

**Minutes of the ORDINARY MEETING OF IBSTONE PARISH COUNCIL**  
**held Monday 24<sup>th</sup> May 2021**  
**At Ibstone C of E School Hall following the Annual Parish meeting**  
**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
1 member of the public	In part

7. No apologies for absence were received.
8. No declarations of interest in any agenda item were made.
9. The minutes of the Ordinary Meeting of 8<sup>th</sup> March 2021, Annual Parish Council meeting and Extra Ordinary meeting of 18<sup>th</sup> May 2021 were confirmed as a true record and signed by the Chairman.
10. Items carried over from the Annual Parish Council meeting 18/05/21.
  - a. It was agreed that all planning applications will be commented on.
  - b. The following direct debits and standing order were agreed:
    - i. The annual subscription to the Chiltern Society (DD)
    - ii. The annual renewal of Data Protection Registration (DD)
    - iii. Payment of the clerk's salary monthly (SO)
11. Update on actions:
  - a. It was noted that the play area had been checked
  - b. It was noted that the defibrillator had been checked and that the ancillary pack has been replaced with a new one.
  - c. HMRC monthly and year end requirements fulfilled noted.
  - d. Hearing loop- school has refunded £433 noted.
  - e. Play area maintenance. Cllr Simon Hammond has not had a reply yet from the resident who offered to do the repairs. He will chase up.
  - f. Patching footpath I22 between Loxwood Cottage and Gatehill Cottage will be done once the weather improves and the path dries out.
  - g. Parish Council logo. The meeting agreed on a small horizontal logo. Cllr Simon Hammond to send it to all and give instructions how to incorporate it in emails and all correspondence.
  - h. Website; it was noted that it had moved to QuickFix Ltd. Clerk is learning how to manage the website with the help of Rachel Bennett. Cllr Holly Hammond offered to help the clerk. Clerk to share with Cllr Holly Hammond.
  - i. BC Parish Charter-no comment
12. Meetings/training attended-  
Clerk to send Cllrs the highlights.
  - 09/3/21- Transport for Bucks (TfB)
  - 18/03/21- Rural Forum
  - 18/03/21- WDALC

- 23/03/21- SLCC
- 13/04/21- BC Clerks Forum

13. Maintenance/ Service requirements for MVAS's:

The contract needs to be signed by the clerk and a Cllr and returned as agreed at the last meeting. Action clerk.

14. Traffic issues.

- a. There is a lot of parking on the road, especially at weekends. The common is being eroded, otherwise no problems. The parked cars do slow the traffic down.
- b. It was requested that the MVAS's are moved to different locations in the village. Action Cllr Simon Hammond.

15. WW I memorial

The matter is in hand.

16. The revised Planning Statement was formally adopted by the PC. It was noted that it was overwhelmingly supported by the village.

17. Agree National Protocols-Operation London Bridge.

- a. The protocols as carried out for operation Forth Bridge were formally adopted. Government guidelines to be followed. The PC will place a notice of condolence on the website and direct the public to a book of condolence.
- b. It was agreed to fund the purchase of a Union jack for the flagpole in the village up to 50% of the purchase price to a maximum contribution of £20. Action Cllr Melanie Grimsdale.

18. Call for Evidence for remote meetings

The clerk had responded on behalf of the PC to the Government's call for evidence to allow remote meetings to continue (will require primary legislation). The benefits are: more accessibility, more attendance and cost savings.

19. It was noted that nominations were invited for a Buckinghamshire Parish Council member to the Chilterns Conservation Board.

20. The PC agreed to change banks accounts to allow for online banking. Clerk to investigate.

21. The PC considered the purchase of BALC publications and agreed to purchase 1 copy of The good councillor's guide to finance and transparency @ £4.99 plus postage.

22. Planning:

a. BC decisions:

- 20/07254/FUL. Stable building Ashfield Barn Dairy Unit. Conversion of existing stable building into 2x 1 bed and 1x 2 bed staff flats, erection of bin store and creation of 3x parking spaces. PC no objection. BC permitted
- 20/07518/FUL Litmore Shaw. Erection of single storey extension to existing plant room to facilitate installation of ground source heat pump and associate works (retrospective). PC had been unable to comment as detail provided was not clear. BC permitted
- 20/08456/FUL Ibstone Church of England Primary School. Removal of existing garden sheds and erection of two multipurpose timber garden buildings and alteration to existing bin store. PC no objection. BC permitted

- 21/005409/FUL Sunnings Lodge. Demolition of existing dwelling and construction of 1x3-bed and 1x 4-bed dwelling houses with landscaping, access and associated works. PC no objection in principle to development of the site, but would wish to see a more sympathetic proposal. BC refused.
- b. 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.
  - APP/P0430/W/20/3256435 appeal lodged against WDC refusal for 19/07695/FUL Cholsey Grange. Erection of 4x3 bed 2 storey traditional dwellings comprising a terrace of 3 cottage style properties and a single detached dwelling with associated soft and hard landscaping. Appeal granted and costs awarded.
- c. 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.
  - 21/05275/FUL. Hell Corner Cottage. Householder application for construction of loft conversion in connection with 2x front dormers, first floor rear extension and creation of two open porches. PC objection
- d. New Applications:
- 21/06208/FUL Faber House. Householder application for construction of front porch, first floor side extension and single storey extension. PC no objection.
- e. Awaiting further developments:
- 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 strong objection. BC refused

23. Financial matters:

- a. The Parish Council certified itself as exempt from limited assurance review. We do this as a smaller authority where the higher of gross income or gross expenditure was £25,000 or less and that meet the qualifying criteria (we publish our annual return on our web site.)
- b. The internal auditor's report was noted
- c. The asset register as at 31/03/21 was approved
- d. The accounts for 2020-21 in the receipts and payments format were approved and adopted.
- e. The year-end bank reconciliation was noted.
- f. The Governance Statement for 2020-21 was agreed and signed.
- g. The Statement of Accounts 2020-21 was agreed and signed.
- h. Receipts noted:
- 6p bank interest.
  - Vat repayment 20/21 £ 466.43
  - 1<sup>st</sup> half precept 21/22 £4,000.00
- i. Bank balances 28/04/21:
- |                            |                    |
|----------------------------|--------------------|
| Current account            | £ 9,391.22         |
| Savings account (10/05/21) | £ <u>4,045.13</u>  |
| Total:                     | £ 13,436.35        |
| Less May payments          | £ 227.68           |
| Less May salary S/O        | £ 321.99           |
| Balance carried forward    | <b>£ 12,886.68</b> |
- j. Purchase of replacement defibrillator items @ £17.93 (incl in Clerk's exp) approved
- k. Insurance renewal due 06/07/21 noted.

1. Clerk's working time noted:  
 Contracted hours per month 23.8  
 Holiday hours per month 2.6. (net hrs 21.2)  
 Hours worked 01/03/21 to 14/05/21 (11 weeks= 60.5 hrs, net 53.7) 51.3 hrs,  
 2.4hrs short
- m. Clerk salary for April/May 2021 @ £321.99 per month by S/O approved
- n. Payments as listed below were approved and the cheques signed

To Whom	Description	£
BALC	Subscription 21/22	57.77
BALC	5 Good Councillor's Guides	25.00
Wiserve	Domain renewal 1yr	33.60
Guide Association of Bucks (Friends of Ellesborough)	2020/21 internal audit done by Mrs P Hall	50.00
D Hansen	Clerks exp. April/May	111.31
Total value		277.68

- o. Accounts year to date were reviewed:  
 Summary of accounts to date: 24/05/21

**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>	321.99	3941	<i>Precept</i>	4,000.00
<i>Admin expenses</i>	83.97	475	<i>VAT repayment</i>	466.43
<i>Working from home all.</i>	0	500	<i>Bank interest</i>	0.06
<i>Donations</i>	0	200		
<i>Web site/email</i>	33.60	1000		
<i>Subscriptions</i>	57.77	190		
<i>Audit</i>	50.00	50		
<i>Insurance</i>	0	440		
<i>Playgrnd inspection</i>	0	70		
<i>Training</i>	0	200		
<i>Maintenance</i>	0	150		
<i>Sundry</i>	39.94	750		
<i>Election</i>	0	1000		
<i>VE day party</i>	0	500		
<i>Vat</i>	12.40	0		
<b>Total EXP.</b>	<b>599.67</b>	<b>9466</b>	<b>Total INC</b>	<b>4,466.49</b>

24. Any urgent business:
- It was suggested that the PC could plant a jubilee tree for the Queen's jubilee in 2022. An Ibstone Pippin apple Tree was suggested. Cllr Melanie Grimsdale to investigate.
  - A member of the public had brought problems with some footpath stiles in the village to the PC's attention. In particular the height of the stiles denied accessibility for all. Clerk to contact the Open Spaces Society for guidance.
  - Clerk to invite the 3 new Buckinghamshire Councillors to the next PC meeting.

Date of next meeting was confirmed as **Monday 12<sup>th</sup> July 2021 @7.30pm**

**Dates of future meetings:**

**Monday 13<sup>th</sup> September 2021**

**Monday 8<sup>th</sup> November 2021**

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