The following had been discussed:
  - ❖ Devolution- clerks need to know what BC is going to pay and what they will request PC/TC's to do next year.
  - ❖ Changes in planning procedures e.g., residents' comments will no longer be available on the website.
  - ❖ Parish charter now called the All-Councils Charter, no further amendments. BC have decided to leave it for a year and then to see what changes are needed.
  - ❖ Notification that internal auditors will need to hold indemnity insurance. This could be very costly for small councils like ours. BMKALC is investigating special indemnity insurance for clerk who act as internal auditor (we have not been formally informed of this change)
  - ❖ Planning Enforcement has moved out of the Planning Department.
  - ❖ We are awaiting a BC trees and hedgerows policy
  - ❖ New code of conduct
  - ❖ Emergency Planning and HS2.
- 09/09/21- Demystifying Planning -Vice-Chair. This had been a very interesting course, well worth attending.
- GDPR Health check for Town and Parish councils-clerk. Clerk to write a short report on her findings from the course.

#### 44. Website.

Cllr Holly Hammond reported that the job was bigger than she had envisaged, and her time is limited. It might be better to outsource the job.

The PC discussed the matter and Cllrs, and clerk will make some enquiries.

#### 45. Rusted footpath signs and posts

Clerk has reported the 2 rusted signs on 'Fix my street'.

#### 46. Grays Lane weight/speed restriction.

A resident has requested PC support to have a weight and speed restriction imposed on Grays Lane.

The PC sympathises with the concerns and understands the problems. The clerk has made some enquiries, it would be a long process, requires a consultation, would cost a lot of money, who would pay? A discussion with the BC road safety team is required. it was decided that at present the PC could not progress this matter. Cllr Simon Hammond will reply to the resident.

#### 47. Traffic issues.

It was noted that the highest speeding vehicle was 65mph driving towards the school. Cllr Simon Hammond asked Cllrs and residents to notify him if an MVAS has stopped working so he can recharge the battery asap.

He was thanked for his work with the MVAS.

#### 48. WW I memorial- in progress.

Cllr Melanie Grimsdale is progressing the work.

#### 49. 2022 Jubilee Village Street Party

Cllr Melanie Grimsdale will organise the party. The PC discussed a theme.

#### 50. Village Fireworks November 2021.

The PC appointed a village fireworks committee with the Chairman as a member.

#### 51. Community Board Action Groups and meetings dates have been distributed.

BC Cllr Dominic Barnes reported that the Community Board had had a stand at the Marlow fete and had managed to attract several volunteers.

52. Adopt new Code of Conduct

The PC adopted the amended Code of Conduct once Buckinghamshire Council had been substituted with Ibstone Parish Council. Action clerk.

53. Vote for a new Buckinghamshire Parish Council member for the Chilterns Conservation Board.

The PC agreed to vote for Hector Sants as a Buckinghamshire Parish Council representative on the CCB. Action clerk

54. Consider commenting on the consultation “creating a vision for the Oxford-Cambridge Arc”.

The PC agreed to consider commenting. Clerk to look at this consultation first and consider how best the PC can comment.

55. Planning:

- a. 20/06891/OUT OS parcel 5122. Outline Planning application for erection of two detached dwellings and associated garaging with all matters other than access reserved. PC objection. BC refused. An appeal has been lodged against the BC refusal. No details of the appeal are yet available. PC discussed the appeal and decided to appoint an external planning consultant.
- b. BC decisions noted:
  - 21/06208/FUL Faber House. Householder application for construction of front porch, first floor side extension and single storey extension. PC no objection. BC permitted.
- c. Appeals to the Secretary of State:
  - APP/K0425/C/19/3242223 appeal on 19/00086/ENFOT Litmore Shaw alleged engineering operations. PC comments submitted to the inspector, objections.
- d. Applications awaiting decision:
  - 20/07697/FUL & 20/07715/LBC Turville Manor. Householder application for construction of single storey link between main dwelling and ancillary accommodation with associated alterations including demolition and rebuilding of existing courtyard walled garden wall. PC no objection. Clerk to enquire with BC what the status is on this planning application.
  - 21/06407/FUL Litmore Shaw. Retention of an underground store, hardstanding and open fronted animal shelter (part retrospective). PC objection. Chairman to speak at the West Area planning committee 14/09/21.
- d. New Applications: none
- e. BC Planning and Environment update. Clerk has not completed report, work to be done and circulated to Cllrs.

56. Financial matters:

- a. Check and approve bank reconciliation. Clerk to arrange with Cllr Holly Hammond.
- b. Receipts noted:
  - 6p bank interest.
- c. Bank balances 09/09/21:

Current account	£ 6,786.88
Savings account (09/08/21)	£ <u>4,045.22</u>
Total:	£ 10,832.10
Less Sept payments	£ 158.68
Balance carried forward	<b>£ 10,673.42</b>
- d. Clerk’s working time noted:

Contracted hours per month 23.8  
 Holiday hours per month 2.6. (net hrs 21.2)  
 Hours worked 05/07/21 to 03/09/21 (9 weeks= 49.5 hrs, net 44) 49 hrs  
 2.8hrs O/T

- e. Clerk salary for Aug/Sept 2021 @ £321.99 per month by S/O approved  
 f. Payments as listed below were approved:  
 It was noted that the clerk's expenses July, include reimbursement of the payment of £33.60 (incl Vat) to Wise serve, the cheque has now been cashed. Clerk is repaying the £33.60 as a deduction in her expenses.

To Whom	Description	£
Buckinghamshire Council	Election costs	68.54
D Hansen	Clerks exp. Aug/Sept	30.14
BALC	Cllr training	60.00
Total value		158.68

- g. Accounts year to date were reviewed:

Summary of accounts to date: 13/09/21

**Accounts:**

<b>Expenditure</b>	<b>Year to date £</b>	<b>Budget 2021/22 £</b>	<b>Income £</b>	<b>Year to date £</b>
<i>Clerk salary</i>	1609.95	3941	<i>Precept</i>	4,000.00
<i>Admin expenses</i>	189.45	475	<i>VAT repayment</i>	466.43
<i>Working from home all.</i>	0	500	<i>Bank interest</i>	0.15
<i>Donations</i>	20.00	200		
<i>Web site/email</i>	65.70	1000		
<i>Subscriptions</i>	168.77	190		
<i>Audit</i>	50.00	50		
<i>Insurance</i>	517.48	440		
<i>Playgrnd inspection</i>	68.50	70		
<i>Training</i>	113.00	200		
<i>Maintenance</i>	123.00	150		
<i>Sundry</i>	39.94	750		
<i>Election</i>	68.54	1000		
<i>VE day party</i>	0	500		
<i>Vat</i>	70.68	0		
<b>Total EXP.</b>	<b>3105.01</b>	<b>9466</b>	<b>Total INC</b>	<b>4,466.58</b>

57. Any urgent business
- There is a water leak by Vicarage Fell. Has this been reported to Thames Water?
  - The Chairman has been approached for support to acknowledge Travis Ludlow's achievement being the youngest pilot to fly solo around the world. The PC agreed for the Chairman to write letters of support.
  - The PC is considering some form of acknowledgment of Travis Ludlow's achievements. Chairman to speak to Travis's father.
  - A celebration for Travis Ludlow in the pub was discussed. Chairman to find out suitable dates and Cllr Simon Hammond to speak to the Chiltern Fox.

58. The date of next meeting was agreed and confirmed as Thursday 4<sup>th</sup> November 2021 at

7.30pm once the clerk has checked with the school.

**Dates of future meetings:**

**TBC**

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