

**Notice of the ORDINARY MEETING OF IBSTONE PARISH COUNCIL
Tuesday 14th November 2017 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 September 2017
4. Matters arising not on the agenda (for information only)
5. Meetings attended:
 - 18/09/17- SLCC meeting on GDPR
 - 13/10/17- NAG
 - 19/10/17- WDC clerks meeting
 - 19/10/17 Rural Forum
 - 26/10/17-WDC meeting on the Local Plan
6. Speed Watch update
7. Parking on the Common- update
8. WW I memorial – update
9. General Data Protection Regulation(GDPR)
 - a. 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.
Actions we need to take:
 - We need to appoint a Data Protection Officer. The clerk is already registered with the ICO as the data controller.
 - We need to compile an “Asset Register” of data
 - We need a data retention policy.
 - We need to formalise current practices.
 - We need to write to all persons we hold data on providing them with their rights.
 - b. In light of item a. above a parish council dedicated email address should be used by all councillors, not a private one.
10. Election of two persons as Bucks parish councils representative to the Chilterns Conservation Board.
11. Resilience Planning for Local Councils.
There is a course 12/12/17 10.00-14.30 at Green park Aston Clinton
12. WDC Local Plan: Final consultation till 27/11/17 does the PC want to further comment?
13. Planning:
 - a. WDC decisions:
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
 - 17/07816/FUL Ibstone Church of England Primary School. Erection of detached 'Early Years' classroom building

- 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.
 - 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 Studdridge, Ibstone Rd, Stokenchurch (outside the parish) with additional surveys. PC objected.

14. Licensing:

The police have asked WDC to review the licence for the Fox

15. 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.

16. Budget 2018/19.

At the January meeting the precept and budget for 2018/19 has to be set, please start thinking about any major/exceptional expenditure.

17. Financial matters:

- a) CPRE- Buckinghamshire is asking for additional donations
- b) The Chiltern's Conservation Board is asking for a £500 donation to unlock Lottery, Leader and DEFRA funding.
- 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 | £10,943.58 |
- e) Clerk's working time:

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

f) Approve clerk salary for Oct/Nov. 2017 by S/O @ £245.01 per month

g) Approve the payments and sign cheques as listed below:

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

h) Review accounts year to date:

Summary of accounts to date: 14/11/17

| Expenditure | Year to date 14/11/17 £ | Budget 2017/18 £ | Income £ | Year to date £ 14/11/17 | Budget £ 2017/18 |
|-------------------------------|--|---------------------------------|--|------------------------------------|-----------------------------|
| <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 | | | |
| Total EXP. | 3468.90 | 7528 | Total INC | 8606.88 | 7746 |

18. Any urgent business

19. Date of next meeting to be confirmed as Monday 15th January 2018 at 7.30pm

20. Date of future meetings: Monday 12th March, 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)