

MINUTES OF THE MEETING HELD ON THURSDAY 11th JANUARY 2018 AT
8.00 PM IN THE CHURCH ROOM, WEST WYCOMBE

ATTENDANCE:

Cllrs Mrs V. Smith, Mr N Harris, Mr R. Seymour, Mr S. Cope, Mr N. Timberlake, Mrs K. Cheshire
(8.15pm – planning) Mrs S. Henson – Clerk

Cllr County Councillor Mr D Hayday, Cllr Mr I. McEnnis

APOLOGIES: None received

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS RELATING
TO ITEMS ON THE AGENDA: Nothing to declare.

CONFIRMATION AND SIGNING OF MINUTES OF THE DECEMBER MEETING

The Minutes for the December Parish Council meeting were agreed by those Councillors present and signed by the Chairman.

MEETING CLOSED

MEETING REOPENED

REPORT ON PROGRESS ON ITEMS IN THE PREVIOUS MINUTES

Clerks report

1. Clerk is working with Thames Water and Castle Water re the allotment water – both think they are responsible now.
2. Brush cutting has taken place on both ends of Towerage Lane and the soakaway near the Cricket Club needs digging out.
3. The burial ground seat has been taken away for treatment.
4. The Chairman attended the police NAG.

247.1 Correspondence Received from 15th December 2017 – 11th January 2018

1. Monthly website report – emailed
2. Chilterns Conservation Board newsletter – emailed
3. WDALC agenda – passed to Cllr Mrs Smith
4. Chiltern Society Newsletter
5. WDC Parish Council Tax setting documents
6. Bucks Healthcare – notification of events – on noticeboards
7. NALC Briefing on Data Protection Officers
8. WDC Guidelines for the new Data Protection legislation
9. Thames Valley Police URN - - OCCURRENCE 43170377319 [<AD8335>] – covering damage to basket swing.
10. BCC Invitation Town and Parish Council Conference on 1 February 2018. The focus of the event will be on working together to promote wellbeing in our communities. The conference will run from 09:30 to 14:00. - Do not know where yet.
11. Thames Valley Police Commissioner survey on increasing the precept to cover extra police costs – emailed to Councillors and on website.
12. Information on events for Chalk, Cherries and Chairs project – emailed to Councillors
13. Information on Growing a Rural Community survey
14. Email from a resident about speeding on the Bradenham Road.
15. Copy email re parking in Rosemary Close
16. BCC Notification that Portway Drive will be resurfaced at some point between March and June.

247.2 Planning

Applications

17/08475/CLE-337 G West Wycombe Road-Certificate of lawfulness for existing use of building as self-contained residential unit – we are unable to comment as we do not have any specific knowledge of the property.

17/08476/CLE-337A-F West Wycombe Road -Certificate of lawfulness for existing use as six self-contained residential units - we are unable to comment as we do not have any specific knowledge of the property.

247.3 To discuss any highways issues

Residents have raised concerns about the speed of traffic along the Bradenham Road – two further accidents in December – Speedwatch has been temporarily stopped due to a shortage of police officers. County Cllr Hayday will follow up via the County Council.

Church Lane near the Caves needs resurfacing.

Kerbstone outside the sweet shop needs re setting.

247.4 To discuss the Pedestal Play Area

Basket Swing has been removed and the Handyman will try to repair the original swing. If this cannot be done, then we will make an insurance claim – the second swing was damaged more seriously and may not be reparable.

The order has been placed for the maintenance work.

Pedestal Car Park work could not be undertaken due to snow and the frozen surface – another date has been planned

247.5 To discuss the burial ground

The RFO raised concerns over the cost of running the burial ground. Our maintenance contract has another year before it expires.

247.6 To discuss GDPR – General Data Protection Regulations and consideration of new legislation regarding Data Protection from May 2018

The GDPR has become more complicated for parishes over recent months and it is felt that some things may alter before the legislation comes into force.

It is recommended that a data audit is undertaken and privacy notices and notices of data collection must appear on all documentation. The Clerk advised Councillors that it is their responsibility to ensure their home computers are up to date with data security e.g.: Antivirus software, password protected and to refrain from emailing any data which contains personal details. The Clerk has purchased a set of templates for varying applications within the GDPR regulations and has also added a statement to the email address. The Clerk will not be the Data Protection Officer and currently the Bucks Branch of SLCC is investigating ways of dealing with this. We will have to modify and have additional documents for allotments tenancies, grants of exclusive rights for burial, the website, volunteers, new Councillors and modify some of our policies. Documents explaining the GDPR issued to Councillors and on website.

The website master has confirmed that no sharing agreement between us is necessary because they do not process any personal data. It is the responsibility of the Parish Council to ensure that any data passed for inclusion on the website complies with the GDPR.

247.7 To discuss the budget for 2018/2019 and to set the precept

The Clerk has adjusted the budget to account for the extra items raised by Councillors and as one increase was due to the possible need for an extra feeder pillar, the Clerk had investigated new Christmas lights which would avoid the need for another feeder pillar.

It was resolved to order 8 sets of bright white Christmas lights with appropriate cabling and power supplies at an approximate cost of £100.

The proposed budget is represented by proposed expenditure and reserves at a total of £73,380.

The projected income is £49,203 plus our opening balance of £31,000 which is represented by our reserves for replacement lighting - £14,000; play equipment - £1000; general reserves - £12,000 and underspend.

It was resolved to set a precept of £43,000, which represents a cost of £78.77 for a band D property compared to £77.62 for the current year.

247.8 To approve the accounts for January 2018 and signing of cheques

It was resolved to approve the accounts – See end of Minutes.

247.9 Members Questions

None raised.

Cllr Harris reported on the work to stabilise the weir. He was thanked for leading the New Year's Day Walk.

247.10 Date of next meeting

Thursday 8th February 2018 at 8pm in the Church Room.

Cheques to be paid in January 2018

Mrs S Henson	514.90	December salary
Bucks CC	169.31	January pension
HMRC - online	64.80	Tax/NI
Mrs S Henson	559.78	December exp incl annual working from home allowance
St Lawrence PCC	200.00	Donation to Village Church Loft clock
MH-P Internet	108.00	Annual hosting
Acorn Landscaping	215.83.	9/12 highways grass cutting
James Glasgow	35.00	The Handyman - Removing basket swing
TBS Hygiene	97.20	December collections
John K Lawrence	891.75	¾ burial ground maintenance
Senior Citizens Christmas Party s/o	100.00	Donation
Acorn Landscaping	122.00	Rosemary Close – clearance/ turfing of tree stump area
TBS Hygiene	54.00	Moving the dog bin
Southern Electricity dd	165.35	Street light energy
Total	3297.92	

Statement of Account as at 1st January 2018

Opening balance – 1 st December	42586.31
Less December cheques	3194.07
Credit from Castle Water after new meter reading	18.84
Total	39411.08