

**Notice of the ORDINARY MEETING OF IBSTONE PARISH COUNCIL  
Monday 15<sup>th</sup> May 2017 at Ibstone C of E School Hall following the Annual Parish  
meeting and the Annual Parish Council meeting 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 13<sup>th</sup> March 2017
4. Matters arising not on the agenda (for information only).
  - a. The Best Kept Village competition has been entered at a cost of £20.
  - b. Nick Mival has repaired the telephone box free of charge.
5. Update on actions
6. Meetings attended:
  - 16/03/17 Rural Forum -clerk
  - 22/03/17 Parish Liaison meeting- not attended
  - 23/03/16 WDALC meeting- not attended
  - 30/03/17 HS2 meeting-Chairman attended.
  - 01/04/17 HMRC- year end webinar-clerk
7. Parking on the Common
8. M40CEG update
9. Risk Review:  
The PC to review the council's updated risk register.
10. Commemorating the end of WW I
  - a) Quote received from stone mason for plaque @ £389.
  - b) Position suggestions of commemorative stone
11. Clerk's pay increase.  
As per the NALC 2-year agreement 2016-18 which the PC resolved to implement in 2016, a 1% pay increase for the clerk to take effect 01/04/17. The PC to approve.
12. Planning:
  - a. WDC decisions
    - 17/05307/FUL Litmore Shaw, Householder application for insertion of three new dormer windows. PC no objection. WDC permitted
  - b. New applications: proposed development at Little Studdridge, Stokenchurch
13. Financial matters:
  - a) To note the internal auditor's report.
  - b) To approve the asset register as at 31/03/17

- c) To approve and adopt the accounts for 2016-17 in the receipts and payments format.
- d) To note the year end bank reconciliation.
- e) Agree and sign the Governance Statement for 2016-17.
- f) Agree and sign the Statement of Accounts 2016-17
- g) Receipts:
- £614.97 NALC grant to comply with transparency code.
  - 18p bank interest.
- h) Between meetings the following cheques were signed:
- Cheque 509 @ £20.00 entry fee for Best Kept Village competition.
- i) Bank balances 05/04/17:
- |                           |                   |
|---------------------------|-------------------|
| Current account           | £ 1,767.66        |
| Savings account           | £ <u>4,038.12</u> |
| Total:                    | £ 5,805.78        |
| Add April income          | £ <u>614.97</u>   |
| Sub-total                 | £6,420.75         |
| Less April/May payments - | £ <u>636.34</u>   |
| Balance carried forward   | £7,057.09         |
- j) Request from the Chilterns Conservation Board for a £150 donation towards their Hillforts in the Chilterns Landscape. This will be part of their £3000 match funding from parish councils, which they have to secure before the end of May before they submit their final bid for HLF(Heritage Lottery Funding)
- k) Clerk's working time:
- Contracted hours since last meeting 31.5hrs.  
Hours worked up to 7/05/17 43.5hrs.  
Overtime this period 12 hrs  
Overtime last period 12.5 hrs  
Overtime cumulative 24.5 hrs  
3 bank holidays  
1 day holiday.
- l) Approve clerk salary for April/May 2017 by S/O @ £242.58 per month
- m) Approve the payments and sign cheques as listed below:

To Whom	Description	£
Mr D Timms	Internal audit 2016/17	20.00
BALC	Subscription 2017/18	54.89
Mrs. D Hansen	Clerks exp. April/May 2017	73.86
Total value		148.75

- n) Review accounts year to date:  
Summary of accounts to date: 15/05/17

**Accounts:**

<b>Expenditure</b>	<b>Year to date 15/05/17 £</b>	<b>Budget 2017/18 £</b>	<b>Income £</b>	<b>Year to date £ 15/05/17</b>	<b>Budget £ 2017/18</b>
<i>Clerks salary</i>	242.58	3000	<i>Precept</i>		7000
<i>Admin expenses</i>	67.71	575	<i>LCTS</i>		74
<i>Working from home all.</i>	0	500	<i>VAT repayment</i>		670
<i>Office equipment</i>	0	390	<i>Donation</i>		
<i>Web site</i>	0	100	<i>Bank interest</i>	0.18	2
<i>Insurance</i>	0	388	<i>NALC grant</i>	614.97	
<i>Subscriptions</i>	54.89	200			

<i>Donations</i>	0	150			
<i>Audit</i>	20.00	150			
<i>Playgrnd inspection</i>	0	75			
<i>Training</i>	0	100			
<i>Maintenance</i>	0	150			
<i>Sundry</i>	0	250			
<i>Road Safety</i>	0	1500			
<i>Vat</i>	6.15	0			
<b>Total EXP.</b>	<b>391.33</b>	<b>7528</b>	<b>Total INC</b>	<b>615.15</b>	<b>7746</b>

14. Any urgent business

15. Date of next meeting to be confirmed as TUESDAY 27 June 2017 at 7.30pm

16. Date of future meetings: 11 September and 13 November 2017

***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](mailto:clerk@ibstone.org)*

***The meeting is open to the Public and the Press (Unless otherwise decided)***